

APPENDIX-B

कोलकाता पोर्ट ट्रस्ट न्यास

चिकित्सा विभाग

सेन्टेनरी अस्पताल

1, डायमंड हार्बर रोड

कोलकाता-700 053

KOLKATA PORT TRUST

MEDICAL DEPARTMENT

CENTENARY HOSPITAL

1, DIAMOND HARBOUR ROAD

KOLKATA-700053

[ISO 9001:2008 Certified]

Applications invited for

Engagement of 2 (Two) Pharmacists & 1 (One) Laboratory Assistant on Contract basis

Kolkata Port Trust intends to engage 2 (Two) Pharmacists & 1 (One) Laboratory Assistant on contractual basis for its own Centenary Hospital (ISO 9001 : 2008 Certified) at 1, Diamond Harbour Road, Majerhat, Kolkata-700053 (Near Majerhat Bridge/Station), and prepare a panel for future contractual engagement from the empanelled list.

Applications are invited within **11.05.2015** for contractual engagement as Pharmacist (2 Nos.) & Laboratory Assistant (1 No.) in the Centenary Hospital of Kolkata Port Trust. Eligibility criteria and terms and conditions of the engagement are set out.

Eligibility : Age – Upto 40 years as on 30.04.2015

For Pharmacists on Contract

Candidates must pass Diploma in Pharmacy from the State Medical Faculty. Preference will be given to candidates having B Pharma degree and one year experience from reputed institute. Candidate must have registration with Pharmacy Council.

Remuneration :

The candidate will be paid a fixed consolidated remuneration of **Rs.12480/- per month**. In case of retired Govt. employee, the remuneration will be the amount equivalent to the last drawn after adjustment of pension amount or such amount as may be mutually agreed upon.

Terms and Conditions :

1. i) The engagement will be for a period of one year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, KoPT reserves the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
ii) The candidates will be paid a fixed consolidated remuneration of Rs.12480/- per month plus Medical Benefit for self only.
2. The candidate will be responsible for
 - i) Compounding and dispensing of medicines for patients according to prescriptions

- ii) Maintenance of proper stocks and stores of medicines. Preparation of indents.
 - iii) May need to provide First Aid and dressing.
 - iv) Administration of Hypodermic injection if required.
3. The candidate may avail of the facility of KoPT accommodation (unfurnished) on payment of license fee/rent as applicable, subject to availability.
 4. The office of the selected candidate will normally be at the Centenary Hospital/any of the Dispensaries of KoPT.
 5. The candidate will have to work for 6 days in a week in shift duties (morning, evening and night) as well as general duty and will normally be entitled to a weekly off day.
 6. The weekly off day may be staggered in the interest of work for any weekly off day/declared National Holiday in exigency, the candidate will be granted a compensatory day of rest conveniently, in lieu thereof and the candidate will not be entitled to any other compensation, monetary or otherwise, for the same.
 7. The candidate will be entitled to 15 days leave in a year (and proportionate in case of engagement for a lesser period) which may be availed of with prior approval, for any unauthorised absence in excess of admissible leave, pro rata deduction will be made from the consolidated remuneration.
 8. Additionally, sick leave to the extent of 10 days in a year (12 months from the date of engagement and proportionate in case of engagement for a lesser period) on the ground of illness may be allowed without any deduction from the remuneration on the basis of certification from the KoPT Medical Officer. Intimation of sickness should be conveyed to the Head of the Department/Reporting Officer forthwith in writing together with certificate of illness from a Registered Medical Practitioner, in addition to verbal intimation over phone.
 9. The candidate will be entitled to indoor and outdoor medical facilities as are available in KoPT Centenary Hospital for self only. However, no reimbursement for medicine/medical articles purchased from outside, diagnostic test done outside or treatment received outside, will be allowed.
 10. The candidate will report to Sr. Dy. CMO-II or to the officer as nominated by the CMO.
 11. The candidate will be responsible for the charge and care of KoPT's goods and stores and all other properties that may be entrusted on him and will be accountable for the same.
 12. The contractual engagement may be terminated by giving one month's notice from either side, However, the engagement is also terminable on 24 hours' notice for unsatisfactory performance and/or any act considered to be derogatory/ detrimental to the interest of the Kolkata Port Trust.
 13. Character and antecedent certificate will be required for engagement under KoPT.

For Laboratory Assistant

Candidates must pass at least DMLT or equivalent qualification from recognised Institute. Preference will be given for one year experience in reputed institution preferably NABL recognised.

Remuneration :

The candidate will be paid a fixed consolidated remuneration of **Rs.12480/- per month**.

Terms and Conditions :

1.
 - i) The engagement will be for a period of one year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, KoPT reserves the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
 - ii) You must possess a recognised Diploma in Medical Laboratory Technology (DMLT Tech) or equivalent.
 - ii) The candidates will be paid a fixed consolidated remuneration of Rs.12480/- per month plus Medical Benefit for self only.
2. The candidate will be responsible for
 - a. Patients Registration in Pathology.
 - b. Collection of blood and other samples of OPDs IPDs.
 - c. Processing of samples and performing test – Haematology, Biochemistry, Histopathology, Microbiology and Serology, Clinical Pathology etc.
 - d. Reporting and delivery of reports.
 - e. Maintenance of records.
 - f. Care of machines, maintenance of stock of reagents, daily expenditure of materials and reagents, report date etc. both manually and in computer.
 - g. Maintaining store and looking after CAMC of machines.
 - h. Preparation of reagents and media.
 - i. Assisting in the matters concerning ISO, NABL Quality Circle etc.
 - j. Such other similar work as may be assigned from time to time.
3. The candidate may avail of the facility of KoPT accommodation (unfurnished) on payment of license fee/rent as applicable, subject to availability.
4. The candidate will normally be at the Centenary Hospital/any of the Dispensaries of KoPT.
5. The candidate will be required to work in general shift duty for 6 days in a week and will be given a staggered weekly day of rest. If situation so warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly off day/National Holiday in exigency, you will be granted a compensatory day of rest conveniently in lieu thereof and for this, no other compensation, monetary or otherwise, will be allowed.

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6. The candidate will be entitled to 15 days leave in a year which may be availed of with prior approval. For any unauthorized absence in excess of 15 days, pro rata deduction would be made from the consolidated remuneration.
7. Additionally, sick leave to the extent of 10 days in a year (12 months from the date of engagement and proportionate in case of engagement for a lesser period) on the ground of illness may be allowed without any deduction from the remuneration on the basis of certification from the KoPT Medical Officer. Intimation of sickness should be conveyed to the Head of the Department/Reporting Officer forthwith in writing together with certificate of illness from a Registered Medical Practitioner, in addition to verbal intimation over phone.
8. The candidate will be entitled to indoor and outdoor medical facilities as are available in KoPT Centenary Hospital for self only. However, no reimbursement for medicine/medical articles purchased from outside, diagnostic test done outside or treatment received outside, will be allowed.
9. The candidate will report to Sr. Medical Officer (Pathology) or to the officer as nominated by the CMO.
10. The candidate will be responsible for the charge and care of KoPT's goods and stores and all other properties that may be entrusted on him and will be accountable for the same.
11. The contractual engagement may be terminated by giving one month's notice from either side, However, the engagement is also terminable on 24 hours' notice for unsatisfactory performance and/or any act considered to be derogatory/ detrimental to the interest of the Kolkata Port Trust.
12. Character and antecedent certificate will be required for engagement under KoPT.

Mode of Application

Application containing detailed bio data including name, father/mother's name, date of birth, permanent address, address for communication, phone no, nationality, religion, marital status, educational qualification, extra curricular activities and any other relevant information with two recent passport size photographs and photocopies of all testimonial should be sent to the **Chief Medical Officer, Centenary Hospital, Kolkata Port Trust, 1, Diamond Harbour Road, Majherhat, Kolkata-700053** in sealed envelope subscribed "**Application for contractual engagement of Pharmacist**" & "**Application for contractual engagement of Laboratory Assistant**".

The last date of receipt of application is **11.05.2015**. Incomplete application or application received after last date of submission will be rejected.

Candidates are advised to see the KoPT website (kolkataporttrust.gov.in) for ascertaining their eligibility, date of interview, result of selection etc.

डॉ. डि. दत्त
बरिष्ठ उप मुख्य चिकित्सा अधिकारी-I
कृते मुख्य चिकित्सा अधिकारी
Dr. D. Dutta
Sr. Dy. Chief Medical Officer-I
For Chief Medical Officer