



श्यामा प्रसाद मुखर्जी पत्तन, कोलकाता  
चिकित्सा विभाग  
सेन्टेनरी अस्पताल  
SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
MEDICAL DEPARTMENT,  
CENTENARY HOSPITAL  
1, DIAMOND HARBOUR ROAD  
KOLKATA-700053

## Engagement of 1 (One) OT Technician on Contract basis

SMPK intends to engage 1 (One) OT Technician on contractual basis for its own Centenary Hospital (ISO 9001 : 2015 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.

The applicants are invited to appear for a walk-in-interview along with two passport size recent photographs, cv, all testimonials (originals & self attested photocopies) on **09.09.2021 & 10.09.2021 from 10-00 AM to 01-30 PM** for contractual engagement in the Centenary Hospital of SMPK. Eligibility criteria and terms and conditions of the engagement are set out.

**Eligibility :** Age – Upto 45 years as on 01.08.2021

### **Eligible Criteria :**

Candidates must pass at least HS (10+2) or equivalent examination with Science & at least 2 years Diploma in OT Technician Course from any recognised University/Faculty/Council and at least one year experience of working in recognised Institute or Hospital. Ex-Servicemen candidates are also eligible to apply.

### **Remuneration :**

The candidate will be paid a fixed consolidated remuneration of **Rs.20202/- per month**.

### **Terms and Conditions :**

1. Your 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, SMPK 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. Contract will not continue beyond 65 years of age.
2. You may avail of the facility of SMPK accommodation (unfurnished) on payment of license fee/rent as applicable, subject to availability. A security deposit equivalent to one month's salary may need to be deposited.
3. The candidate will be responsible for :
  - a. Looking after the AMC and Preventive and Periodic maintenance of all OT equipments.
  - b. Maintaining close liaison with the Asstt. Manager (Tech) and/or such other Officer to ensure that all equipments are calibrated up to date.
  - c. Taking steps for urgent repair and continuous function of all the items in OT, e.g. Diathermy Machines, Sucker Machines, Piped Gases, Piped Vacuum System, Fogging Machines, Hot & Cold Sterilizers, Power Drills, OT Table and OT Light, C-Arm etc.

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- d. Running and maintenance of the Autoclave machines, with the assistance of Nursing staff and Attendants.
  - e. Up keep, maintenance and sterilization (when needed) of laparoscopic, endoscopic, Operating Microscope and other sophisticated equipments/instruments, as necessary.
  - f. Maintaining close liaison with the maintenance officials of Civil, Electrical, Plumbing and Generator department/sections regarding related problems of the OT.
  - g. Documentation relating to all equipments in the OT e.g. inventory, purchase & installation date, AMC Contracts, preventive maintenance schedule, calibration schedule, Repair Logbook and Condemnation records with the guidance and assistance of the OT sister.
  - h. Operating C Arm machine during operations when the machine is used.
  - i. Cutting & dressing gauge & bandage of all types.
  - j. Any other related job as assigned by Resident Surgeon or Chief Surgeon.
4. You may avail of the facility of SMPK accommodation (unfurnished) on payment of license fee/rent as applicable, subject to availability.
  5. Your office will normally be at Centenary Hospital of SMPK. However, you may be required to work at any place within the jurisdiction of KoPT.
  6. Normally you 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.
  7. You 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.
  8. Additionally, sick leave to the extent of 10 days in a year (12 months from the date of engagement) on the medical ground may be allowed without any deduction from the remuneration, on the basis of certification from SMPK 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 (till the ESIC Scheme is in voke)..
  9. You will also enjoy total no. of 9 holidays, out of 16 authorised SMPK holidays.
  10. You will be entitled to Indoor and Outdoor medical facilities as are available in SMPK Centenary Hospital for self only. However, no re-imburement for medicine/medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed.
  11. Normally, Sr. Dy. CMO-II (I/C) or any other Officer as decided by the Chief Medical Officer will be your Reporting Officer for your job.
  12. You will be responsible for the charge and care of the SMPK goods, stores and all other properly that may be entrusted to you and you will be accountable for the same.

13. The contractual engagement may also be terminate by giving one month's notice from either side or paying back one month salary at the discretion of the Chief Medical Officer. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and/or for any act considered to be derogatory/detrimental to the interest of Kolkata Port Trust.
14. You must submit a character and antecedent certificate will be required for engagement under SMPK.
15. You will have to undergo a pre-employment medical examination at your own expense prior to joining to the said post.

Should you agree to the terms and conditions as aforesaid, you may report to the Dy. CMO-II within 10 working days from the issuance of this letter and join duty after affixing your full signature confirming your acceptance of the terms and conditions of this contractual engagement.

Candidates are advised to see the SMPK website ([kolkataporttrust.gov.in](http://kolkataporttrust.gov.in)) for ascertaining their eligibility, date of interview, result of selection etc.

**Documents to be brought (original & self attested photocopies)**

1. Typed and signed bio data.
2. 2 copies of recent passport size photograph.
3. Certificate of Date of Birth
4. OT Technician Certificate.
5. Registration Certificate from WB/any other State Council.
6. All Certificates and Mark sheets starting from Madhyamik or Equivalent.
7. AADHAR Card & Pan Card
8. Experience Certificate
9. Any other relevant documents.

Dr. D. Dutta  
Chief Medical Officer (I/C)