

KOLKATA PORT TRUST
HALDIA DOCK COMPLEX

Requires

Pharmacist-cum-Dresser

Kolkata Port Trust, Haldia Dock Complex intends to engage 3 Pharmacist-cum-Dresser on contract basis for its Hospital (ISO: 9001-2008 Certified) at Haldia. Applications are invited from Indian nationals, so that it reaches the office of the Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur – 721607 within **December 10, 2014**. The details of eligibility criteria for contractual Engagement of the aforementioned post is given below:-

Eligibility Criteria

(i) Age:

Age should not be below 25 years as on November 01, 2014.

(ii) Essential qualification & Experience:

- (i) Must have passed Madhyamik or equivalent examination.
- (ii) Must have diploma in Pharmacy from the State Medical faculty with qualifying certificate in First-Aid from St.John's Ambulance Association / Indian Red Cross Society or any other recognized organization.
- (iii) Experience of minimum 3 years as Pharmacist & Dresser in a reputed Hospital / Institution.

Other Terms & Conditions of contractual engagement of Pharmacist – cum - Dresser

1. The engagement will be for a period of 1(one) year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, H.D.C., KoPT reserves the right to enter into a fresh contract for such period and such terms as may be mutually agreed upon by the parties.
2. The candidate will be responsible for:-
 - i) Compounding and dispensing of medicines for patients according to prescription made by the Medical Officers.
 - ii) Rendering first-aid, dressing, antiseptic dressing, plastering etc. to the patients.
 - iii) Administering hypodermic injection.
 - iv) Sterilization of dressings, appliances and instruments etc.
 - v) Maintenance of proper stocks and stores of medicines, chemicals etc., preparation of indents and maintenance of related records.
 - vi) Performance of such other jobs of allied nature of duties deemed inescapable by his / her superior.

3. The candidate will be paid a fixed consolidated remuneration of Rs.16,100/-per month.
4. As the job requires stayal in the HDC, KoPT quarters, the candidate is to avail the facility of KoPT accommodation (unfurnished) on payment of license fee / rent as applicable. Electricity charges shall have to be borne by the candidate at actuals.
5. The office of the selected candidate will normally be at the Port Hospital, Medical division, Haldia Dock Complex, Haldia Township, Purba Medinipur – 721607 or any other Dispensary / Medical Camp etc. under HDC.
6. The candidate will be required to work in shifts on rotation i.e. morning, afternoon & night as per the requirements. The candidate may also be required to work on general shift duty, if situation so warrants. The candidate will have to work for 6 (six) days in a week and will be given a staggered weekly day of rest. If situation so demands, the weekly day of rest may be changed with prior intimation. In exigency of work, he may also be booked on Holidays / Weekly Off days / Overtime hours beyond his scheduled shift for which appropriate relief may be considered, as per the discretion of the competent authority.
7. The candidate will be entitled to 15 (fifteen) days' leave in a year, (12 months from the date of engagement and proportionate in case of shorter period of engagement) which may be availed of with prior approval. For any absence, in excess of 15 (fifteen) days, pro-rata deduction will be made from the consolidated remuneration.
8. Additionally, leave on medical grounds, to the extent of 10 (ten) days in a year 12 months from the date of engagement and proportionate in case of shorter period of engagement) on illness may be allowed without any deduction from the remuneration on the basis of certification from HDC Medical Officer. Intimation of sickness should be reported to the Medical Superintendent / Reporting Officer forthwith in writing together with the certificate of illness from a Registered Medical Practitioner, in addition to verbal intimation over phone.
9. The selected candidate will be entitled to indoor & outdoor medical facilities as are available in Port Hospital, Haldia, for self & spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside will be allowed.
10. The selected candidate will be entitled to TA / DA, as applicable to the regular incumbent in the Post of Pharmacist-cum-Dresser, while on official tour outside Headquarters.
11. The selected candidate will be entitled to avail the canteen facility as is available to the regular employees of HDC.
12. The selected candidate would report to the Deputy Medical superintendent concerned.
13. The selected candidates will be responsible for charge and care of HDC / KoPT's money, goods and stores and all other property that may be entrusted to him and he will be accountable for the same.
14. 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 for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.

15. The selected candidate have to submit character / antecedent certificate in a prescribed proforma, after selection for such contract engagement.
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General Instruction

Interested candidates, fulfilling the above eligibility criteria agreeable to the terms & conditions, may apply in the enclosed proforma with one recent passport size photograph and self certified photocopies of relevant certificates / testimonials. Application, in sealed envelope superscribed “**Application for contractual engagement of Pharmacist – cum- Dresser**”, should reach the Office of Manager(P&IR), Haldia Dock Complex, Jawahar Tower Connector Building, P.O.-Haldia Township, Dist.-Purba Medinipur, PIN – 721607, by **December 10, 2014**. Mere fulfillment of the eligibility criteria will not confer any right upon the candidate for selection. Management reserves the right to cancel the selection process without any reference to the candidates. Incomplete application or application received after the last date may not be entertained.

**PRESCRIBED PROFORMA FOR APPLICATION
POST APPLIED FOR :**

Paste Photo here

1. Name :
2. Father's / Husband's Name :
3. Date of birth :
(Self Certified copy of proof to be enclosed)
4. Age (As on 01/11/2014):
5. Sex :
6. Permanent Address :
7. Address for Communication :
8. Telephone : Landline :
Mobile :
9. E-mail Address:
10. Nationality :
11. Religion :
12. SC/ST/OBC :

13. Qualificati
on:
(Self certified
copies of
Marks sheets/
Certificates to
be enclosed)

	Percentage % with Division/ Class	Name of University / college	Honours / Pass Course
Graduation			
Post Graduation			
P.G. Diploma			
Additional			

(Please indicate whether Honours Course was offered by the
University at the time of your enrollment in the Degree Course.)

14. Experience :
(Self certified
copies of
certificates to
be enclosed)

Organisation	Scale of pay & Present Basic Pay.	Post	_____ to _____	Period

15. Additional Information (if any)

I certify that the above information are true to the best of my knowledge and the necessary documents including the certificate from my employer are enclosed.

(Full Signature of Applicant with Date)