

## APPENDIX-B



### कोलकाता पत्तन 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]

## Engagement of 7 (Seven) Nurses on Contract basis

Kolkata Port Trust intends to engage 7 (Seven) Nurses 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, all testimonials (originals & self attested photocopies) on **21.01.2020 & 22.01.2020 from 10-00 AM to 02-00 PM** for contractual engagement in the Centenary Hospital of Kolkata Port Trust. Eligibility criteria and terms and conditions of the engagement are set out.

**Eligibility : Age – Upto 50 years as on 01.01.2020**

#### **Eligible Criteria :**

Candidates must possess a Diploma in General Nursing cum Midwifery (GNM)/BSc (Nursing)/MSc (Nursing) from an institute recognised by the West Bengal Nursing Council or similar Council of any other state in India with completed internship. They must also have working experience in Govt/PSU or Private Hospitals/Institutions of repute for 1 year. Ex-Servicemen candidates (Male and Female) are also allowed.

#### **Remuneration :**

The candidate will be paid a fixed consolidated remuneration of **Rs.27900/-** per month for first two years. After completion of 2 years of service, Nurses should be given an annual increment of **Rs.700/-**.

In addition to the above, you will be paid Uniform Allowance of **Rs.5513/-** once a year and Washing Allowance of **Rs.319/-** per month and an allowance of **Rs.150/-** per night shift of work. In the event of termination of your service before expiry of one year, Uniform Allowance already paid to you will be treated as overdrawn and pro-rata deduction will be made from your final remuneration bill.

#### **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, 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. Contract will not continue beyond 65 years of age.
2. You may avail of the facility of KoPT accommodation (unfurnished) on payment of license fee/rent as applicable, subject to availability.
3. You will be responsible for total nursing care of the patients admitted in the hospital, in particular the following:
  - a) Admission, orientation and assessment of the patients' nursing needs and planning patients' care.

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- b) Observation and collection/recording data for making diagnosis and nursing intervention, eg. Vital signs (BP, temperature, pulse, respiration) intake-output chart, secretions and excretion and conditions of wounds etc, preservation and maintenance of hospital documents.
  - c) Performing routine ward activity in making round in the wards with doctors and implement physician's order in administering medication, injection, surgical dressing, catheterisation, bladder wash, Ryle's Tube intubation and aspiration, intravenous and blood transfusion, helping in physical examination and investigations, collection of specimens and sending to the laboratory, enema and bowel wash, tube feeding (Lavage), Pre and Post Operative Care etc.
  - d) Assist in direct care of the patients, eg. Maintaining personal hygiene bed making and assist in activity of daily living (ADL), eg. Bed making, feeding, sponging, dressing etc.
  - e) Maintenance of safe environment, segregation of Bio Medical Waste as per WBPCB guidelines, protect patients from any kind of injury and preserve legal and human rights in terms of health and illness.
  - f) Provide patients and their family members with information about health, treatment, therapy and life style changes and impart health education to patients'.
  - g) Assist in planning and administrating therapeutic diets.
  - h) Co-ordinate health care with other members of the health team and maintain prior relationship.
  - i) Assist in making ward requirement and periodical stock verification and keeping necessary records.
  - j) Service booking for radiological and pathological test etc.
  - k) Hand over and takeover of ward equipment when changing shifts.
  - l) Such other jobs as may be called upon to do in respect of his nature of duties.
4. 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.
  5. 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.
  6. You will also enjoy total no. of 9 holidays, out of 19 authorised KoPT holidays. Must be present on unpaid holidays.
  7. You 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.
  8. 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.

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9. Normally, you will report to the Matron (Centenary Hospital) or to the officer as nominated by the CMO.
10. Your office will normally be at the Centenary Hospital of KoPT. However, you may be required to work at any place within the jurisdiction of KoPT.
11. You 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, or paying back one month salary at the discretion of the Chief Medical Officer. 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. You must submit a character and antecedent certificate will be required for engagement under KoPT.
14. You will have to undergo a pre-employment medical examination at your own expense prior to joining to the said post.

Candidates are advised to see the KoPT 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. GNM Certificate/BSc (Nursing)/MSc (Nursing)
5. Registration Certificate from WB/any other State Nursing 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.

(डॉ. मु. केलकार)  
मुख्य चिकित्सा अधिकारी  
Dr. M. Kelkar  
Chief Medical Officer