

**Advertisement No. 06/2020**

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
HALDIA DOCK COMPLEX**

**Requires**

**Pharmacist-cum-Dresser on Contractual Basis**

Haldia Dock Complex, SMP, Kolkata intends to engage 02 \*\* (two) Pharmacist-Cum-Dresser under Medical Division, Haldia Dock Complex, SMP, Kolkata on contractual basis for posting under Port Hospital at Haldia. Applications are invited from Indian nationals for the aforesaid contractual engagement, the details of eligibility criteria of which are given below: -

[\*\* The numbers of engagements are indicative only. The same may increase / decrease in future, as per actual requirements]

**Eligibility Criteria**

**(i) Age:**

Lower age limit: 25 years as on November 01, 2020.

Upper age limit: 45 years as on November 01, 2020.

**(ii) Essential qualification:**

(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:**

Experience of minimum 3 years as Pharmacist & Dresser in a reputed Hospital / Institution.

**Selection methodology:**

Selection will be made through trade test (qualifying in nature) followed by Written Test of 50 marks and pass marks being 25. However, management reserves the right to change/modify the selection methodology.

**General Instruction :**

Interested candidates, fulfilling the above mentioned eligibility criteria and agreeable to the terms and conditions given below, 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 under Medical Division, HDC**", should reach the office of Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower 6<sup>th</sup> floor, P.O.-Haldia Township, Dist.-Purba Medinipur, PIN – 721607, by **December 24, 2020**. 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.

Encl: As stated

Sr. Dy. Manager (P&IR)  
Haldia Dock Complex

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**Terms and Conditions for contractual engagement of Pharmacist-cum-Dresser under Medical Division of HDC.**

- i) The engagement will be for a period of 02 (Two) years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC/SMP,Kolkata reserves the right to enter into a fresh contract for such period and on such terms and conditions as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for :-
  - a) Compounding and dispensing of medicines for patients according to prescription made by the Medical Officers.
  - b) Rendering first-aid, dressing, antiseptic dressing, plastering etc. to the patients.
  - c) Administering hypodermic injection.
  - d) Sterilization of dressings, appliances and instruments etc.
  - e) Maintenance of proper stocks and stores of medicines, chemicals etc., preparation of indents and maintenance of related records.
  - f) Performance of such other jobs of allied nature of duties deemed inescapable by his / her superior.
- iii) The selected candidate will be paid a fixed consolidated remuneration of Rs.24,300/- (Rupees twenty four thousand three hundred only) per month with yearly increment of Rs.700/- ( Rupees seven hundred only).
- iv) 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.
- v) The selected candidate will have to work for 6 days in a week and will be entitled to a weekly-off day. If situation so demands, the weekly day of rest may be changed with prior intimation. The selected candidate will be required to work in shifts on rotation i.e. morning, afternoon, night & general shift as per requirement. In exigencies of work, he may also be booked on Holidays / Weekly Off days / Overtime hours beyond his scheduled duty hours, for which appropriate relief may be considered, as per the discretion of the Competent Authority.
- vi) The selected candidate may avail of the facility of HDC accommodation (unfurnished) on payment of license fee / rent, as applicable. Electricity charges for the said quarter shall have to be borne by the candidate at actual.
- vii) The selected candidate will be entitled to 15 days leave in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement), which shall be availed of with prior approval. For any absence, in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.
- viii) Additionally, leave on medical ground to the extent of 10 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 / SMP,Kolkata Medical Officer. Intimation of sickness should be reported to the Head of the Division / Reporting Officer forthwith, in writing, together with the certificate of illness from a Registered Medical Practitioner, in addition to verbal intimation over phone.

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- ix) The selected candidate will be entitled to indoor & outdoor medical facilities as are available in the Port Hospital at Haldia for self, spouse & maximum two children upto the age of 25 years. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed. This restriction will not apply for treatment of any injury sustained due to accident occurred in the course of and arising out of engagement.
- x) If the selected candidate is required to go on official tour, the candidate will be entitled to TA/DA as applicable.
- xi) The selected candidate shall report to Deputy Medical superintendent, Medical Division. However, he may be required to report to any other officer of HDC, in exigency of work.
- xii) The selected candidate will be entitled to avail the canteen facility of HDC.
- xiii) The selected candidate shall be responsible for charge and care of HDC / SMP, Kolkata's money, goods and stores and all other property that may be entrusted on him and he will be accountable for the same.
- xiv) The contractual engagement may be terminated by giving one month's notice from either side. 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 HDC/ SMP, Kolkata.
- xv) The selected candidate will have to submit character / antecedent certificate in the prescribed proforma after selection for such contract engagement.

**PRESCRIBED PROFORMA FOR APPLICATION  
APPLIED FOR : PHARMACIST-CUM-DRESSER (ON CONTRACT)**

1. Name : .....
2. Father's Name : .....
3. Date of birth : .....  
(Self Certified copy of proof to be enclosed)
4. Age (As on 01/11/2020) : .....
5. Permanent Address : .....
6. Address for Communication : .....
7. Telephone : Landline : ..... Mobile : -----
8. E-mail Address: .....
9. Nationality : .....
10. Religion : .....
11. SC/ST/OBC : .....

Paste Photo here
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12. Academic Qualification:

Examination	Subject / Honours / Pass Course	Name of Board/ College / University	Percentage (%) with Division / Class
Madhyamik (or equivalent)			
Diploma in pharmacy			
Additional Qualification			

(Self-certified copies of Marks sheets/ Certificates to be enclosed)

13. Professional qualification:

14. Experience:

Post	Scale of Pay & Present Basic Pay.	Organization	From - To	Period

(Self-certified copies of certificates to be enclosed)

15. Additional Information (if any)

I certify that the above information is true to the best of my knowledge and if any document found incorrect at any stage during my service at HDC, my job may be liable for termination that necessary documents including the certificate from my employer are enclosed.

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(Full Signature of Applicant with date)