

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

Requires

Female Nurse

Kolkata Port Trust, Haldia Dock Complex intends to engage Female Nurse 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 Connector Building, Haldia Township, Purba Medinipur – 721607 within **April 19, 2013**. The details of eligibility criteria for contractual Engagement of the aforementioned post is given below:-

Eligibility Criteria

(i) Age:

Age should be 25 years or above as on March 01, 2013.

(ii) Essential qualification & Experience :

- i) Must have passed Madhyamik or equivalent examination.
- ii) Must have passed a course in General Nursing and Midwifery (3 & ½ years Course) or B.Sc. Nursing.
- iii) Must be registered under the State Nursing Council.

(iii) Experience:

Should have minimum 3 years of experience as Nurse in a reputed Hospital / Nursing Home. Preference will be given to candidates who possess some relevant training / exposure to CCU / ITU.

General Instruction

Interested candidates, fulfilling the above eligibility criteria agreeable to the terms & 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 Female Nurse**”, should reach the Manager(P&IR), Haldia Dock Complex, Jawahar Tower Connector Building, P.O.-Haldia Township, Dist.-Purba Medinipur, PIN – 721607, by **April 19, 2013**. 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.

Enclo: As stated

Manager(P&IR)
Haldia Dock Complex

Contd....

Terms & Conditions of contractual engagement of Female Nurse

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) Assisting the Staff Nurses in the wards in all their duties in administration of treatment and rendering care to the patients as and when required.
 - ii) To ensure hygiene of patients, tidiness of beds, wards etc.
 - iii) Maintenance of all equipments and accessories, kept with the Nurse for treatment and diagnosis and other stocks and stores.
 - iv) Maintenance of all records regarding patients' treatment and conditions and others stocks & stores.
 - v) Assisting Staff Nurses in preparation of diet list, in Operation Theatre, Laboratory Room, Supervision of works of Attendants & Sweepers attached to the wards.
 - vi) Administration of injection.
 - vii) Such other jobs, as they may be called upon to do, in respect of their nature of duties.
3. The candidate will be paid a fixed consolidated remuneration of Rs.12,000/- per month. In addition, Rs.324/- will be paid on account of Uniform + Washing.
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. She will have to work for 6 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. For work on any weekly off day / declared National Holiday in exigency, the candidate will be granted a compensatory day of rest conveniently in lieu thereof and she 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 one 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 days, pro-rata deduction will be made from the consolidated remuneration.
8. Additionally, leave on medical grounds, 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 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 and outdoor medical facilities as are available in Port Hospital, Haldia for self and spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic test done outside or treatment received outside will be allowed.
10. The selected candidate will be entitled to avail canteen facilities of HDC.
11. The selected candidate will be entitled to TA / DA, as applicable to the regular incumbent in the post of Nurse, while on official tour outside Headquarters.
12. The selected candidate would directly report to the Medical Superintendent, Port Hospital, Haldia Dock Complex.
13. The selected candidate will be responsible for the charge and care of the HDC, KoPT's money, goods and stores and all other property that may be entrusted to her and she 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 hour's notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of HDC, KoPT.
15. The selected candidate will have to submit character / antecedent certificate in a prescribed proforma, after selection for such contract engagement.

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 March 01, 2013):
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. Qualification:
(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 enrolment in the Degree Course.)

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

Organisation	Scale of pay & Present Basic Pay.	Post	Period (_____to _____)	Duration

15. Additional Information (if any)

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

(Full Signature of Applicant with Date)