

कोलकाता पत्तन न्यास



चिकित्सा विभाग
सेन्टेनरी अस्पताल
1डायमंड , हार्बर रोड
कोलकाता-700 053



[ISO 9001: 2008 Certified]

APPLICATIONS INVITED FOR ENGAGEMENT OF MEDICAL OFFICER & NURSE ON CONTRACT BASIS

KOLKATA PORT TRUST intends to engage medical professionals on contractual terms for its own Centenary Hospital (ISO 9001: 2008 certified) at Majerhat, Kolkata as mentioned hereunder.

1. Medical Officer (on Contract)

Applications are invited for contractual engagement as Medical Officer for 3 (Three) posts in the Centenary Hospital of Kolkata Port Trust. Eligibility criteria and terms and conditions of the engagement are set out below :-

Remuneration : Rs.45,000/- per month considerate consolidated.

Eligibility : Age – Upto 35 years as on 31-05-2013.

1. Candidates must possess MBBS degree from a recognized University/Institute with one year compulsory internship.
2. One year post internship experience as House Staff/RMO in a first grade hospital.
3. Preference will be given to candidates having 2 years experience in a recognized hospital or a hospital of repute.

Terms and conditions :

- (i) The 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.
- (ii) The candidate will be paid a fixed consolidated remuneration of Rs.45,000/- per month.
- (iii) The candidate will be required to stay in rent-free accommodation (unfurnished) to be provided by KoPT, subject to availability.

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- (iv) The candidate will have to work for 6 days in a week in shift duties in ICU, Wards Operation Theatre, OPD and Casualty on rotation as per requirement, with staggered weekly day of rest. He/she may also be required to work in general shift duty and may have to be 'on call' to handle any emergency.
- (v) The candidate will be entitled to 15 days leave in a year (and proportionate in case of engagement for a lesser period) which may be availed of with prior approval. For any unauthorised absence in excess of admissible leave, pro-rata deduction will be made from the consolidated remuneration.
- (vi) 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.
- (vii) 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 the candidate will not be entitled to any other compensation, monetary or otherwise, for the same.
- (viii) The candidate 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.
- (ix) The candidate will report to Chief Surgeon/Chief Physician/Medical Superintendent.
- (x) The candidate 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.
- (xi) The contractual engagement may also 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 any act considered to be derogatory/detrimental to the interest of the Kolkata Port Trust.
- (xii) The engagement is subject to verification of antecedent of the candidate.

2. Nurse (on Contract)

Applications are invited for contractual engagement as **NURSE** for 1 (One) post in the Centenary Hospital of Kolkata Port Trust. Eligibility criteria and terms and conditions of the engagement are set out below :-

Remuneration :

The selected candidates will be paid a fixed consolidated remuneration as per following graded slab, based on their working experience.

<i>Experience</i>	<i>Consolidated Remuneration per month</i>
Upto 5 completed years	Rs.11,700/-
> 5 years upto 10 completed years	Rs.13,000/-
> 10 completed years	Rs.13,000/- and additional remuneration of Rs.500/- to be paid for every additional completed years of experience, subject to a ceiling of Rs.16,000/-

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In case of retired ovt. Officials, the remuneration will be the amount equivalent to the last pays drawn after adjustment of pension amount or such amount as may be mutually agreed upon.

In addition to the above, the candidate will be paid Uniform Allowance of Rs.2295/- once a year and Washing Allowance of Rs.133/- per month and an allowance of Rs.60/- per night shift of work. In the event of termination of service before expiry of 1 (One) year. Uniform Allowance already paid to the candidate will be treated as overdrawn and pro-rata deduction will be made from final remuneration bill.

Eligibility :

The candidates must possess Diploma in General Nursing and Midwifery (GNM) or equivalent or higher qualification from a recognized institute and registration of WBNC. She must also have work experience in Govt./PSU or private hospitals/Institutions of repute.

Terms and conditions :

1. The engagement will be for a period of 12 months 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.
2. The selected candidates will be responsible for total 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.
 - b) Observation and collection/recording data for making diagnosis and nursing intervention, e.g. vital signs (BP, Temp, plus, respiration), intake-output chart, secretions and excretion and condition of wounds etc.,
 - c) Performing routine ward activity in making round in the wards with doctors and implement physician's order in administering medication, injection, surgical dressing, catheterization, bladder wash, Ryle's Tube intubation and aspiration, intravenous and blood transfusion (under supervision of Doctor), helping in physical examination and investigations, collection of specimens and sending to the laboratory, enema and bowel wash, tube feeding (Lavage and Gavage), pre and post-operative care etc.
 - d) Assisting in direct care of the patients, e.g. maintaining personal hygiene and assist in activity of daily living (ADL), e.g. bed making feeding, sponging dressing etc.
 - e) Maintenance of safe environment, protect patients from any kind of injury and preserve legal and human rights in terms of health and illness.
 - f) Providing patients and their family members with information about health, treatment, therapy and life style changes and impart health education to patients'.
 - g) Assisting in planning and administrating therapeutic diets.
 - h) Co-ordinating health care with other members of the health team and maintain pier relationship.
 - i) Assisting in making ward requirement and periodical stock verification and keeping necessary records.
 - j) Service booking for radiological and pathological tests etc.

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- k) Handing over and taking over of patient status, ward equipment etc. when changing shifts.
 - l) Such other related job as may be assigned by the superior authority.
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3. The candidates may avail of the facility of KoPT accommodation (unfurnished) free of rent, subject to availability.
 4. The office of the selected candidates will normally be at the Centenary Hospital of KoPT. However, they may be required to work at any place within the jurisdiction of the KoPT.
 5. The candidates will be required to work full time for 6 days in week in shifts on rotation i.e. morning, afternoon and night, as per requirement. The candidates may also be required to work in general shift duty, if situation so warrants. They will be given a staggered weekly off day. If the situation so warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly off day/declared National Holiday in exigency, the candidates will be granted a compensatory day of rest conveniently in lieu thereof and they will not be entitled to any other compensation, monetary or otherwise, for the same.
 6. The candidates 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, prorata deduction would be made from the consolidation remuneration.
 7. Additionally, sick leave 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 critical illness may be allowed without any deduction from the remuneration on the basis of certification from the KoPT Medical Officer intimation sickness should be reported 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.
 8. The selected candidates will be entitled to indoor and outdoor medical facilities as are available in KoPT Centenary Hospital for self-only. However, no reimbursement for medicine/medicine articles purchased from outside, diagnostic tests done outside, or treatment received outside will be allowed.
 9. Normally, the candidates will report to the Matron or to the Officer as nominated by the Medical Superintendent, Centenary Hospital.
 10. The candidates will be responsible for the charge and care of KoPT's money, goods and stores and all other properties that may be entrusted on her and they will be accountable for the same.
 11. The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hour's notice for unsatisfactory performance and for any act considered to be derogatory/detrimental to the interest of the KoPT.
 12. Character and antecedent certificates will be required for engagement under Kolkata Port Trust.

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Mode of application:

Application containing detailed bio-data including name, father/mother's name, date of birth, permanent address, address for communication, Phone Number, Nationality, Religion, Marital status, Educational and professional qualification including Registration with appropriate council, experience and post held (indicating name/s of employer), salary drawn, , extra-curricular activities, and any other relevant information with two recent passport size photographs and photocopies of all testimonials should be sent to the Chief Medical Officer, Centenary Hospital, Kolkata Port Trust, 1, Diamond Harbour Road, Majerhat, Kolkata – 700 053 in sealed envelope subscribed "Application for contractual engagement of Medical Officer.

Last date of receipt of application is **28-06-2013**. Incomplete application or application received after last date will be rejected.

Candidates are advised to see the KoPT's website for ascertaining their eligibility, date of interview, result of selection, etc.

(DR. S. K. SINHA)
MEDICAL SUPERINTENDENT