

**KOLKATA PORT TRUST
Haldia Dock Complex**

Requires

Female Nurse & Pharmacist-cum-Dresser on contract basis for Port Hospital at Haldia

Kolkata Port Trust, Haldia Dock Complex intends to engage personnel on contract as per the following at Haldia :

- | | | | |
|-----|-------------------------------|---|----------|
| i) | Female Nurse | - | 6 |
| ii) | Pharmacist-cum-Dresser | - | 1 |

The detailed terms and conditions of the aforesaid posts are given hereunder at Annexure – I & II respectively.

**Terms and conditions for contractual engagement of Female Nurse
under Medical Division of HDC:**

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 candidates must possess the following age, qualifications and experience:
 - i) Age of the candidate should not be below 35 years as on the last date of submission of applications. However, in case of deserving candidates the said age limit may be relaxed.
 - ii) Must have passed Madhyamik or equivalent examination.
 - iii) Must have passed a course in General Nursing and Midwifery (3 & ½ years Course) or B.Sc. Nursing.
 - iv) Must be registered under the State Nursing Council.
 - v) Experience of work as Nurse in a reputed Hospital / Nursing Home. Preference will be given to candidates who possess some relevant training / exposure to CCU / ITU.
3. 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.
4. The candidate will be paid a fixed consolidated remuneration as per the following graded slab, based on their working experience.

Experience

Upto 5 completed years
> 5 years upto 10 completed years
> 10 completed years

Consolidated remuneration per month

Rs.10,000.00 (+Rs.324.00 A/c Uniform + Washing)
Rs.11,000.00(+Rs.324.00 A/c Uniform + Washing)
Rs.11,000.00(+Rs.324.00 A/c Uniform + Washing)
plus increase by Rs.300.00 for every additional completed year of experience for four (4) such years and thereafter by Rs.400.00 for every additional completed year, subject to a ceiling of maximum remuneration of Rs.13,000.00.

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

5. 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.
6. 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.

7. 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.
8. 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 unauthorized absence in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.
9. 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.
10. The selected candidate will be entitled to indoor and outdoor medical facilities as are available in Port Hospital, Haldia for self only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic test done outside or treatment received outside will be allowed.
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 concerned Deputy Medical Superintendents.
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.

Terms and conditions for contractual engagement of Pharmacist-cum-Dresser under Medical Division of HDC :

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 candidates must possess the following age, qualifications and experience:
 - (i) Age of the candidate should not be below 35 years as on the last date of submission of applications. However, in case of deserving candidates the said age limit may be relaxed.
 - (ii) Must have passed Madhyamik or equivalent examination.
 - (iii) Must have diploma in Pharmacy from the State Medical Faculty with qualifying certificate in First-Aid from St. John's Ambulance Association.
 - (iv) Experience of minimum 5 years as Pharmacist & Dresser in a reputed Hospital / Institution.
3. 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 injections.
 - (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 superior.
4. The candidate will be paid a fixed consolidated remuneration as per the following graded slab, based on their working experience.

Experience

Consolidated remuneration per month

> 5 years upto 10 completed years	Rs.11,000.00
> 10 completed years	Rs.11,000.00 plus increase by Rs.300.00 for every additional completed year of experience for four (4) such years and thereafter by Rs.400.00 for every additional completed year, subject to a ceiling of maximum remuneration of Rs.13,000.00.

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

5. 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.
6. 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.

7. 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. He 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 he will not be entitled to any other compensation, monetary or otherwise, for the same.
8. 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 unauthorized absence in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.
9. 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.
10. The selected candidate will be entitled to indoor and outdoor medical facilities as are available in Port Hospital, Haldia for self only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic test done outside or treatment received outside will be allowed.
11. 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.
12. The selected candidate would report to the Deputy Medical Superintendent concerned.
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 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 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.

General Instructions

Interested candidates, fulfilling the eligibility criteria detailed above, and agreeable to the said terms & conditions of contract engagement, may apply giving detailed bio-data, including name, date of birth, permanent address, address for communication, contact phone number, e-mail address, nationality, religion, details of educational and professional qualification, details of experience and post held (indicating name of the employer, pay scale and salary drawn), whether SC/ST/OBC, extra curricular activities or any other relevant information, with two recent passport size photographs and certified photo copies of relevant certificates / testimonials. Application in sealed envelope superscribing the name of the post should reach the Manager (P&IR), Haldia Dock Complex, Jawahar Tower Connector Building, Haldia Township, Purba Midnapore, Pin-721607 by **30th July, 2009**. Mere fulfillment of the aforesaid 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 30th July, 2009 may not be entertained.

Manager (P&IR)
Haldia Dock Complex
Phone – 03224 263160