

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 2 (Two) Male Dressers on Contract basis

Kolkata Port Trust intends to engage 2 (Two) Male Dressers on contractual basis for its own Centenary Hospital (ISO 9001 : 2008 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 an walk-in-interview along with two passport size recent photographs, all testimonials (originals & self attested photocopies) on **10.06.2019 & 11.06.2019 from 10-00 AM to 02-00 PM** for contractual engagement as 2 (Two) Male Dressers 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 01.06.2019

Candidates must have passed Higher Secondary (10+2) or equivalent examination from a recognised institute. Must be in possession of certificate in First Aid Certificate from St. John's Ambulance or any other equivalent certificate. The candidate must have 2 yrs experience in a recognized Medical Establishment in the job of dressing and plastering related works in Casualty, OPD and IPD and all other related jobs assigned to him. Candidates of ex-servicemen category are also eligible.

Remuneration :

The candidate will be paid a fixed consolidated remuneration of **Rs.14378/- per month.**

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 by the parties. Contract will not continue beyond 65 years of age.

2. The candidate will be responsible for :

i) Daily dressing, plastering, shaving of pre-operative patients and minor surgical procedure under supervision etc. in Casualty, Out Patient Department (OPD), Indoor Ward (IPD), ICU, OT and Dispensaries.

ii) Preparing dressing materials like gauze, bandage etc. for the above mentioned and other section, preparing and sending of dressing materials, instruments, glass/plastic/rubber and other surgical items for sterilization/autoclaving, sterilization of items by boiling/chemicals etc. storing of sterilized materials maintaining antiseptic techniques in proper containers.

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iii) Assisting Pharmacists, nurses, doctors and carry out orders as per directive, in respect of nature of duties.

iv) Placement of indents of dressing materials, stationeries, consumables etc. through section-in-charge, receipt and maintenance of records of stocks and stores, records of usage and patients in proper format and getting the same audited by sectional-in-charges at specified intervals.

v) Such other jobs as may be called upon to do in respect of his nature of duties.

3. The candidate may avail of the facility of KoPT accommodation (unfurnished) on payment of license fee/rent as applicable, subject to availability.
4. The candidate will normally be at the Centenary Hospital of KoPT.
5. The candidate 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.
6. The candidate 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.
7. The candidate will also enjoy total no. of 9 holidays, out of 19 authorised KoPT holidays. Must be present on unpaid holidays.

8. 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.
9. 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. Deduction towards PF/ESIC may be made as per decision of Competent Authority.
10. The candidate will report to Sr. Dy. CMO-I or to the officer as nominated by the CMO.
11. 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.
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. Character and antecedent certificate will be required for engagement under KoPT.

Candidates are advised to see the KoPT website (kolkataporttrust.gov.in) for ascertaining their eligibility, date of interview, result of selection etc.

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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. Degree related to Male Dresser.
5. All Certificates and Mark sheets starting fromor Equivalent.
6. AADHAR Card/Pan Card
7. Experience Certificate
8. Any other relevant documents.

Sd/-

(डॉ० मु. केलकर)

मुख्य चिकित्सा अधिकारी

Dr. M. Kelkar

Chief Medical Officer