

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 1 (One) Medical Record Keeper on Contract basis

Kolkata Port Trust intends to engage 1 (One) Medical Record Keeper 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 **10.04.2017 & 11.04.2017 from 10-30 AM to 12-00 Noon** for contractual engagement as Medical Record Keeper (1 No) in the Centenary Hospital of Kolkata Port Trust. Eligibility criteria and terms and conditions of the engagement are set out.

Eligibility : Age – Upto 40 years as on 01.01.2017.

Candidates must be Science Graduate with knowledge of Medical Transcription and must possess Certificate of Computer application from reputed recognised institution. Experience in such work in any big hospital (Public/Private) will be an added advantage.

Remuneration :

The candidate will be paid a fixed consolidated remuneration of **Rs.14976/- per month**. In case of retired Govt. employee, the remuneration will be the amount equivalent to the last drawn after adjustment of pension amount or such amount as may be mutually agreed upon.

Terms and Conditions :

1. 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.
- ii) You must be Science Graduate with knowledge of Medical Transcription and must possess Certificate of Computer application from reputed recognised institution.

ii) The candidates will be paid a fixed consolidated remuneration of **Rs.14976/-** per month.

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2. The candidate will be responsible for :
 - i) All jobs related to Medical record keeping for OPD & IPD patients including preservation and searching of old history sheet
 - ii) Periodical medical examination of Dock workers and CISF
 - iii) Performing Lung function test
 - iv) Record of Bio medical waste
 - v) Issue of registration of Death to KMC
 - vi) Intimation about communicable diseases to KMC and other bodies
 - vii) To assist DOTS.
 - viii) Computer entry of charges of Paying Patients in OPD/IPD.
 - ix) Any other related job as assigned by CMO.
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. 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.
8. 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.

9. The candidate will report to Dy. CMO-II or to the officer as nominated by the CMO.
10. 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.

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11. The contractual engagement may be terminated by giving one month's notice from either side, 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.
12. 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.

Documents to be brought (original & self attested photocopies)

1. 2 copies of recent passport size photograph.
2. Certificate of Date of Birth
3. All Certificates and Mark sheets starting from Madhyamik or Equivalent.
4. AADHAR Card
5. Experience Certificate
6. Any other relevant documents.

(डॉ० मु. केलकार)
मुख्य चिकित्सा अधिकारी
Dr. M. Kelkar
Chief Medical Officer