



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]



Applications invited for

Engagement of 1 (One) Female Dresser on Contract basis

Kolkata Port Trust intends to engage 1 (One) Female Dresser 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.

Applications are invited within **18.12.2015**. for contractual engagement as Female Dresser (1 No.) in the Centenary Hospital of Kolkata Port Trust. Eligibility criteria and terms and conditions of the engagement are set out.

For Female Dresser

Eligible Criteria :

Candidates must be literate with knowledge of reading and writing English. Must be in possession of certificate in First Aid to the injured from the St. John Ambulance Corporation or any other recognised institution. The Candidate must have experience in dressing plastering, minor surgical procedures etc.

Remuneration :

The candidate will be paid a fixed consolidated remuneration of **Rs.10920/- per month**. In case of retired Govt. Employee, 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.

Terms and Conditions :

1. 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.
2. The candidate will be responsible for
 - a. 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.

- b. Preparing dressing materials like gauze, bandage etc. for the above mentioned and other sections, preparing and sending of dressing materials, instruments, glass/plastic/rubber and other surgical items for sterilisation/autoclaving, sterilization of by boiling/chemicals etc. storing of sterilized materials maintaining septic techniques in proper containers.
 - c. Assisting Pharmacists, Nurses, Doctors and carry out orders as per directive in respect of nature of duties.
 - d. Placement of indents of dressing materials, stationeries, consumables etc. through sectional 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.
 - e. 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 office of the selected candidate will normally be at the Centenary Hospital/any of the Dispensaries of KoPT. However he may be required to work at any place within the jurisdiction of the KoPT.
5. The candidate will be required to work in general shift duty (morning, evening and/or night) as well as general shift 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, for the same.
6. The candidate will be entitled to 15 days leave in a year (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 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 shorter period) on critical 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 Sr. 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 he will be accountable for the same.
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.

Mode of Application

Application containing detailed bio data including name, father/mother's name, date of birth, permanent address, address for communication, phone no, nationality, religion, marital status, educational qualification, extra curricular activities and any other relevant information with two recent passport size photographs and photocopies of all testimonial should be sent to the **Chief Medical Officer, Centenary Hospital, Kolkata Port Trust, 1, Diamond Harbour Road, Majherhat, Kolkata-700053** in sealed envelope subscribed "**Application for contractual engagement of Female Dresser**".

The last date of receipt of application is **18.12.2015**. Incomplete application or application received after last date of submission will be rejected.

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

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