



श्यामा प्रसाद मुखर्जी पत्तन, कोलकाता
चिकित्सा विभाग
सेन्टेनरी अस्पताल
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
MEDICAL DEPARTMENT,
CENTENARY HOSPITAL
1, DIAMOND HARBOUR ROAD
KOLKATA-700053

APPENDIX-B

Engagement of 1 (One) Medical Record Keeper on Contract basis

SMPK intends to engage 1 (One) Medical Record Keeper on contractual basis for its own Centenary Hospital (ISO 9001 : 2015 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.

Willing candidates are advised to send their Bio-Data along with requisite documents and one recent passport size photo addressed to the Chief Medical Officer, SMPK to our e-mail: careers.kds@kolkataporttrust.gov.in positively within 10 days from the date of advertisement.

For any incomplete application i.e. without proper attachments, SMPK is not liable to inform the candidates.

Eligibility : Age – Upto 40 years as on 01.04.2022. Ex-Serviceman candidates are also eligible. Upper age limit will be relaxed for 5 years for Ex-Serviceman candidates.

Eligible Criteria :

Candidates must be Graduate, having Certificate in Computer Application/Operation & at least 3 years experience in the field of medical related jobs in large government/private hospital. Candidates must be conversant with medical terminologies and will be able to put related data in Hospital Module.

Remuneration :

The candidate will be paid a fixed consolidated remuneration of **Rs.20202/- (consolidated) per month** for first 2 years from the date of appointment which will increase GI in every year by Rs.600/- from third year after reviewing of every year performance.

Working schedule :

1. 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) Keeping record of Periodical medical examination of Dock workers and CISF
 - iii) Arranging Lung function test (PFT)
 - iv) Record of Bio medical waste
 - v) Issue of registration of Death to KMC
 - vi) Intimation about communicable diseases to KMC and other bodies

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vii) To assist DOTS program.

viii) Computer entry of charges of Paying Patients in OPD/IPD.

ix) Any other related job as assigned by CMO

The name of the eligible candidate and date of walk-in-interview will be published in the website in due course.

Essential documents to be attached with the application

1. Typed and signed bio data.
2. 2 copies of recent passport size photograph.
3. Certificate of Date of Birth
4. Certificate of Address Proof
5. Diploma in Computer Certificate.
6. All Certificates and Mark sheets starting from Madhyamik or Equivalent.
7. Experience Certificate
8. Any other relevant documents.

Any arbitration regarding the failure to be called for interview will not be entertained. TA/DA allowance for attending the interview will not be allowed.

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

Sd/-

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मुख्य चिकित्सा अधिकारी

Dr. D. Dutta

Chief Medical Officer