



**KOLKATA PORT TRUST**  
**KOLKATA DOCK SYSTEM**

Applications invited for

**Engagement of Visiting Consultants (a)Urology (b) Nephrology (c)Gastroentriology  
(d) Ultra-sonology**  
**And**  
**Medical Officer/Nurses/Male Dresser on Contract basis**

Kolkata Port Trust intends to engage Medical Professionals on contractual terms for its own Centenary Hospital (ISO 9001 : 2008 Certified) at 1, Diamond Harbour Road, Majerhat, Kolkata – 700 053 as mentioned hereunder.

(i) Visiting Consultants in the discipline of :

**(1) Urology (2) Nephrology (3) Gastroenterology (3) Ultra-sonology**

(ii) Medical Officer (On contract)

(iii) Nurses ( On contract)

(iv) Male Dresser (On Contract)

### **For Visiting Consultants**

Visiting Consultants are required in the following disciplines (1) Urology (2) Nephrology (3) Gastroenterology (4) Ultra-sonology

#### **Eligibility Criteria:**

Age : No bar

#### **Qualification & Experience :**

- (i) Post Graduate Degree or higher qualification in the relevant discipline.
- (ii) Experience of handling large number of patients in a hospital of repute.

#### **Honorarium**

The Visiting Consultants on regular visit will be paid an honorarium of Rs.2,000/- per day of visit for attending the hospital.

#### **Terms and conditions of engagement of Visiting Consultants**

1. The Visiting Consultants will be required to attend the hospital on specified days of the week (normally 1 or 2 days week) and attend to patients for a minimum of 2 (Two) hours on each day of visit.
2. The hospital visit will include :
  - (a) Attending patients at the Outpatient Department, Indoor patients admitted in the hospital, performing surgery on patients, giving anaesthesia, providing post operative care, conducting Pathological, Radiological investigations, Endoscopy, USG, Echoardiography etc., as applicable and attending emergency calls.
  - (b) On the day of surgery, he/she must be available for at least four hours and should provide post-operative care which will include daily visit to patients operated upon by him/her without any extra remuneration.
  - (c) Providing second opinion/advice to any in-patient referral made to him/her by the Chief Medical Officer/Sr. Dy. CMO-I/III and other Specialists any time during his/her visit including OT days.
  - (d) Attending any emergency call on any of his/her in-patients any time in the day or night without any delay. The hospital will provide transport for such calls only between 8.00 pm and 6.00 am. In case a transport cannot be provided during these hours, cost of transportation will be reimbursed.
3. In the event of any of his/her out-patients requiring admission into the hospital, such patient will be admitted under his/her care.

4. In such cases where he/she is required to employ equipment for surgery/other procedures which the hospital is not in a position to provide, additional payment will be made as per decision of the Competent Authority, taken from time to time.
5. The contract may be terminated with one months notice from either side.
6. He/She will have to comply with norms and procedures followed in the Centenary Hospital and any administrative decision taken thereof by the competent authority.

### **For Medical Officer on contract**

#### **1. Medical Officer (on Contract)**

Applications are invited for contractual engagement as Medical Officer for 2 (Two) posts in the Centenary Hospital of Kolkata Port Trust. Eligibility criteria and terms and conditions of the engagement are set out below :-

**Remuneration** : Rs.54,000/- per month considerate consolidated.

**Eligibility** : Age – Upto 35 years as on 31-05-2014.

1. Candidates must possess MBBS degree from a recognized University/Institute with one year compulsory internship.
2. One year post internship experience as House Staff/RMO in a first grade hospital.
3. Preference will be given to candidates having 2 years experience in a recognized hospital or a hospital of repute.
4. Preference will be given to candidates with experience in performing USG.

**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.
- (ii) The candidate will be paid a fixed consolidated remuneration of Rs.54000/- per month.
- (iii) The candidate will be required to stay in KoPT accommodation (unfurnished) while may be provided to you, subject to availability.
- (iv) The candidate will have to work for 6 days in a week in shift duties in ICU, Wards, Operation Theatre, OPD and Casualty on rotation as per requirement, with staggered weekly day of rest. He/she may also be required to work in general shift duty and may have to be '**on call**' to handle any emergency.
- (v) The candidate will be entitled to 15 days leave in a year ( and proportionate in case of engagement for a lesser period) which may be availed of with prior approval. For any unauthorised absence in excess of admissible leave, pro-rata deduction will be made from the consolidated remuneration.

- (vi) 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.
- (vii) 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 the candidate will not be entitled to any other compensation, monetary or otherwise, for the same.
- (viii) 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.
- (ix) The candidate will report to Sr. Dy. CMO-I/II/III.
- (x) 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.
- (xi) 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.
- (xii) The engagement is subject to verification of antecedent of the candidate.

**For Nurse on contract**

**2. Nurse (on Contract)**

Applications are invited for contractual engagement as **NURSE** for 2 (Two) post in the Centenary Hospital of Kolkata Port Trust. Eligibility criteria and terms and conditions of the engagement are set out below :-

**Remuneration :**

The selected candidates will be paid a fixed consolidated remuneration as per following graded slab, based on their working experience.

<b>Experience</b>	<b>Consolidated Remuneration per month</b>
<b>Upto 5 completed years</b>	<b>Rs.14040/-</b>
<b>&gt; 5 years upto 10 completed years</b>	<b>Rs.15600/-</b>
<b>&gt; 10 completed years</b>	<b>Rs.15600/- and additional remuneration of Rs.500/- to be paid for every additional completed years of experience, subject to a total ceiling of Rs.19200/-.</b>

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

In addition to the above, the candidate will be paid Uniform Allowance of Rs.2295/- once a year and Washing Allowance of Rs.133/- per month and an allowance of Rs.60/- per night shift of work. In the event of termination of service before expiry of 1 (One) year. Uniform Allowance already paid to the candidate will be treated as overdrawn and pro-rata deduction will be made from final remuneration bill.

**Eligibility** :

The candidates must possess Diploma in General Nursing and Midwifery (GNM) or equivalent or higher qualification from a recognized institute and registration of WBNC. She must also have work experience in Govt./PSU or private hospitals/Institutions of repute.

**Terms and conditions** :

1. The engagement will be for a period of 12 months 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 selected candidates will be responsible for total care of the patients admitted in the hospital, in particular the following :-
  - a) Admission, orientation and assessment of the patients' nursing needs and planning patients' care.
  - b) Observation and collection/recording data for making diagnosis and nursing intervention, e.g. vital signs (BP, Temp, plus, respiration), intake-output chart, secretions and excretion and condition of wounds etc.,
  - c) Performing routine ward activity in making round in the wards with doctors and implement physician's order in administering medication, injection, surgical dressing, catheterization, bladder wash, Ryle's Tube intubation and aspiration, intravenous and blood transfusion (under supervision of Doctor), helping in physical examination and investigations, collection of specimens and sending to the laboratory, enema and bowel wash, ryle's tube feeding (Lavage), pre and post-operative care etc.
  - d) Assisting in direct care of the patients, e.g. maintaining personal hygiene and assist in activity of daily living (ADL), e.g. bed making, feeding, sponging, dressing etc.

- e) Maintenance of safe environment, protect patients from any kind of injury and preserve legal and human rights in terms of health and illness.
  - f) Providing patients and their family members with information about health, treatment, therapy and life style changes and impart health education to patients'.
  - g) Assisting in planning and administrating therapeutic diets.
  - h) Co-ordinating health care with other members of the health team and maintain pier relationship.
  - i) Assisting in making ward requirement and periodical stock verification and keeping necessary records.
  - j) Service booking for radiological and pathological tests etc.
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- k) Handing over and taking over of patient status, ward equipment etc. when changing shifts.
  - l) Such other related job as may be assigned by the superior authority.
3. The candidate will be required to stay in KoPT accommodation (unfurnished) may be provided to you, subject to availability.
  4. The office of the selected candidates will normally be at the Centenary Hospital of KoPT. However, they may be required to work at any place within the jurisdiction of the KoPT.
  5. The candidates will be required to work full time for 6 days in week in shifts on rotation i.e. morning, afternoon and night, as per requirement. The candidates may also be required to work in general shift duty, if situation so warrants. They will be given a staggered weekly off day. If the situation so warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly off day/declared National Holiday in exigency, the candidates will be granted a compensatory day of rest conveniently in lieu thereof and they will not be entitled to any other compensation, monetary or otherwise, for the same.
  6. The candidates 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, prorata deduction would be made from the consolidation 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 shorter period of engagement) on critical illness may be allowed without any deduction from the remuneration on the basis of certification from the KoPT Medical Officer intimation sickness should be reported 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 selected candidates will be entitled to indoor and outdoor medical facilities as are available in KoPT Centenary Hospital for self-only. However, no reimbursement for medicine/medicine articles purchased from outside, diagnostic tests done outside, or treatment received outside will be allowed.
9. Normally, the candidates will report to the Matron or to the Officer as nominated by the Sr. Dy. CMO-II, Centenary Hospital.
10. The candidates will be responsible for the charge and care of KoPT's money, goods and stores and all other properties that may be entrusted on her and they will be accountable for the same.
11. The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hour's notice for unsatisfactory performance and for any act considered to be derogatory/detrimental to the interest of the KoPT.
12. Character and antecedent certificates will be required for engagement under Kolkata Port Trust.

**For Male Dresser (On contract)**

**Male Dresser :**

**Eligible Criteria:**

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.10,920/-** 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 of engagement of Male Dresser**

1. The engagement will be for a period of 12 months 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, O.T. 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 sterisation/autoclaving, sterilization of by boiling/chemicals etc. storing of sterilized materials maintaining aseptic 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 will be required to stay in KoPT accommodation (unfurnished) may be provided to you, 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 shift duties (morning, evening and/or night) as well as in general shifts for 6 days in week and will normally be entitled to a weekly off day. The weekly off day may be staggered in the interest of work. 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.
  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 authorized absence in excess of 15 days, pro-rata deduction would be made from the consolidated remuneration.
  7. Additionally, sick leave to the extend of 10 days in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement) 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 reported to the Head of the Department/Reporting Officer forthwith in writing together with certificate of illness from a registered Medical Practitioner in addition o verbal intimation over phone.
  8. The selected 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/medicine articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed.
  9. Normally, the candidate will reported to the Sr. Dy. CMO-II or to the officer as nominated by the Chief Medical Officer.



10. The candidate will be responsible for the charge and care of KoPT's money, goods and stores and all other properties that may be entrusted on his and he will be accountable for the same.
11. The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hour's notice for unsatisfactory performance and for any act considered to be derogatory/detrimental to the interest of the KoPT.
12. Character and antecedent certificate will be required engagement under Kolkata Port Trust.

**Mode of application:**

Application containing detailed bio-data including name, father/mother's name, date of birth, permanent address, address for communication, Phone Number, Nationality, Religion, Marital status, Educational and professional qualification including Registration with appropriate council, experience and post held ( indicating name/s of employer), salary drawn, , extra-curricular activities, and any other relevant information with two recent passport size photographs and photocopies of all testimonials should be sent to the Chief Medical Officer, Centenary Hospital, Kolkata Port Trust, 1, Diamond Harbour Road, Majerhat, Kolkata – 700 053 in sealed envelope subscribed “Application for contractual engagement of Medical Officer.

Last date of receipt of application is **20-06-2014**. Incomplete application or application received after last date will be rejected.

Candidates are advised to see the KoPT's website for ascertaining their eligibility, date of interview, result of selection, etc.

(DR. S. K. SINHA )  
SENIOR DEPUTY CMO-II

