

KOLKATA PORT TRUST
HALDIA DOCK COMPLEX
Requires

Female Nurses on Contract Basis

Haldia Dock Complex, Kolkata Port Trust intends to engage 03 ** (three) Female Nurses under Medical Division, Haldia Dock Complex, Kolkata Port Trust on contractual basis for posting at Haldia. Applications are invited from Indian nationals for the aforesaid contractual engagement, the details of eligibility criteria of which are given below: -

[** The numbers of engagements are indicative only. The same may increase / decrease in future, as per actual requirements]

Eligibility Criteria

(i) Age:

Age upto 45 years as on June 01, 2017.

(ii) Essential qualification:

- i) Must have passed Madhyamik or equivalent examination.
- ii) Must have passed Diploma in General Nursing and Midwifery or B.Sc. Nursing.
- iii) Must be registered under the State Nursing Council.

(iii) Experience:

Should have minimum 1 year of experience as Nurse in a reputed Hospital / Nursing Home. Preference will be given to candidates who possess some relevant training / exposure to CCU / ITU.

Selection methodology: -

Selection will be through Written test. However, management reserves the right to change / modify the selection methodology.

General Instruction

Interested candidates, fulfilling the above mentioned eligibility criteria and agreeable to the terms and conditions given below, may apply in the enclosed proforma with one recent passport size photograph and self-certified photocopies of relevant certificates / testimonials. Application in sealed envelope super scribed "**Application for contractual engagement of Female Nurse under Medical Division, HDC**", should reach the office of Sr. Dy. Manager(P&IR), Haldia Dock Complex, Jawahar Tower Connector Building, P.O.-Haldia Township, Dist.-Purba Medinipur, PIN – 721607, by **July 07, 2017**. Mere fulfillment of the eligibility criteria will not confer any right upon the candidate for selection. Management reserves the right to cancel the selection process without any reference to the candidates. Incomplete application or application received after the last date may not be entertained.

Encl: As stated

Sr. Dy. Manager (P&IR)
Haldia Dock Complex

**Terms and conditions for contractual engagement of Female Nurse
under Medical Division of Haldia Dock Complex**

1. The engagement will be for a period of 1(one) year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, H.D.C., KoPT reserves the right to enter into a fresh contract for such period and such terms as may be mutually agreed upon by the parties.
2. The candidate will be responsible for:
 - a) Assisting the Staff Nurses in the wards in all their duties in administration of treatment and rendering care to the patients as and when required.
 - b) To ensure hygiene of patients, tidiness of beds, wards etc.
 - c) Maintenance of all equipments and accessories, kept with the Nurse for treatment and diagnosis and other stocks and stores.
 - d) Maintenance of all records regarding patients' treatment and conditions and others stocks & stores.
 - e) Assisting Staff Nurses in preparation of diet list, in Operation Theatre, Laboratory Room, Supervision of works of Attendants & Sweepers attached to the wards.
 - f) Administration of injection.
 - g) Such other jobs, as they may be called upon to do, in respect of their nature of duties.
3. The candidate will be paid a fixed consolidated remuneration of Rs. 17,900/- per month. In addition, Rs.462/- will be paid on account of Uniform and Washing allowance.
4. As the job requires stayal in the HDC, KoPT quarters, the candidate is to avail the facility of KoPT accommodation (unfurnished) on payment of license fee / rent as applicable. Electricity charges shall have to be borne by the candidate at actuals.
5. The office of the selected candidate will normally be at the Port Hospital, Medical Division, Haldia Dock Complex, Haldia Township, Purba Medinipur-721607 or any other Dispensary / Medical Camp etc. under HDC.
6. The candidate will be required to work in shifts on rotation i.e. morning, afternoon & night as per the requirements. The candidate may also be required to work on general shift duty, if situation so warrants. She will have to work for 6 days in a week and will be given a staggered weekly day of rest. If situation so demands, the weekly day of rest may be changed with prior intimation. In exigency of work, you may also be booked on Holidays / Weekly Off days / Overtime hours beyond your scheduled duty hours, for which appropriate relief may be considered, as per the discretion of the competent authority.

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7. The candidate will be entitled to 15 days' leave in one year, (12 months from the date of engagement and proportionate in case of shorter period of engagement) which may be availed of with prior approval. For any absence in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.
8. Additionally, leave on medical grounds, 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 illness may be allowed without any deduction from the remuneration on the basis of certification from HDC Medical Officer. Intimation of sickness should be reported to the Medical Superintendent / Reporting Officer forthwith in writing together with the certificate of illness from a registered Medical Practitioner in addition to verbal intimation over phone.
9. The selected candidate will be entitled to indoor and outdoor medical facilities as are available in Port Hospital, Haldia for self and spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic test done outside or treatment received outside will be allowed.
10. The selected candidate will be entitled to avail canteen facilities of HDC.
11. The selected candidate will be entitled to TA / DA, as applicable to the regular incumbent in the post of Nurse, while on official tour outside Headquarters.
12. The selected candidate would directly report to the Medical Superintendent, Port Hospital, Haldia Dock Complex or his authorized representative.
13. The selected candidate will be responsible for the charge and care of the HDC, KoPT's money, goods and stores and all other property that may be entrusted to her and she will be accountable for the same.
14. 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 for any act considered to be derogatory / detrimental to the interest of HDC, KoPT.
15. The selected candidate will have to submit character / antecedent certificate in a prescribed proforma, after selection for such contract engagement.

**Prescribed proforma for application
Engagement for: Female Nurse**

1. Name:
2. Father's / Husband's Name:
3. Date of birth:
(Self-Certified copy of proof to be enclosed)
4. Age (As on 01/06/2017):
5. Gender:
6. Permanent Address:
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7. Address for Communication:
.....
8. Telephone: Landline:
Mobile:
9. E-mail Address:
10. Nationality:
11. Religion:
12. Qualification: (Self Certified copies of Mark sheets / Certificates to be enclosed)

Affix Recent Passport size Photo here

Qualification	Name of the Degree	Name of the Institution	Percentage with Division / Class
Class - X			
Class - XII			
Graduation			
P.G. Degree / Diploma			
Additional (if any)			

13. Experience: (Self Certified copies of Certificates to be enclosed)

Organisation	Scale of pay & Present Basic Pay.	Post	Period (_____ to _____)	Duration

14. Additional Information (if any)

I certify that the above information is true to the best of my knowledge and belief. The necessary documents, including the certificate from my employer, are enclosed.

(Full Signature of Applicant with Date)