



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



Engagement of 2 (Two) Nurses on contract for 3 years

SMP, Kolkata intends to engage 2 (Two) Nurses on contractual basis for 3 years 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.

The applicants are invited to appear for a walk-in-interview along with two passport size recent photographs, CV, all testimonials (originals & self attested photocopies), **Registration Certificate, Internship Completion Certificate and 1 year post qualification experience certificate** from Govt/PSU or in reputed private hospital/institution on **19.12.2023 & 20.12.2023 from 10-00 AM to 01-00 PM** for contractual engagement in the Centenary Hospital of SMP, Kolkata. Eligibility criteria and terms and conditions of the engagement are set out.

Eligibility : Age – Upto 50 years for all Candidates as on 01.12.2023 with age relaxation of 5 years for the ex-serviceman.

Eligible Criteria for Nurse:

Candidates must possess a Diploma in General Nursing cum Midwifery (GNM)/BSc (Nursing)/MSc (Nursing) from an institute recognised by the West Bengal Nursing Council or similar Council of any other state in India with completed internship. They must also have working experience in Govt/PSU or Private Hospitals/Institutions of repute for 1 year after internship. Ex-Servicemen candidates (Male and Female) are also allowed. The upper age limit of candidate is 50, with age relaxation of 5 years for the ex-serviceman.

Remuneration :

The candidates will be paid a fixed consolidated remuneration of **Rs.35000/-** per month and candidate get increment in every year (if his/her contract get renewed) according to his/her APAR.

In addition to the above, the candidate will be paid Uniform Allowance of **Rs.5513/-** once a year and Washing Allowance of **Rs.319/-** per month and an allowance of **Rs.150/-** per night shift of work. In the event of termination of your service before expiry of one year, Uniform Allowance already paid to you will be treated as overdrawn and pro-rata deduction will be made from your final remuneration bill.

Terms and Conditions :

1. The engagement will be for a period of **3 years** and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, SMP, Kolkata reserves the right to enter into a fresh contract for such period and on such terms and conditions as may be mutually agreed upon. Contract will not continue beyond 65 years of age.

2. You may avail of the facility of SMPK accommodation (unfurnished) on payment of licence fee, rent as applicable. In such case, you will be required to furnish advance security deposit equivalent to one month's rent/licence fee and you will be required to handover possession of the quarter within one month from the date of termination of contract. The security deposit amount would be refunded only after adjustment, on pro-rata basis, against the rent/licence fee of the period of occupation, beyond termination. In case of failure to vacate the quarters within this stipulated time, appropriate legal and police action will be initiated against the incumbent, holding you responsible for the costs and consequences thereof.
3. You will be responsible for Total Nursing Care of the patients admitted in the hospital, in particular the following
 - a. 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, pulse, respiration), intake-output chart, secretions and excretion and conditions of wounds etc, preservation and maintenance of hospital documents.
 - 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, helping in physical examination and investigations, collection of specimens and sending to the laboratory, enema and bowel wash, tube feeding (Lavage & Gavage), Pre and Post Operative Care etc.
 - d. Assist in direct care of the patients, e.g. maintaining personal hygiene bed making and assist in activity of daily living (ADL).
 - 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. Provide patients and their family members with information about health, treatment, therapy and life style changes and impart health education to patients'.
 - g. Assist in planning and administrating therapeutic diets.
 - h. Co-ordinate health care with other members of the health team and maintain pier relationship.
 - i. Assist in making ward requirement and periodical stock verification and keeping necessary records.
 - j. Service booking for radiological and pathological tests etc.
 - k. Hand over and takeover of ward equipment when changing shifts.
 - l. Such other related jobs as may be assigned by superior authority.
4. Your office will normally be at Centenary Hospital of SMP, Kolkata. However, you may be required to work at any place within the jurisdiction of SMP, Kolkata.
5. You 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 unauthorized absence in excess of admissible leave, pro rata deduction would be made from the consolidated remuneration.
6. Additionally, sick leave to the extent of 10 days in a year (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 SMP, Kolkata Medical Officer. Intimation of sickness should be reported to the Head of the Department/Reporting Officer forthwith in writing together with the certificate of illness from a registered Medical Practitioner in addition to verbal intimation over phone(till the ESIC Scheme is in voke).

7. You will be entitled to all in-house medical facilities (including supply of medicine) available at Centenary Hospital for self and spouse only. No re-imburement for any medical facility enjoyed outside Centenary Hospital (including reimbursement for medicines) would be allowed.
8. Normally you 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 days 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.
9. You will also enjoy total no. of 9 holidays in a year, out of 18 authorised SMP, Kolkata holidays with prior approval of Competent Authority (list of holidays is enclosed).
10. Maternity Leave shall be allowed as per approval of the Competent Authority.
11. Normally, Matron (Centenary Hospital) will be the Reporting Officer for you.
12. You will be responsible for the charge and care of the SMP, Kolkata goods, stores and all other property that may be entrusted on you and you will be accountable for the same.
13. The contractual engagement may also be terminated by giving one month's notice from either side or paying back one month salary at the discretion of the Chief Medical Officer. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and/or for any act considered to be derogatory/detrimental to the interest of SMP, Kolkata.
14. You must submit a Police Verification Report within 7 days of joining.
15. You are hereby advised to appear before the Medical Board for Medical Examination at Centenary Hospital on any working day in the forenoon prior to joining the said post. Your engagement will be subject to being declared medically fit.

Candidates are advised to see the SMP, Kolkata website (smpportkolkata.shipping.gov.in) for ascertaining their eligibility, date of interview, result of selection etc.

Documents for Nurse on contract to be brought (original & self attested photocopies)

1. Typed and signed bio data.
2. 2 copies of recent passport size photograph.
3. Certificate of Date of Birth
4. Registration Certificate.
5. Internship Completion Certificate.
6. All Certificates and Mark sheets starting from Madhyamik or Equivalent.
7. AADHAR Card & Pan Card
8. Experience Certificate
9. Any other relevant documents.

NB. Candidates appear before 11.00 AM will be allowed for interview.

It is to be noted that mere appearing in the personal interview does not confer any right or claim on the candidates for selection to the post of Nurse on contract. SMP, Kolkata reserves the right to cancel/withheld the selection process without assigning any reason thereof. If any application is found to be incorrect/false even after engagement, the contract is liable to be terminated forthwith. The selected candidates shall be required to submit an Antecedent Verification Report, issued by the Appropriate Police Authority and undergo Medical Fitness Test before joining the service.

(डॉ. डी. दत्त)
मुख्य चिकित्सा अधिकारी
Dr. D. Dutta
Chief Medical Officer