



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) Laboratory Assistant on contract for 3 years

SMP, Kolkata intends to engage 1 (One) Laboratory Assistant 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) and **DMLT Registration Certificate, Internship Completion Certificate and post 1 year experience certificate on 09.01.2024 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 40 years for all Candidates and 45 years for Ex-servicemen as on 01.01.2024.

Eligible Criteria for Laboratory Assistant:

Candidates must pass HS and at least 2 years DMLT (Tech) with completed internship from West Bengal State Medical Faculty or from any recognised University/Faculty/Council and at least one year post qualification experience in a reputed Laboratory/Hospital. Ex-Servicemen candidates are also eligible to apply.

Remuneration :

The candidates will be paid a fixed consolidated remuneration of **Rs.26000/-** per month and candidate get increment in every year (if his/her contract gets renewed) according to his/her APAR.

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.
2. **You will be responsible for :**
 - a. Patients Registration in Pathology.
 - b. Collection of blood and other samples of OPDs IPDs.
 - c. Processing of samples and performing test – Haematology, Biochemistry, Histopathology, Microbiology and Serology, Clinical Pathology etc.
 - d. Reporting and delivery of reports.
 - e. Maintenance of records.

- f. Care of machines, maintenance of stock of reagents, daily expenditure of materials and reagents, report date etc. both manually and in computer.
 - g. Maintaining store and looking after CAMC of machines.
 - h. Preparation of reagents and media.
 - i. Assisting in the matters concerning ISO, NABL Quality Circle etc.
 - j. Such other similar work as may be assigned from time to time.
3. The candidate may avail of the facility of SMP, Kolkata accommodation (unfurnished) on payment of license fee/rent as applicable, subject to availability.
 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. 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 day 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.
 6. 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.
 7. 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 vogue).
 8. 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-imbursment for any medical facility enjoyed outside Centenary Hospital (including reimbursement for medicines) would 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. Your contractual engagement may also be terminate by giving one month's notice from either side. 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.
 12. You must submit a Police Verification Report within 7 days of joining.
 13. 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 (smporkolkata.shipping.gov.in) for ascertaining their eligibility, date of interview, result of selection etc.

Documents for Laboratory Assistant 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 Laboratory Assistant 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