

APPENDIX-B



কোলকাতা পতন ন্যাস

চিকিত্সা বিভাগ

সেন্টেনারী অস্পতাল

1, ডায়মন্ড হার্বর রোড

কোলকাতা-700 053

KOLKATA PORT TRUST

MEDICAL DEPARTMENT

CENTENARY HOSPITAL

1, DIAMOND HARBOUR ROAD

KOLKATA-700053

[ISO 9001: 2008 Certified]



Engagement of 5 (Five) Nurses on Contract basis

Kolkata Port Trust intends to engage 5 (Five) Nurses on contractual basis for its own Centenary Hospital (ISO 9001 : 2008 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 an walk-in-interview along with two passport size recent photographs, all testimonials (originals & self attested photocopies) and Registration Certificate on **21.02.2017 & 22.02.2017 at 10-30 AM onwards** for contractual engagement as Nurses (5 Nos) in the Centenary Hospital of Kolkata Port Trust. Eligibility criteria and terms and conditions of the engagement are set out.

Eligibility : Age – Upto 45 years as on 01.01.2017

Eligible Criteria :

Candidates must pass a Diploma in General Nursing cum Midwifery from an institute recognised by the West Bengal Nursing Council or similar Council of any other state in India. You must also have work experience in Govt/PSU or Private Hospitals/Institutions of repute.

Remuneration :

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

Experience	Consolidated Remuneration per month
Upto 5 completed years	Rs.16848/-
> 5 years upto 10 completed years	Rs.18720/-
> 10 completed years	Rs.18720/- and additional remuneration of Rs.500/- to be paid for every additional completed years of experience, subject to a total ceiling of Rs.23040/-

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, you 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 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.

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Terms and Conditions :

1. Your engagement will be for the 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 and conditions as may be mutually agreed upon.
2. You may avail of the facility of KoPT accommodation (unfurnished) on payment of license fee/rent as applicable, subject to availability.
3. You will be responsible for Total Nursing 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, 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), 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), eg, bed making, feeding, sponging, dressing etc.
 - e. Maintenance of safe environment, segregation of Bio Medical Waste as per WBPCB guidelines, 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. You 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, pro-rata deduction would be made from the consolidated remuneration.

5. 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 KoPT 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.
6. You 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 tests done outside or treatment received outside will be allowed.
7. You 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. You may also be required to work in general shift duty, if situation so warrants. You 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 of any weekly off-day/declared National Holiday in exigency, you will be granted a compensatory day of rest conveniently in lieu thereof and you will not be entitled to any other compensation, monetary or otherwise, will be allowed.
8. Normally, you will report to the Matron (Centenary Hospital) or to the Officer as nominated by the Sr. Dy. CMO-II, Centenary Hospital.
9. Your office will normally be at Centenary Hospital of KoPT. However, you may be required to work at any place within the jurisdiction of KoPT.
10. You will be responsible for the charge and care of the KoPT goods, stores and all other property that may be entrusted on you and you will be accountable for the same.
11. The contract may terminate by giving one month's notice from either side. However, the engagement is terminable on 24 hrs. notice for unsatisfactory performance and for any act considered to be derogatory/detrimental to the interest of KoPT.
12. You must submit a character, antecedent and experience certificate from the competent authority.

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

Documents to be brought (original & self attested photocopies)

1. 2 copies of recent passport size photograph.
2. Certificate of Date of Birth
3. GNM Certificate (Registration Certificate)
4. All Certificates and Mark sheets starting from Madhyamik or Equivalent.
5. AADHAR Card
6. Experience Certificate
7. Any other relevant documents.



(डॉ० मु. केलकार)

मुख्य चिकित्सा अधिकारी,

Dr. M. Kelkar

Chief Medical Officer

