

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

Requires

Physiotherapist & Occupational Therapist

Kolkata Port Trust, Haldia Dock Complex intends to engage 1(one) Physiotherapist & 1 (one) Occupational Therapist on contract basis for its Hospital (ISO: 9001-2008 Certified) at Haldia. Applications are invited from Indian nationals, so that it reaches the office of the Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur – 721607 within **December 19, 2014**. The details of eligibility criteria for contractual engagement of the aforementioned post is given below:-

Eligibility Criteria

(i) Age:

Age should not be below 25 years as on November 01, 2014.

(ii) Essential qualification, Experience & Remuneration:

Sl.No.	Designation	Qualification & Experience	Remuneration
1	Physiotherapist	1. Must have passed Higher Secondary (10+2) or equivalent examination. 2. Must have degree / diploma in Physiotherapy from the colleges recognized by State Medical Faculty. 3. Experience of minimum 1 year of work as Physiotherapist in a reputed Hospital / Nursing Home / Physiotherapy Centre.	Rs.16,100 p.m.
2	Occupational Therapist	1. Must have passed Higher Secondary (10+2) or equivalent examination. 2. Must have degree / diploma in occupational Therapy from the colleges recognized by State Medical Faculty. 3. Experience of minimum 1 year of work as Occupational Therapist in a reputed Hospital / Nursing Home / Occupational Therapy Centre.	Rs.14,800 p.m.

Other Terms & Conditions of contractual engagement of Physiotherapist & Occupational Therapist:-

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:-

Physiotherapist	Occupational Therapist
1) He / She will examine and do physiotherapeutic assessment of the patients referred by any doctor of any discipline or attend directly. 2) He / She will remain responsible for planning and execution of physiotherapeutic treatment of both Indoor and Outdoor patients referred by attending Medical Officer. 3) He / She shall be responsible for upkeep and maintenance of all apparatus and equipment of Physiotherapy Unit and report the same to Section In-charge. He / She shall assist his senior Physiotherapist to maintain the inventory of the instruments and equipment under the guidance of Section In-charge. 4) He / She shall maintain records of all work done by him / her pertaining to the physiotherapeutic treatment. 5) He / She shall have to discharge any other duty related to Physiotherapy Unit as assigned to him / her by Section In-charge.	1) He / She will be responsible for providing therapy to patients referred by Medical Officers. 2) He / She will be responsible for maintenance and operation of the equipment and instruments of Occupational Therapy Unit. 3) He / She should provide therapy to the patients in co-ordination with Physiotherapist. 4) He / She shall have to discharge any other duty related to Occupational Therapy Unit as assigned to him / her by Section In-charge.

3. 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.
4. 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.
5. The candidate will be required to work on general shift duty. The candidate may also be required to work in shifts on rotation i.e. morning or afternoon as per the requirements, if situation so warrants. The candidate will have to work for 6 (six) 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, he may also be booked on Holidays / Weekly Off days / Overtime hours beyond his scheduled shift for which appropriate relief may be considered, as per the discretion of the competent authority.

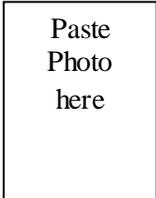
6. The candidate will be entitled to 15 (fifteen) days' leave in a year, (12 months from the date of engagement and proportionate in case of shorter period of engagement) which may be availed of with prior approval. For any absence, in excess of 15 (fifteen) days, pro-rata deduction will be made from the consolidated remuneration.
7. Additionally, leave on medical grounds, to the extent of 10 (ten) 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.
8. The selected candidate will be entitled to indoor & outdoor medical facilities as are available in Port Hospital, Haldia, for self & spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside will be allowed.
9. The selected candidate will be entitled to TA / DA, as applicable to the regular incumbent in the Post of Physiotherapist, while on official tour outside Headquarters.
10. The selected candidate will be entitled to avail the canteen facility as is available to the regular employees of HDC.
11. The selected candidate would report to the Medical superintendent.
12. The selected candidates will be responsible for charge and care of HDC / KoPT's money, goods and stores and all other property that may be entrusted to him and he will be accountable for the same.
13. 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.
14. The selected candidate has to submit character / antecedent certificate in a prescribed proforma, after selection for such contract engagement.

General Instruction

Interested candidates, fulfilling the above eligibility criteria agreeable to the terms & conditions, may apply in the enclosed proforma with one recent passport size photograph and self certified photocopies of relevant certificates / testimonials. Application, in sealed envelope superscribed "**Application for contractual engagement of Physiotherapist or Occupational Therapist**", should reach the Office of Manager (P&IR), Haldia Dock Complex, Jawahar Tower Connector Building, P.O.-Haldia Township, Dist.-Purba Medinipur, PIN – 721607, by **December 19, 2014**. 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.

PRESCRIBED PROFORMA FOR APPLICATION

POST APPLIED FOR :



1. Name :
2. Father's / Husband's Name :
3. Date of Birth :
(Self Certified copy of proof to be enclosed)
4. Age (As on November 01, 2014):
5. Gender :
6. Permanent Address :
.....
7. Address for Communication :
.....
8. Telephone : Landline :
Mobile :
9. E-mail Address:
10. Nationality :
11. Religion :
12. SC/ST/OBC :

13. Qualification:
(Self certified copies of Marks sheets/ Certificates to be enclosed)

	Percentage % with Division/ Class	Name of University / college	Honours / Pass Course
Graduation			
Post Graduation			
P.G. Diploma			
Additional			

(Please indicate whether Honours Course was offered by the University at the time of your enrollment in the Degree Course.)

14. Experience :
(Self certified copies of certificates to be enclosed)

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

15. Additional Information (if any)

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

(Full Signature of Applicant with Date)