

APPENDIX- A



KOLKATA PORT TRUST

Intends to engage the Permanent Post of:

1. **Laboratory Assistant (1 Post reserved for Hearing Handicapped Person): Remuneration - Scale of Pay Rs.17700-44600/- plus other allowances as applicable.**

For completed details please visit KoPT Website www.kolkataporttrust.gov.in

Last date of application is 04.12.2016. Detailed BIO DATA with photocopy of credentials may be sent to the Chief Medical Officer, Centenary Hospital, Kolkata Port Trust at 1, Diamond Harbour Road, Kolkata- 700053 (Near Majherhat Bridge/Station).

Age : Upto 40 years as on 30.04.2016 for Unreserved Candidates, additional 3 years for OBC Candidates & 5 years for SC/ST Candidates

APPENDIX-B

कोलकाता पत्तन न्यास

चिकित्सा विभाग

सेन्टेनरी अस्पताल

1, डायमंड हार्बर रोड

कोलकाता-700 053

KOLKATA PORT TRUST

MEDICAL DEPARTMENT

CENTENARY HOSPITAL

1, DIAMOND HARBOUR ROAD

KOLKATA-700053

[ISO 9001: 2008 Certified]



Applications invited for

**Engagement of 1 (One) Permanent Post of Laboratory Assistant
(Reserved for Hearing Handicapped Person)**

Kolkata Port Trust intends to engage 1 (One) permanent post of Laboratory Assistant which is reserved for Hearing Handicapped Person for its own Centenary Hospital (ISO 9001 : 2008 Certified) at 1, Diamond Harbour Road, Majerhat, Kolkata-700053 (Near Majerhat Bridge/Station).

Applications are invited within 04.12.2016 for 1 (One) No. of permanent post of Laboratory Assistant which is reserved for Hearing Handicapped Person in the Centenary Hospital of Kolkata Port Trust. Eligibility criteria and terms and conditions of the engagement are set out.

Eligibility : Age – Upto 40 years as on 30.04.2016 for Unreserved Candidates, additional 3 years for OBC Candidates & 5 years for SC/ST Candidates

Candidates must pass at least DMLT or equivalent qualification from recognised Institute.

Experience : One year experience post internship in a reputed institution preferably NABL recognised.

Remuneration :

Scale of Pay of Rs.17700-44600/- plus other allowances as applicable.

Terms and Conditions :

1. The candidate 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.

Cont.... 2


- g. Maintaining store and looking after 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.
2. The candidate may avail of the facility of KoPT accommodation (unfurnished) on payment of license fee/rent as applicable, subject to availability.
 3. The candidate will normally be at the Centenary Hospital.
 4. The candidate 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/Trustees' Holiday in exigency, you will be granted holiday allowances as per KoPT rules.
 5. The candidate will be entitled to Casual Leave, Half Pay Leave and Full Pay Leave as per KoPT rules.
 6. The candidate along with his/her dependent family members will be entitled medical facilities as per KoPT rules.
 7. The candidate will report to Sr. Medical Officer (Pathology) or to the officer as nominated by the CMO.
 8. The candidate will be responsible for the charge and care of KoPT's goods and stores and all other properties that may be entrusted on him and will be accountable for the same.
 9. Character and antecedent certificate will be required for engagement under KoPT.
 10. Hepatitis B Vaccination Certificate.

Mode of Application

Application containing detailed bio data including name, father/mother's name, date of birth, permanent address, address for communication, phone no, nationality, religion, marital status, educational qualification, extra curricular activities and any other relevant information with two recent passport size photographs and photocopies of all testimonial should be sent to the Chief Medical Officer, Centenary Hospital, Kolkata Port Trust, 1, Diamond Harbour Road, Majherhat, Kolkata-700053 in sealed envelope subscribed "Application for permanent engagement of Laboratory Assistant".

The last date of receipt of application is 04.12.2016. Incomplete application or application received after last date of submission will be rejected.

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


(डॉ० मु. केलकार)
मुख्य चिकित्सा अधिकारी
Dr. M. Kelkar
Chief Medical Officer