

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA
HALDIA DOCK COMPLEX**

Requires

Laboratory Assistant and Radiographer on Contractual Basis

Haldia Dock Complex, SMP, Kolkata intends to engage 01** (one) **Laboratory Assistant** and 01** (one) **Radiographer** under Medical Division, Haldia Dock Complex, SMP, Kolkata on contractual basis for posting under Port Hospital at Haldia. Applications are invited from Indian nationals for the aforesaid contractual engagement, the details of eligibility criteria of which are given below: -

[** The numbers of engagements are indicative only. The same may increase / decrease in future, as per actual requirements]

A. For engagement of Laboratory Assistant :

Eligibility Criteria:

- i) Essential Qualification :**
- a) Must have passed Madhyamik or equivalent examination.
 - b) Must possess certificate of competency to work as a Laboratory Assistant in a Pathology Unit or a diploma in Medical Laboratory Technology from an Institute recognized by Government.

Desirable : Passed B.Sc Examination

ii) Experience : Minimum 4 years as Laboratory Assistant in Pathological Investigation work in a reputed Hospital / Laboratory.

iii) Age : Lower age limit: 25 years as on May 01, 2022.
Upper age limit: 45 years as on May 01, 2022.

Terms and Conditions for contractual engagement of Laboratory Assistant under Medical Division of HDC.

1. The engagement will be for a period of 02 (two) years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC/SMP, Kolkata 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 conducting all pathological, biochemical, micro-biochemical & immunological investigations for all Indoor, Outdoor & Emergency patients.
3. The candidate will be paid a fixed consolidated remuneration of Rs. 24,300/- (Rupees twenty four thousand three hundred only) per month with yearly increment of Rs.700/- (Rupees seven hundred only). In addition, you will also be paid a Special Paramedical Allowance of Rs. 4000/- per month.

4. The office of the selected candidate will normally be at the Port Hospital, Medical division, Haldia Dock Complex, Haldia Township, Purba Medinipur – 721607. However, you may be required to work at any department / office within the jurisdiction of HDC, SMP, Kolkata.
5. The selected candidate will have to work for 6 days in a week and will be entitled to a weekly-off day. If situation so warrants, the weekly day of rest may be changed with prior intimation. You will be required to work in shifts on rotations i.e. morning, afternoon, night & general shift as per requirement. In exigency of work, you may also be booked on weekly off days / Holidays / Overtime hours beyond your scheduled duty hours, for which appropriate relief may be considered, as per the discretion of the Competent Authority.
6. The selected candidate may avail of the facility of HDC accommodation (unfurnished) on payment of license fee / rent, as applicable. Electricity charges for the said quarter, shall have to be borne by you, as per actual.
7. The selected candidate will be entitled to 15 days leave in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement), which shall be availed of with prior approval. For any absence, in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.
8. Additionally, leave on medical ground, 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 illness, may be allowed without any deduction from the remuneration, on the basis of certification from HDC / SMP, Kolkata Medical officer. Intimation of sickness should be reported to the head of the division / reporting officer forthwith, in writing, together with the certificate of illness from a registered Medical Practitioner, in addition to verbal intimation over phone.
9. The selected candidate will be entitled to indoor & outdoor medical facilities as are available in the Port Hospital at Haldia for self & spouse and extended to a maximum of two children upto the age of 25 years. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed. This restriction will not apply to you for treatment of any injury sustained due to accident occurred in course of and arising out of engagement.
10. The selected candidate will be entitled to TA / DA, as applicable, while on official tour outside Headquarters.
11. The selected candidate will normally report to the Medical Superintendent, Medical Division. However, you may be required to report to any other officer of HDC, in exigency of work.
12. The selected candidate will be entitled to avail the canteen facility of HDC.
13. The selected candidate will be responsible for charge and care of the HDC, SMP, Kolkata's money, goods and stores and all other properties that may be entrusted to you and you will be accountable for the same.
14. The contractual engagement may be terminated by giving 03 months' notice from either side or equivalent to 03 months' remuneration. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of HDC/ SMP,Kolkata.
15. The selected candidate will have to submit character / antecedent certificate in the enclosed prescribed proforma as and when required.

**Prescribed proforma for application
Engagement for: Laboratory Assistant**

1. Name:
2. Father's / Husband's Name:
3. Date of birth:
(Self-Certified copy of proof to be enclosed)
4. Age (As on 01/05/2022):
5. Gender:
6. Permanent Address:
.....
7. Address for Communication:
.....
8. Telephone: Landline:
Mobile:
9. E-mail Address: -
10. Nationality:
11. Religion: Category (SC/ST/OBC/UR) :
12. Qualification: (Self Certified copies of Mark sheets / Certificates to be enclosed)

Affix Recent
Passport size
Photo here

Qualification	Name of the Degree	Name of the Institution	Percentage with Division / Class
Class - X			
Class - XII			
Graduation			
P.G. Degree / Diploma			
Additional (if any)			

13. Experience: (Self Certified copies of Certificates to be enclosed)

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

14. Additional Information (if any)

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

(Full Signature of Applicant with Date)

A. For engagement of Radiographer :

Eligibility Criteria:

- i) Essential Qualification :**
- i) Must have passed Madhyamik or equivalent examination.
 - ii) Must have Diploma in Radiology from a recognized Institute or Certificate of Training in Radiography in the Army.
- Desirable :**
- i) Passed B.Sc Examination
 - ii) Experience to handle modern X-Ray plant with screening facilities.
- ii) Experience :** Minimum experience of 5 years of independent work as a Radiographer in a reputed Hospital / Clinic.
- iii) Age :** Lower age limit: 25 years as on May 01, 2022.
Upper age limit: 45 years as on May 01, 2022.

Terms and Conditions for contractual engagement of Radiographer under Medical Division of HDC.

1. The engagement will be for a period of 02 (two) years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC/SMP, Kolkata 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 conducting all radiological investigations of all Indoor, Outdoor & Emergency patients.
3. The candidate will be paid a fixed consolidated remuneration of Rs. 27,300/- (Rupees twenty seven thousand three hundred only) per month with yearly increment of Rs.800/- (Rupees eight hundred only). In addition, you will also be paid a Special Paramedical Allowance of Rs. 4000/- per month.
4. The office of the selected candidate will normally be at the Port Hospital, Medical division, Haldia Dock Complex, Haldia Township, Purba Medinipur – 721607. However, you may be required to work at any department / office within the jurisdiction of HDC, SMP, Kolkata.
5. The selected candidate will have to work for 6 days in a week and will be entitled to a weekly-off day. If situation so warrants, the weekly day of rest may be changed with prior intimation. You will be required to work in shifts on rotations i.e. morning, afternoon, night & general shift as per requirement. In exigency of work, you may also be booked on weekly off days / Holidays / Overtime hours beyond your scheduled duty hours, for which appropriate relief may be considered, as per the discretion of the Competent Authority.
6. The selected candidate may avail of the facility of HDC accommodation (unfurnished) on payment of license fee / rent, as applicable. Electricity charges for the said quarter, shall have to be borne by you, as per actual.

7. The selected candidate will be entitled to 15 days leave in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement), which shall be availed of with prior approval. For any absence, in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.
8. Additionally, leave on medical ground, 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 illness, may be allowed without any deduction from the remuneration, on the basis of certification from HDC / SMP, Kolkata Medical officer. Intimation of sickness should be reported to the head of the division / reporting officer forthwith, in writing, together with the certificate of illness from a registered Medical Practitioner, in addition to verbal intimation over phone.
9. The selected candidate will be entitled to indoor & outdoor medical facilities as are available in the Port Hospital at Haldia for self & spouse and extended to a maximum of two children upto the age of 25 years. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed. This restriction will not apply to you for treatment of any injury sustained due to accident occurred in course of and arising out of engagement.
10. The selected candidate will be entitled to TA / DA, as applicable, while on official tour outside Headquarters.
11. The selected candidate will normally report to the Medical Superintendent, Medical Division. However, you may be required to report to any other officer of HDC, in exigency of work.
12. The selected candidate will be entitled to avail the canteen facility of HDC.
13. The selected candidate will be responsible for charge and care of the HDC, SMP, Kolkata's money, goods and stores and all other properties that may be entrusted to you and you will be accountable for the same.
14. The contractual engagement may be terminated by giving 03 months' notice from either side or equivalent to 03 months' remuneration. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of HDC/ SMP,Kolkata.
15. The selected candidate will have to submit character / antecedent certificate in the enclosed prescribed proforma as and when required.

**Prescribed proforma for application
Engagement for: Radiographer**

Annexure-I

1. Name:
2. Father's / Husband's Name:
3. Date of birth:
(Self-Certified copy of proof to be enclosed)
4. Age (As on 01/05/2022):
5. Gender:
6. Permanent Address:
.....
7. Address for Communication:
.....
8. Telephone: Landline:
Mobile:
9. E-mail Address: -
10. Nationality:
11. Religion: Category (SC/ST/OBC/UR) :
12. Qualification: (Self Certified copies of Mark sheets / Certificates to be enclosed)



Qualification	Name of the Degree	Name of the Institution	Percentage with Division / Class
Class - X			
Class - XII			
Graduation			
P.G. Degree / Diploma			
Additional (if any)			

13. Experience: (Self Certified copies of Certificates to be enclosed)

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

14. Additional Information (if any)

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

(Full Signature of Applicant with Date)

Selection methodology:

Selection will be made through trade test (qualifying in nature) followed by Written Test of 50 marks and pass marks being 25 for both the posts. However, management reserves the right to change/modify the selection methodology.

General Instruction :

Interested candidates, fulfilling the above mentioned eligibility criteria and agreeable to the terms and conditions given above, may apply in the enclosed proforma with one recent passport size photograph and self-certified photocopies of relevant certificates / testimonials. Application in sealed envelope, superscribing the name of the post applied for, should reach the office of Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower 6th floor, P.O.-Haldia Township, Dist.-Purba Medinipur, PIN – 721607, by **June 10, 2022**. Candidates applying for more than one post should submit separate application for each post. 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.

Encl: As stated

for Sr. Dy. Manager (P&IR)
Haldia Dock Complex