

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

HALDIA DOCK COMPLEX

Requires

महिला नर्स [अनुबंध पर]

Female Nurse [on contract]

Haldia Dock Complex (HDC) Syama Prasad Mookerjee Port, Kolkata (SMPA) intends to engage 01 ** (one) Female Nurse under Medical Division, Haldia Dock Complex, SMPA 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]

Eligibility Criteria

(i) Age:

Between 18 and 39 years, (as on the 1st date of the month of issuance of advertisement).

(ii) Essential Qualification:

1. Must have passed Madhyamik or equivalent examination.
2. Must have passed Diploma in General Nursing and Midwifery or B.Sc. Nursing.
3. Must be registered under the State Nursing Council including 06 months of compulsory Internship.

iii) Essential Experience:

1. Should have minimum 12 months of experience as Nurse in a reputed Hospital/ Nursing Home.
Preference will be given to candidates who possess some relevant training / exposure to CCU/ ITU.

Selection methodology:

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

General Instruction to the Candidates:

Interested eligible candidates may apply in the enclosed proforma (**Annexure-I**), alongwith self-attested photocopies of supporting documents and 2 recent passport size photographs. Application in sealed envelope, superscribing "**Application for contractual engagement of Female Nurse under Medical Division, HDC**", should reach the Office of the Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, P.O.: Haldia Township, Dist.: Purba Medinipur, W.B. Pin.: 721607, by **November 12, 2025**. Mere fulfilment 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 applications, or applications received late, may not be entertained.

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

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Terms and Conditions for contract engagement of Female Nurse under Medical Division of HDC, SMPA.

1. The engagement will be for a period of 03 (three) years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC, SMPA reserves the right to enter into a fresh contract for such period and on such terms and conditions as may be mutually agreed upon by the parties.
2. The candidate will be responsible for:
 - a. Assisting the Staff Nurses in the wards in all their duties in administration of treatment and rendering care to the patients as and when required.
 - b. To ensure hygiene of patients, tidiness of beds, wards etc.
 - c. Maintenance of all equipment's and accessories, kept with the Nurse for treatment and diagnosis and other stocks and stores.
 - d. Maintenance of all records regarding patients' treatment and conditions and other stocks & stores.
 - e. Assisting Staff Nurses in preparation of diet list in Operation Theatre, Laboratory Room, Supervision of works of Attendants & Sweepers attached to the wards.
 - f. Administration of injection.
 - g. Such other jobs, as you may be called upon to do, in respect of your nature of duties.
3. The candidate will be paid a consolidated remuneration of Rs. 31,000/- (Rupees thirty one thousand only) per month. The rate of Annual Increment would be decided by the Competent Authority, subject to Annual Performance Review after completion of each year of service, during the tenure of contract. In addition, Rs. 462/- will be paid on account of uniform and washing allowance 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 or any other Dispensary / Medical Camp etc. under HDC. However, in case of necessity she will be required to work at any place within the jurisdiction of SMPA.
5. 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 the selected candidate, at actuals.
6. 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. The selected candidate will be required to work in shifts on rotations i.e. morning, afternoon, night & general shift as per requirement. In exigency of work, she may also be booked on Holidays / Weekly off days / Overtime hours beyond her scheduled duty hours, for which appropriate relief may be considered, as per the discretion of the Competent Authority.
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. Availing of half-day leave would be allowed within the limit of 15 days of leave.

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, SMPA 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. However, 50% of un-availed leave on medical ground in a year can be carried forward, subject to the same being within the tenure of the contract period.
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 a maximum of two 'dependent' children upto the age of 21 years. In case of having twins or more during the second child birth, all the children born together inclusive of 1st and 2nd child birth would be considered for the above medical facilities. Besides the following additional medical facilities would also be available: -
 - a) Purchase of Medicines: - Purchase of medicines from designated medical store at Haldia, as would be prescribed by the Port Hospital on cashless basis, may be allowed. Payment of the same would be made by HDC.
 - b) Pathological tests: All pathological diagnostic tests, as would be prescribed by the Port Hospital, may be allowed to be done from designated laboratories at Haldia and the expenditure of the same would be reimbursed / paid directly by Port.
 - c) Referral: Referral to the Centenary Hospital, Kolkata of SMPA (both for OPD and IPD, as are available) may be allowed.
 - d) Mediclaim: Reimbursement of 25% of the medical insurance premium paid by the employee to cover his / her family, subject to an upper limit of Rs. 5000/- per annum, would be done by HDC.

However, in case of any injury sustained due to accident occurred in course of and arising out of engagement, the port will extend all necessary medical treatment in addition to the treatment mentioned above.

10. The selected candidate may be extended Ex-gratia, as will be approved by the Competent Authority from year to year.
11. The wards of the selected candidate shall get the benefit of sponsored candidate in DAV Public school, Haldia, if admitted.
12. HDC, SMPA would contribute 8.33% of yearly remuneration / applicable premium towards a Gratuity Fund through institution like LIC.
13. If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as applicable.
14. The selected candidate would directly report to the Medical Superintendent, Port Hospital, Haldia Dock Complex or his authorized representative.
15. The selected candidate would be entitled to avail the Canteen facility of HDC.
16. The selected candidate would be allowed the Transport facility of HDC.
17. The selected candidate shall be responsible for charge and care of the HDC, SMPA's money, goods and stores and all other properties that may be entrusted to him / her and he / she will be accountable for the same.
18. The contractual engagement may be terminated by giving 3 months' notice from either side or equivalent to 3 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, SMPA.
19. The selected candidate would have to submit Character / Antecedent Certificate in the enclosed prescribed pro-forma.

PRESCRIBED PROFORMA FOR APPLICATION

Contractual Engagement for: Female Nurse

Affix Self
Attested Recent
Passport size
Photo here

1. Name:

2. Father's / Husband's Name:

3. Date of birth:

(Self-Certified copy of proof to be enclosed)

4. Age (as on the 1st date of the month of issuance of advertisement):

5. Gender:

6. Permanent Address:

7. Address for Communication:

8. Telephone: Mobile:

9. E-mail Address:

10. Nationality:

11. Religion: 12. Caste:

13. 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			
GNM / B.Sc. Nursing			
P.G. Degree / Diploma			
Additional (if any)			

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

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

15. 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)