



Office of the Principal
College of Medicine & JNM Hospital
The West Bengal University of Health Sciences
Kalyani, Nadia, West Bengal, PIN-741 235
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Memo no: COMJNMH/PR/2023/2364

Dated: 14.12.2023

Recruitment Notice

Application are invited from the eligible candidates only for filling up one vacant post of Laboratory Technician under WBSAP & CS for ICTC unit of College of Medicine & JNM Hospital, Kalyani, Nadia.

The relevant rules and necessary particulars are stated in the following paragraph:

A candidate should verify from the notified eligibility criteria to ascertain whether he/she is eligible for submission of application. The conditioned prescribed cannot be relaxed. The recruitment will be done on the basis of written test (70 marks) and interview including computer test (30 marks).

Particulars regarding the post of Lab Technician:

1. **Name of the post:** Lab Technician
2. **Number of Post:** 1 (One)
3. **Age** : Upto 60 years
4. **Place of posting** : ICTC unit of College of Medicine & JNM Hospital, Kalyani, Nadia (under WBSAP & CS)
5. **Nature of Employment:** Contractual
6. **Remuneration:** 21000/month
7. **Essential Qualification & Experience:**
 - a. **Qualification:** B.Sc in Medical Laboratory Technology (BMLT)/ BMLS OR Diploma in Medical Laboratory Technology (DMLT)/ DMLS with the course duration of at least 2 years recognized by State Government/ Central Government.
 - b. **Experience:**
 1. Two years of experience of working in laboratory for those with B.Sc/ Diploma in Medical Laboratory Technology. These two (2) years of experience will not include mandatory internship for fulfillment of the degree / diploma.
 2. One year experience for those working in laboratory for candidates having M.Sc in Medical Laboratory Technology. These one (1) year will not include the mandatory internship (if any) for fulfillment of degree.
8. **Desirable Qualification/Experience:**
 - a. Knowledge of computer windows basic, data entry, analysis and reporting
 - b. Candidates with experience of working in Govt. laboratories / accredited labs/ those labs who have applied for accreditation will be preferred.
 - c. Experience in Immuno-diagnostics and molecular assay for HIV.



9. Terms of Reference (TOR):

- a. Routinely perform the test for quantitative HIV-1 Viral Load as per SOP under NACP
 - b. Develop SOP and other relevant documents as per policy of the VL lab
 - c. Support development and implementation of Quality Management System in the VL lab
 - d. Follow SOPs and forms of the VL laboratory and as defined under NACP
 - e. Report generation and dispatch with turnaround time

 - f. Ensure all documentation as per the operational guidelines provided
 - g. Analyze lab data including program data and QC data
 - h. Ensure participation of lab in EQAS programme
 - i. Supervisory role for trouble- shooting, root cause analysis of testing errors at the lab
 - j. Monitor quality indicators as per lab quality policy and as defined under NACP
 - k. Perform trainings on sample collection and transportation for linked sites
 - l. Supervisory role for trouble- shooting, root cause analysis of testing errors at the lab
 - m. Ensure work output of 8 hours/day for actual test performance and documentation.
 - n. Ensure maintenance of all samples for sample repository for later evaluation.
 - o. Ensure maintenance of all samples for sample repository will not be used for research purpose.
 - p. Ensure not to undertake any independent testing other than NACO samples
 - q. Ensure confidentiality of specimen at all levels.
 - r. Will be accountable of every report generated by lab.
 - s. Will attend all training organize by NACO.
 - t. Submission of certified statement of expenditure at periodicity defined by SACS
 - u. Submission of monthly testing report to NACO
 - v. Coordination with SACS and NACO for lab consumables, kits and other things for smooth functioning of lab
 - w. perform any other duties as assigned by Lab in-charge and SACS
- Appointment in this post is purely on contractual basis. After appraisal from the competent authority on interval of every 1 year Contract may be renewed further at the basis of satisfactory performance. In case of non- performance, contract will not be renewed/ terminated by one month's notification from either side.
 - Regarding selection procedure, decision of the recruitment committee will be final.
 - The competent authority may cancel the recruitment process at any stage of the selection process.
 - The panel of the selected candidate will be valid till one year from the date of publication of result.
 - The cutoff date for calculation of age will be 01.01.2024
 - Experience will be calculated as on 01.12.2023 for all the posts. Appointment letter/offer letter will not be accepted as experience. Experience certificate should clearly mention the name of post hold, date of joining & date of leaving if any with date of issue
 - All the communications/ updates will be made available at **website (www.comjnmh.ac.in & www.wbhealth.gov.in)**. Candidates should visit the websites time to time for updates.
 - Filled up application along with all the attachments as required should be submitted in Drop Box kept in the Principal Office, COMJNMH by 2 PM on 30th December 2023.
 - Postal submission of application along with all the attachments as required may be allowed if it reaches the Principal Office by 2 PM of 30th December 2023.
 - Application must be done in prescribed format as given in the website. (To be filled up in capital letter)
 - Application form not properly filled in or incomplete application forms are liable to be cancelled. If the application details submitted by the applicant differ from the original testimonials, that application shall be liable to be cancelled.
 - Date of the written test and list of short listed candidates for written test will be made available at Website (www.comjnmh.ac.in & www.wbhealth.gov.in).
 - Date of interview and computer test will be displayed in the notice board of Principal Office, College of Medicine & JNM Hospital & also updated in the website.
 - No TA/ DA for attending the interview will be admissible.



General Information & Instruction for Applicants:-

Following documents (self attested) have to be enclosed along with the filled in application proforma:

CHECKLIST

Sl	Documents	Submitted
1.	Admit card(Madhyamik or Equivalent) for age proof	Yes / No
2.	Mark sheet of Madhyamik or equivalent Examination,	Yes / No
3.	Certificate of Madhyamik or equivalent Examination	Yes / No
4.	Mark sheet of Higher Secondary or equivalent Examination	Yes / No
5.	Certificate of Secondary or equivalent Examination	Yes / No
6.	Mark sheet of DMLT/BMLT Examination	Yes / No
7.	Certificate of degree /diploma from State or Central Govt. or University	Yes / No
8.	Working experience certificate (if any)	Yes / No
9.	Computer qualification certificate	Yes / No
10.	Address proof – Voter ID Card/ Ration Card/ Aadhar Card/ Passport	Yes / No
11.	ID proof – Voter ID Card/ Ration Card/ Aadhar Card/ Passport	Yes / No
12.	2 copies of self-signed passport size photo	Yes / No
13.	Candidate must have to submit No Objection Certificate (NOC) from the previous employer	Yes / No

Memo No:-

Copy forwarded for information and necessary action:-

1. The Joint Director Blood Safety, WBSAP&CS Swasthya Bhawan, Kolkata
2. The Joint Director BSD, WBSAP&CS Swasthya Bhawan, Kolkata
3. The Chief Medical Officer of Health, Nadia
4. The Medical Superintendent, College of Medicine and JNM Hospital, Kalyani, Nadia
5. Dr. Retina Paul, MOIC, ICTC Unit, Associate Professor Dept. of Microbiology, College of Medicine and JNM Hospital, Kalyani, Nadia
6. Prof.Dr. Kuhu Pal,HOD, Microbiology, College of Medicine and JNM Hospital, Kalyani, Nadia
7. Dr. Kingsuk Sarkar, Nodal Officer, ART center, Associate Professor Dept. of Community Medicine, College of Medicine and JNM Hospital, Kalyani, Nadia
8. DTO, Nadia
9. The In-charge IT Cell of this department, with request to upload same in the college website



[Handwritten Signature]
Principal
College of Medicine and JNM Hospital,
Kalyani, Nadia
Principal
College of Medicine & JNM Hospital
WBHS, Kalyani, Nadia

[Handwritten Signature]
Principal
College of Medicine and JNM Hospital,
Kalyani, Nadia

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College of Medicine & JNM Hospital
WBHS, Kalyani, Nadia

COLLEGE OF MEDICINE AND JNM HOSPITAL, WBUHS,
KALYANI, NADIA, PIN-741235

APPLICATION FORM

Recruitment Notice No..... Date.....

Application for the post of

To
The Principal
College of Medicine and JNM Hospital, WBUHS,
Kalyani, Nadia

Paste here recent
passport size colour
PHOTOGRAPH of the
candidate

1. Name (CAPITAL LETTER) :

2. Father's Name :

3. Address for communication:

Sl.	Permanent Address	Present Address
Village/ Road		
Post Office		
PS/ Block		
District		
Pin Code		

4. Age:

Date of Birth (DD/MM/YY)	Age as on 01.01.2024 ((DD/MM/YY)

5. Identity Proof and Address Proof:

Name	Number
Aadhar card No.	
Voter Card no.	
PAN card No.	

6. Marital Status : Married () Unmarried ()

7. Sex : Male () others () Female ()

8. Category (Tick) : UR (), SC (), ST (), OBC - A (), OBC - B ()

9. Contact No :

10. Valid e-mail id (CAPITAL LETTER) :

11. Academic Qualification:

Sl No.	Academic Qualification	Year of Passing	Name of the Board/Council/ University	Subject	Full Marks	Marks Obtained	Percentage (%)
1	Secondary						
2	Higher Secondary						
3	Graduation						
4	Post Graduation						
5	Others						

12. Professional/ Technical/ Computer Knowledge:

Sl No.	Name of course	Name of Institute/ Board/ University	Year of passing	Duration of course	Subjects	Full Marks	Marks Obtained	Percentage (%) / Grade
1								
2								
3								

13. Working Experiences:-

Sl. No.	Name of the Posts	Name of Organizatin	(Govt./ Pvt.)	Date of Joining (dd/mm/yyyy)	Date of Leaving (dd/mm/yyyy)	Total Duration		
						YY	MM	DD
1								
2								
Grand Total								

DECLARATION:

I do hereby declare that the particulars furnished above are true, complete & correct to the best of my knowledge & belief. In the event of any information is found to be false or incorrect, my candidature/application shall liable to be cancelled by the authority without assigning any reason.

I also understand that the concerned authority having reserve the right to reject my candidature upon short listing of the candidate based on qualification, knowledge & experience as desired by the competent authority.

Place:

Date:

Full signature of the applicant