



## Office of the Principal

College of Medicine & JNM Hospital  
The West Bengal University of Health Sciences  
Kalyani, Nadia, West Bengal, PIN-741 235

Tele Fax : (033) 2582 8562, (033) 2502 5564

E mail : [principal.comjnmh.kalyani@gmail.com](mailto:principal.comjnmh.kalyani@gmail.com)

Memo no: COMJNMH/PR/24/322

Dated: 21.02.2024

### SELECTION - NOTICE

Ref. No.: COMJNMH/PR/2023/2364 dated-14.12.2023  
Ref. No.: COMJNMH/PR/2024/117 dated- 19.01.2024  
Ref. No.: COMJNMH/PR/2024199 dated-01.02.2024

In reference to the above reference numbers, the following candidate has been selected for the post of Laboratory Technician under WBSAPR&CS for ICTC Unit of COMJNMH, Kalyani, Nadia. A panel of 10 candidates has been prepared according to merit list. The post is purely contractual basis at a monthly consolidated remuneration as per order bearing file No.- A-11011/12/2022 NACO(HR) of Rs. 21000/- (twenty one thousand only) per month initially for a period upto 31<sup>st</sup> March 2024. The period of contractual engagement may be extended considering satisfactory service rendered by the candidate as per guideline.

The selected candidate is requested to sign the enclosed contract form on a non-judicial stamp paper 50/- denomination and report at the office of undersigned along with all originals and attested Xerox copies of Certificates, testimonials and signed contract within seven (7) working days of issue of this letter, falling which this offer will be treated as cancelled and the next candidate from the panel will be offered the post. No TA/DA is admissible for joining.

#### Selected candidate for the post of laboratory technician

Sl. No	Application ID	Name	Father's name	Date of birth	Contact no.
1	ICTC59	Subhajit Sarkar	Manojit Kumar Sarkar	28-05-1994	8436410906

#### List of Panelled Candidates

Sl. No.	Application Id	Name	Father's name	Date of birth	Contact no.
1	ICTC52	Suman Sasmal	Chittaranjan Sasmal	14-03-1994	7029921900
2	ICTC26	Nirbhik Mukhopadhyay	Amit Kumar Mukhopadhyay	15-08-1998	8617759756
3	ICTC08	Sayan Paul	Maheswar Paul	19-06-2000	9073641244
4	ICTC37	Soma Samanta	Nanda Samanta	22-03-2000	7479389155
5	ICTC67	Debajyoti Ghosh	Chand Kumar Ghosh	05-05-2001	9593029802
6	ICTC17	Sk Sohel Rana	Sk Habiruddin	08-08-1996	7001067723
7	ICTC15	Sushil Sau	Sukumar Chandra Sau	28-01-1998	8370995990
8	ICTC75	Rajesh Maity	Rampada Maity	12-06-1999	7477327158
9	ICTC72	Shreyasi Dutta Majumder	Sandip Dutta Majumder	26-11-1996	8372036073
10	ICTC19	Sudip Biswas	Sujit Kumar Biswas	08-10-1999	7585952958



Principal  
College of Medicine & JNM Hospital  
WBHS, Kalyani, Nadia

### **Job Responsibility of the Laboratory Technician:**

1. Routinely perform the test for quantitative HIV-1 Viral Load as per SOP under NACP
- 2 Draw blood for and undertake HIV screening and testing according to standard laboratory procedure and its QC.
3. Develop SOP and other relevant documents as per quality policy of the VL lab
- 4 Support development and implementation of Quality Management System in the VL lab
5. Follow SOPs and forms of the VL laboratory and as defined under NACP
6. Report generation and dispatch with turnaround time
- 7 Ensure that adequate stock of consumables, rapid HIV diagnostic kits are available in the ICTC.
8. Ensure all documentation as per the operational guidelines provided
9. Analyse lab data including program data and QC data
10. Ensure participation of lab in EQAS programme
1. Supervisory role for trouble- shooting, root cause analysis of testing errors at the lab
12. Monitor quality indicators as per lab quality policy and as defined under NACP
13. Perform trainings on sample collection and transportation for linked sites
14. Supervisory role for trouble- shooting, root cause analysis of testing errors at the lab
15. Ensure work output of 8 hours/ day for actual test performance and documentation
16. Ensure maintenance of all samples for sample repository for later evaluation.
17. Ensure that samples in the repository will not be used for research purpose.
18. Ensure not to undertake any independent testing other than NACO samples.
19. Ensure confidentiality of specimen at all levels.
20. Will be accountable for every report generated by lab.
- 21, Will attend all training organized by NACO.
22. Submission of certified statement of expenditure at periodicity defined by SACS
23. Submission of monthly testing report to NACO
24. Keep a record of HIV test results as well as stock record of rapid HIV diagnostic kits and consumables.
25. Coordination with SACS and NACO for lab consumables, kits and other things for smooth functioning of lab.
26. Ensure the maintenance of all laboratory equipment.
27. Scrupulously follow internal and external quality assurance procedures.
28. Follow universal safety precautions and strictly adhere to hospital waste management guidelines.
29. Perform any other duties as assigned by Lab in-charge and SACS



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

Principal  
College of Medicine & JNM Hospital  
WBVHS, Kalyani, Nadia

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

Principal  
College of Medicine and JNM Hospital,  
Kalyani, Nadia

Principal  
College of Medicine & JNM Hospital  
WBUHS, Kalyani, Nadia



To  
 The Project Director,  
 West Bengal State AIDS Prevention & Control Society,  
 Swasthya Bhavan, Kolkata-700091

Please affix a self-attested recent passport size colour photograph

(THROUGH PROPER CHANNEL)

Subject : Submission of CV along with supportive documents.

References (Copy to be attached) :

- a) Recruitment Notice vide Memo. No. \_\_\_\_\_ dated \_\_\_\_\_  
 b) Panel Approval order vide Memo. No. \_\_\_\_\_ dated \_\_\_\_\_  
 c) Appointment Letter/ Order vide Memo. No. \_\_\_\_\_ dated \_\_\_\_\_

Sir/ Madam,

In accordance to the appointment letter/order, referred above, I do hereby submit my Curriculum Vitae along with attested copies of relevant supportive documents to your esteemed office for necessary action.

Sl. No.	Curriculum Vitae (CV) (Documents enclosed)	
1	FULL NAME (IN CAPITAL LETTERS)	
2	Date of birth	
3	Father's Name	
4	Permanent Address [Including Vill./Ward, Block/Municipality, PO, PS, District, State & PIN Code]	
5	Address for correspondence [Including Vill./Ward, Block/Municipality, PO, PS, District, State & PIN Code]	
6	E-mail ID (Personal)	
7	Contact mobile No.	
8	Sex [Male/ Female/ Others]	
9	Caste [Gen / SC / ST / OBC]	
10	Religion	
11	Marital Status	
12	PAN No.	
13	Voter ID No.	
14	Aadhaar No. (consisting of date of birth)	
15	Present designation under WBSAP&CS	
16	Present place of posting [Unit, Name of Hospital, District]	
17	Date of joining to the present post	
18	Remuneration for the post	
19	Academic Qualification [all mark sheets and certificates upto required qualification as was prescribed in the recruitment notice]	
20	Experience [only such certificate(s) as was prescribed in the recruitment notice]	
21	Details of dealing Bank for salary transfer [Photo copy of Bank Pass Book or a cancelled cheque]	
	Name of the Bank	Branch
	Address of the Bank	
	Account Number	IFSC

I do hereby declare that all the above information are true to the best of my knowledge and belief.

Yours faithfully,

Date :

Place :

\_\_\_\_\_  
 (Signature of the employee)

**CONTRACT OF APPOINTMENT**

An agreement made this .....(Date) between .....  
.....on behalf of WEST BENGAL STATE AIDS  
PREVENTION AND CONTROL SOCIETY having its office at Swasthya Bhawan, GN-29, Sector-V,  
Salt Lake City, Kolkata – 700091 (Hereinafter called the "Appointer") of the one part and  
Shri/Smt..... having permanent address at  
.....  
.....(Hereinafter called the "Appointee") of the other part.

1. The appointee is being engaged on contract and he/she will be designated as ..... [for ..... Unit].
2. This contract will be valid from ..... to .....
3. His/ her remuneration will be a consolidated sum of Rs. ....../- per month for the period from ..... to ..... However, the Appointer shall have the right to recover any overpayment, or arrear dues arising out of wrong calculation, either pertaining to this contract tenure or any previous tenure.
4. In connection with his/her discharge of duties, he/she will devote as much time as necessary. At times, he/she may be required to work beyond normal working hours for which he/she will not be allowed to claim any compensation or compensatory time off.
5. He/she is expected to work diligently and uphold the values, objectives and mission of the Appointee.

6. He/she will be entitled to the leave as detailed below :
- Accrued leave of 2.5 days for every completed month (30 days in a contract period of one year),
  - Sick leave of 10 days in a contract period of one year, subject to documentary evidence,
  - Maternity leave of 180 days in case of child birth and 42 days in case of abortion or miscarriage (applicable for female appointees).
  - Child Adoption Leave for maximum of 135 days as per terms and conditions laid down in Memorandum No. ACS/1E-011-2011/1751 dated 10-03-2015 of WBSAP&CS.

Leave will be allowed with prior permission of Project Director, WBSAP&CS, or any other Officer, duly authorized in this behalf. Accrued leave shall not be carried forward to next contract period and leave may not be claimed as a matter of right. Further, late attendance in office for more than two days in a month will lead to deduction of 1 day leave for every 3 days of late attendance.

- He/she will be entitled to reimbursement of travel expenses and daily allowance on tours made in his/her official capacity on submission of bills and receipts, in terms of the guidelines of National AIDS Control Organisation, issued from time to time.
- He/she will be liable to be transferred to any of the peripheral units/facility level of this Society at any time within his/her contract tenure in the interest of public service.
- Both the Appointer and the Appointee expressly understand that this appointment is dependent upon the availability of funds from the Department of AIDS Control (NACO), for which his/her services will be availed of. In the event of there being a shortfall in funding for the project, his/her services will be liable to be terminated with prior notice as stipulated herein. No further liabilities will be borne by the Appointer.
- It is understood by both the Appointer and Appointee that this appointment has been made to him/her on the basis on the particulars submitted by the Appointee in his/her application for employment. If, at any point of time should it emerge that the particulars furnished by him/her were false/incorrect or if any material, relevant information, had been suppressed or concealed, this contract will become void and the services of the Appointee would be liable to be terminated by the Appointer forthwith. This will be without prejudice to the right of Appointer to take appropriate action against him/her for the same.
- This appointment is terminable on either side at one month's notice. If the Appointee fails to give one month's notice before tendering his/her resignation to the Project Director, WBSAP&CS, one month's remuneration will be recoverable under the appropriate law in force.
- Further, services of the Appointee will be liable to be terminated by the Appointer without notice if :
  - He/she is absent from duty for more than seven days (without permission from his/her controlling authority).
  - He/she is guilty of indiscipline, dereliction of duty, misbehavior with superior officers and colleagues or public or client.
  - He/she is arrested for any criminal offence and imprisoned or remains in police custody for more than 48 hours.
  - There is any palpable proof of misappropriation of fund against him/her.
  - He/she is involved in any kind of financial malpractice or irregularities.
  - He/she resorts to any violent activities those results in disorder, disruption of work or destruction of government property/ other assets of Society.

IN WITNESS WHERE OF the parties hereto put their signatures on the date and the date hereinbefore written.

The Appointee

The Appointer

.....  
(Signature of Appointee)

.....  
Director / Principal / MSVP / CMOH  
For West Bengal State AIDS Prevention & Control Society

Witness :

1)Name :

Address :

Signature :

Witness :

2)Name :

Address :

Signature :