



Government of West Bengal  
Office of the Principal, Burdwan Medical College  
Burdwan 713104

Phone no. 0342-2658641/42/46 Fax: 0342-2658636 E-mail: burdwanmedicalcollege76@gmail.com

Memo No:- 1104

Date:- 26/4/23

NOTICE

Burdwan Medical College, Burdwan invites offline application for the post of L.T, RVLL in the department of Microbiology, BMC, Purba Bardhaman on purely contract basis initially for 1 (one) year from the eligible candidates as per criteria mentioned with the notification.

**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:** Preferably with in 20 to 60 years
4. **Place of posting:** RVLL ( For programme under NACO, Deptt. of Health and Family Welfare, Govt. of India), Department of Microbiology, Burdwan Medical College Burdwan
5. **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 diagnostic laboratory for those with B.Sc/ Diploma in Medical Laboratory Technology (course duration of 2 years)
    - 2) One year experience for those working in diagnostic laboratory for candidates having M.Sc in Medical Laboratory Technology
    - 3) Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.
6. **Desirable Qualification/Experience:**
  - a) Knowledge of computer windows basic, data entry, analysis and reporting
  - b) Experience in Immuno-diagnostics and molecular assay for HIV, HBV & HCV
7. **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 quality 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 that samples in the 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 for every report generated by lab.
- s. Will attend all training organized 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

- This post is purely on contractual basis, contract may be renewed further on the basis of satisfactory performance. In case of non satisfactory performance, contract will not be renewed/ terminated by one month's notification.
- Contract may be 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.
- Experience will be calculated after obtaining the required essential qualification for the above mentioned position, till the date of publishing this notice. The duration of experience must be clearly mentioned. Experience certificate must be consist of the name of the organisation, name of the post, employees name, date of joining and period of service, signature of the employer otherwise experience certificate will be treated as invalid. Engagement letter, pay slip, or any other will not be treated as experience certificate.
- Eligible and interested candidates are requested to Submitted their completely fill up application format with all self attested photocopy of certificates to the office of the Department of Microbiology within 04.05.2023.
- The cut off date for calculation of age will be 01.01.2023
- 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.
- The shortlisted candidate will be invited for document verification and the eligible candidate call for written test after document verification. The list of the eligible candidates for written test and the date of the written test will

be displayed in the notice board of Principal, BMC, Purba Burdwan office. After completion of written test eligible candidate will be call for interview and computer test with proper notification.

- Those candidates earn minimum 50% marks in the written test will be call for interview and computer test.
- The list of the eligible candidate for interview and computer test will be displayed in the notice board of Principal, BMC, Purba Burdwan office.
- The document verification process to be held at Lecture theater- I, Burdwan Medical College, Burdwan at 9:45 am onward on 10.05.2023 positively. The candidates are requested to bring with them the properly filled in application format along with relevant original documents, photocopies (self attested) of all documents and two copies of passport size colour photograph.
- 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:


- 1) Mark sheet and certificate of all examination passed.
- 2) Admit card (Madhyamick or Equivalent) for age proof
- 3) Computer qualification certificate
- 4) Working experience certificate(if any)
- 5) Residential proof -Voter ID Card/ Ration Card/ Adhar Card/ Passport
- 6) ID proof- Voter ID Card/ Ration Card/ Adhar Card/ Passport
- 7) 2 copies of self signed colour passport size recent photographs.
- 8) Candidate must have to submit No Objection Certificate (NOC) from the previous employer.

Memo No:- 1104/1 (11)

Copy forwarded for information and necessary action:-

- 1) The Director of Medical Education & Ex-Officio Secretary, to the Govt. of W.B, Dept of Health & F.W.
- 2) The Director of Health Services & Ex-Officio Secretary, to the Govt. of W.B, Dept of Health & F.W.
- 3) The Sectary, Dept. of H&FW Govt. of West Bengal & Project Director, WBSAP&CS.
- 4) The District Magistrate, Burdwan.
- 5) The MSVP, Burdwan Medical College & Hospital, Burdwan
- 6) The Chief Medical Officer of Health, Burdwan
- 7) HOD, Microbiology, BMC, Burdwan
- 8) DTO, Purba bardhaman
- 9) The Joint Director Blood Safety , WBSAP&CS Swasthya Bhawan, Kolkata
- 10) The Joint Director, BSD, WBSAP&CS, Swasthya Bhawan, Kolkata
- 11) The In-charge IT Cell of this department, with request to upload the same in the department's website

  
Principal  
Burdwan Medical College  
Purba Bardhaman  
Date:- 26/4/23

  
Principal  
Burdwan Medical College  
Purba Bardhaman

To

The Project Director,  
West Bengal State AIDS Prevention & Control Society

**(THROUGH PROPER CHANNEL)**

Please affix a self-  
attested recent  
passport size  
colour photograph

**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 <i>(In capital letters)</i>
2	Name of Father
3	Permanent Address <i>[Including Vill./Ward, Block/Municipality, PO, PS, District, State &amp; PIN Code]</i>
4	Corresponding Address <i>[Including Vill./Ward, Block/Municipality, PO, PS, District, State &amp; PIN Code]</i>
5	Date of birth
6	Sex <i>[Male/Female/Others]</i>
7	Caste <i>[Gen/SC/ST/OBC]</i>
8	Religion
9	Marital Status
10	PAN No.
11	Voter ID No.
12	Aadhar No.
13	Present designation under WBSAP&CS
14	Present place of posting <i>[Unit, Hosp., Dist.]</i>
15	Date of joining to the present post
16	E-mail ID of the posted Unit
17	Contact mobile No.
18	Academic Qualification <i>[all certificates up to required qualification as was prescribed in the recruitment notice]</i>
19	Experience <i>[only such certificate(s) as was prescribed in the recruitment notice]</i>

Sl. No.	Curriculum Vitae (CV) (Documents enclosed)		
20	<b>Details of dealing Bank for salary transfer</b> [ <i>Xerox copy of Bank Pass Book where following information against (a) to (e) are available</i> ] :		
	a) Name of the Bank		
	b) Name of the Branch		
	c) Address of the Bank		
	d) Account Number		
	e) IFSC		
21	f) Remuneration offered per month [ ` ]		
	<b>Nominee details for EPF :</b>		
	Name of the nominee	Relationship with the nominee	Date of birth of the nominee

All the above information are true to the best of my knowledge and belief.

Date :

Yours faithfully

*(Signature of the employee)*