



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:- 1734

Date:- 04/7/23


ENGAGEMENT ORDER

Ref No: Memo No. 1104 dated 26.04.2023  
Memo No. 1147 dated 02.05.2023  
Memo No. 1291 dated 19.05.2023  
Memo No. 1519 dated 08.06.2023  
Memo No. 1543 dated 12.06.2023

In reference to the above ref. no. the following candidates are selected from the approved panel for the post of Laboratory Technician at RVLL, ICTC, ICTC (ANC) at BMC&H, Purba Bardhaman under WBSAP&CS on purely contract 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 up to 31<sup>st</sup> march, 2024. The period of the contractual engagement may be extended considering satisfactory services rendered by the candidate as per guidelines.

The following candidates are 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.

Sl. No.	Application Number	Name of The Candidates	Father's Name	Permanent Address with Contact Number	Post Name	Place of Posting	Monthly Consolidated Remuneration
1.	A005	Arpan Misra	Asim Kumar Misra	7384062385	Laboratory Technician	RVLL, BMC	Rs. 21000/-
2.	A035	Sudipta Nandi	Patit Paban Nandi	7001632054	Laboratory Technician	ICTC, BMCH	Rs. 21000/-
3.	A033	Antara Show	Subhas Chandra Show	7585096091	Laboratory Technician	ICTC, BMCH	Rs. 21000/-
4.	A027	Balaram Singha Mahapatra	Arabinda Singhamahapatra	9635942174	Laboratory Technician	ICTC (ANC) BMCH	Rs. 21000/-
5.	A048	Sumana Shit	Gangadhar Shit	9749725669	Laboratory Technician	ICTC (ANC) BMCH	Rs. 21000/-

  
Principal  
Burdwan Medical College, Burdwan

**Principal**  
Burdwan Medical College  
Purba Bardhaman

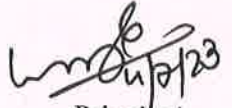
### Job Responsibility of the Laboratory Technician.

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. Analyze lab data including program data and QC data
10. Ensure participation of lab in EQAS programme
11. 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 a 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

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 Secretary, 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) HOD, Microbiology, BMC, Burdwan
- 7) JDCST, WBSAP&CS Swasthya Bhawan, Kolkata
- 8) The Joint Director Blood Safety , WBSAP&CS Swasthya Bhawan, Kolkata
- 9) The Joint Director, BSD, WBSAP&CS, Swasthya Bhawan, Kolkata
- 10) The Chief Medical Officer of Health, Burdwan
- 11) DTO, Purba Bardhaman
- 12) The In-charge IT Cell of this department, with request to upload the same in the department's website



Principal  
Burdwan Medical College  
Burdwan

**Principal**  
**Burdwan Medical College**  
**Purba Bardhaman**

To  
The Project Director,  
West Bengal State AIDS Prevention & Control Society,  
Swasthya Bhaban, 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 WDSAP&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 :