



# गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड (भारत सरकार का उपक्रम)

GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.  
(A GOVERNMENT OF INDIA UNDERTAKING)

CIN: L35111WB1934GOI0007891

DIESEL ENGINE PLANT, PLANT PLAZA ROAD, DHURWA, RANCHI-834004

डीजल इंजन प्लांट, प्लांट प्लाजा रोड, धुर्वा, राँची - 834004

Registered and Corporate Office GRSE Bhavan ,61, Garden Reach Road, Kolkata-700024, INDIA.

**LAST DATE OF RECIEPT OF APPLICATION: 25<sup>th</sup> NOVEMBER,2024 (MONDAY)**

## **ADVERTISEMENT FOR PARAMEDICAL STAFF ON RETAINER BASIS**

**(Posting will be at GRSE's Ranchi unit)**

Diesel Engine Plant, Garden Reach Shipbuilders & Engineers Ltd., Dhurwa, Ranchi a Govt of India (Ministry of Defence) undertaking, is looking for an energetic '**Para Medical Staff on retainer basis**' In commensurate with experience and to be engaged purely on contract basis for initially one (01) year, which will be extended for further two (02) years or more upon satisfactory performances of service in GRSE, DEP, Ranchi for providing Medical support services as per following terms & conditions:

Sl No	Qualification	Experience	Age as on 01 Nov 2024	No of Vacancies	Per day visiting fees (Rs. /-)
1.	1. Degree in any discipline.  2. Diploma / Certification on Pharmacy duly registered as per Pharmacy Act from any state Govt / Central Govt Pharmacy Council. In case of retired defence personnel Class one Nursing Assistant Course in Army or equivalent in Navy / Air Force.	Minimum 06 (six) years' experience as Compounder cum dresser.  Note: Preference will be given to the candidates having Industrial Exposures.	50 to 57 years	01 (one)	Rs. 1250/- (Max. inclusive of all)

### **Age:**

Upper age limit for applicants will be 57 years as on 01<sup>st</sup> November, 2024 and lower age limit will be 50 years as on 01<sup>st</sup> November,2024 as well.

### **Roles and Responsibilities:**

- Dispensing & explaining, use of medicines to patients as per Company Doctor's prescription.
- Providing First – Aid to all categories of employees (both GRSE and Contract Workmen) as necessary and keep the records in First – Aid register properly with first action.
- Preparation of employees Fit, Unfit certificate as per Company's laid down procedure.
- Preparation of HOD forms as per Company's laid down procedure and submitting the same to the Company's doctor for further action without any delay.
- Sterilization of the dressing and stitching materials / Instruments regularly.
- Maintaining dressing room and Pharmacy in proper manner.
- Look after the working conditions of all appliances in the Medical Dept / DEP on regular basis and if any problem found then report is to given to on duty Medical Officer.
- Maintain the stock of medicines, dressing & stitching materials regularly.

- (ix) Destroying and disposing the sharp /hazardous materials like needles in proper manner.
- (x) Sterilization of the Bio-Medical Waste materials in regular basis.
- (xi) Supervision in floor cleaning process regularly.
- (xii) To assist Medical Officer in processing of Medical Claims, Outstation Medical treatment, etc. for employees of DEP/Ranchi.
- (xiii) To attend duty in case of medical exigencies whenever called for.
- (xiii) In addition of above, any medical related job to be performed as and when advised by seniors.

**Contract period:** The contract will be initially for one (01) year, which will be extended for further two (02) years or more upon satisfactory performances of service in GRSE, DEP, Ranchi as per requirement of GRSE. The engagement will automatically cease on expiry of the engagement period unless it is extended in writing.

**Attendance & Working Hours:** Every working days per month. Will be required to attend on additional days as per requirement of GRSE. Normal working hours of the company will be applicable.

**General Instruction / Other Terms & Conditions:**

1. GRSE reserves the right to fill up all the posts based on suitability or increase / decrease the number of posts to be filled up or cancel any post or even cancel the whole process of the said engagement without assigning any reason.
2. Serving candidates of Govt. / Semi Govt /PSUs / Govt Autonomous Organizations must apply THROUGH PROPER CHANNEL or produce NOC at the time of interview.
3. All the serving candidates mentioned at Para 2 above & Candidates working in Pvt Organization / Hospital should submit the details of working hours in the present organisation.
4. Candidates called for interview will not be paid any TA/DA.
5. Remuneration/ Per day visiting fees of selected candidate will be paid based on daily attendance for the applicable months. Selected candidate will not be entitled for any other payment /allowances. The remuneration/ fees amount will be processed for payment through NEFT on monthly basis as per attendance.
6. Canvassing in any form may attract disqualification.
7. Prior to joining/engagement or at the time of joining/engagement of the candidate, medically fit certificate to be submitted from Govt doctors.

**How to apply:**

- (a) All candidates have to submit application in prescribed format (Enclosed as ANNEXURE-I) along with self – attested documents regarding qualification & experience etc. through speed post / courier / by hand to **GM (I/c DEP), GRSE Ltd., Diesel Engine Plant, Plant Plaza Road, Dhurwa, Ranchi – 834004.**
- (b) Envelope containing the application and supporting documents should be super-scribed with “Application for the post of Para Medical Staff”.
- (c) GRSE will not be responsible for any postal delay.
- (d) **Last date of receipt of the application will be 25<sup>th</sup> November,2024 (Monday). Late application/ Incomplete application / application without supporting documents is liable to be rejected.**
- (e) The decision of GRSE in all matters regarding eligibility, conduct of interview and selection will be final and binding on the candidates and no correspondence will be entertained.
- (f) Management reserves the right to call for any additional documentary evidence in support of education, experience etc, of the applicants.



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Registered and Corporate Office GRSE Bhavan ,61, Garden Reach Road, Kolkata-700 024, INDIA

## APPLICATION FORM PARAMEDICAL STAFF ON RETAINER BASIS

(Posting will be at GRSE's Ranchi Unit)

1. Name in full (in block letters): .....

2. Father's/ Husband's Name: .....

3. Marital Status: ..... 4. Sex: .....

5. Date of Birth: .....6. Age as on 01 November 2024: .....

7. Place of Birth: ..... 8. Nationality: .....

9. Religion: .....

10. Contact Details:

Address for correspondence with Mobile No. / Phone No. and E-mail	Permanent Address with Mobile No./ Phone No and E-mail

11. Details of Educational Qualifications: Please give particulars of examination passed and degrees obtained. Please submit the self-attested copy of relevant certificates.

SL. No.	Examination / Degree / Diploma Passed	Name of the Board / University/Institution	Mention field of specialisation, etc. as applicable

12. Details of Employment / Experience: Please give particulars of your present and past employment / work experience in chronological order, starting with the present one.

Sl. No.	Organisation	Position Held	From	To	Last / Present Pay

PASS PORT PHOTO

13. Total experience in years:

Total Service	Para medical services	Experience in Leading Role	Other

14. Details of enclosures sent with the application form:

Sl. No.	Description

15. Joining Time required (If any) : .....

16. References of any two persons with address & contact Nos, other than relatives:

(i) .....

(ii) .....

17. Whether Son / Daughter or any close relative of GRSE employees including Directors/ Retired employees. If yes please, specify name, designation & date of separation as the case may be:

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18. Any other relevant information:

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#### DECLARATION

I certify that the information given in this application is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If, at any time, I am found to have concealed / distorted any material information, my engagement shall be liable to be summarily terminated without notice / compensation.

Place:

Signature of Candidate

Date: