

**Organisation Details**

Type: State Government  
 Ministry: -  
 Department: Revenue Department Uttar Pradesh  
 Organisation Name: eDistrict Services  
 Office Zone: Allahabad

**Buyer Details**

Designation: Apda sahayak  
 Contact No.: 0532-2250156-  
 Email ID: buyer1.es.up@gembuyer.in  
 GSTIN: -  
 Address: OFFICE OF DISTRICT MAGISTRATE ALLAHABAD  
 COLLECTORATE ALLAHABAD UP,  
 ALLAHABAD, UTTAR PRADESH-211002, India

**Financial Approval Detail**

IFD Concurrence: No  
 Designation of Administrative Approval: District Magistrate  
 Designation of Financial Approval: District Magistrate

**Paying Authority Details**

Payment Mode: Internet Banking  
 Designation: ADM FR  
 Email ID: admfr.ah-up@gov.in  
 GSTIN: -  
 Address: OFFICE OF DISTRICT MAGISTRATE ALLAHABAD  
 COLLECTORATE ALLAHABAD UP,  
 Allahabad, UTTAR PRADESH-211002, India

**Consignee Details**

S.No	Consignee Name & Address	Service Description
1	Contact: 0532-2250156- Email ID: buyer1.es.up@gembuyer.in	Healthcare Human Resource Outsourcing Service
	Address: OFFICE OF DISTRICT MAGISTRATE ALLAHABAD COLLECTORATE ALLAHABAD UP, ALLAHABAD, UTTAR PRADESH-211002, India	Healthcare Human Resource Outsourcing Service

**Service Provider Details**

GeM Seller ID: 397C180000351175  
 Company Name: Data Live Computer Technology  
 Contact No.: 09415338949  
 Email ID: datalive.sw@gmail.com  
 Address: 17/24,KASTURBA GANDHI MARG,KATRA,  
 PRAYAGRAJ, UTTAR PRADESH-211002, -  
 MSME verified: Yes  
 MSE Social Category: General  
 MSE Gender: Male  
 GSTIN: 09BFCPS8420Q1ZP

\*GST / Tax invoice to be raised in the name of - Consignee

**Service Details**
**Contract Start Date :** 25-Apr-2021

**Contract End Date :** 24-Apr-2022

Service	Quantity (Number of Resources)	Unit Price Other Charges Including Allowances over and above Minimum Wage (% Per Month) inclusive of GST	Total Amount (Formula) (((Monthly Remuneration (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST) +(Monthly Remuneration (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST)*(0.18)+(Monthly Remuneration (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST*Other Charges Including Allowances over and above Minimum Wage (% Per Month) inclusive of GST/100))*(Contract Period/30)*Number of Resources)
<b>Healthcare Human Resource Outsourcing Service</b> Billing Cycle : monthly Category Name :			

Healthcare Human Resource Outsourcing Service <b>Type of Service :</b> Human Healthcare <b>Experience (in Years) :</b> 0-3 <b>Number Of Working Days in Week :</b> 7 <b>Category of Service :</b> Medical Record Technician <b>District :</b> NA <b>Zipcode :</b> NA	100	4.500	22,050,000
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<b>Qualifications :</b> Secondary			
<b>Buyer Parameter &amp; Add-ons :</b> Monthly Remuneration (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST : 15000			
Service	Quantity (Number of Resources)	Unit Price Other Charges Including Allowances over and above Minimum Wage (% Per Month) inclusive of GST	Total Amount (Formula) (((Monthly Remuneration (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST) +(Monthly Remuneration (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST)*(0.18)+(Monthly Remuneration (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST*Other Charges Including Allowances over and above Minimum Wage (% Per Month) inclusive of GST/100))*(Contract Period/30)*Number of Resources)
<b>Healthcare Human Resource Outsourcing Service</b> <b>Billing Cycle :</b> monthly <b>Category Name :</b> Healthcare Human Resource Outsourcing Service <b>Type of Service :</b> Human Healthcare <b>Experience (in Years) :</b> 0-3 <b>Number Of Working Days in Week :</b> 7 <b>Category of Service :</b> Sr. Technical Data Associate (Sr. TDA) <b>District :</b> NA <b>Zipcode :</b> NA <b>Qualifications :</b> Graduate Degree	5	4.500	1,323,000
<b>Buyer Parameter &amp; Add-ons :</b> Monthly Remuneration (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST : 18000			
Total Amount Including All Duties and Taxes in INR			23,373,000

SLA Details - Healthcare Human Resource Outsourcing Service

# HEALTH CARE RESOURCE OUTSOURCING SERVICE

## 1. Agreement Overview

This Agreement represents a Service Level Agreement ("SLA" or "Agreement") between the Buyer and Service Provider. The purpose of this agreement is to facilitate implementation of Healthcare Resource Outsourcing Services at the Buyer's premises. The Service Provider would provide the required equipment and personnel for the mentioned shifts as per the requirements of the buyer. This Agreement outlines the scope of work, Stakeholder's obligation and Terms and Conditions of all services covered as they are mutually understood by the stakeholders.

### 1.1. Stakeholders

The main stakeholders associated with this SLA are:

- Service Provider(s)/Service Provider
- Buyer

### 3) Paying Authority

The responsibilities and obligations of the stakeholders have been outlined in this document. The document also encompasses payment terms and penalties in case of non-adherence to the defined terms and conditions. It is assumed that all stakeholders would have read and understood the same before signing the SLA.

## 2. Objective and Goals

The objective of this Agreement is to ensure that the proper elements and commitments are in place to provide consistent delivery of service to buyer by service provider. The goals of this Agreement are to:

- Provide clear reference to service ownership, accountability, roles and/or responsibilities
- Present a clear, concise and measurable description of service provision to the customer
- Establish Terms and Conditions for all the involved stakeholders
- To ensure that all the parties understand the consequences in case of termination of services due to any of the stated reasons

## 3. Service Scope

### 3.1 Introduction

Human Resources (HR) as a service on the Government e-Marketplace (GeM) website would help provide the Buyers with support services to assist in their day-to-day operations by empanelling Service Providers with manpower adept in the field of Paramedics. The service is geared to feature a full array of qualified professionals with different areas of expertise.

The key features of the proposed service shall be as follows:

- Availability of manpower on monthly, quarterly and yearly basis or as per order.
- The manpower shall be available in different geographic regions.
- The manpower shall be segregated in different levels based on their experience.

### 3.2. Service Provider's Obligations

- 2.1. A Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the Buyer. The services shall be rendered on a monthly, quarterly and yearly basis, as per the requirements of the Buyer.
- 2.2. The Service Provider shall provide Manpower Services at Buyer's premises as per Schedule of Work / Requirements which may be amended from time to time by the Buyer during the Contractual period and it shall always form part and parcel of the Contract. The Service Provider shall abide by such assignments as provided by the Buyer from time to time.
- 2.3. The Service Provider shall provide manpower services through its uniformed and trained personnel for the performance of its services hereunder and these personnel deployed shall be employees of the Service Provider only and the Buyer shall not in any manner be liable and all statutory liabilities (such as ESI & PF etc.) shall be paid for by the Service Provider .
- 2.4. The Service Provider shall submit to Buyer the details of amount deposited on account of EPF and ESI in respect of the deployed personnel to the concerned authorities every month. The Service Provider shall submit to the Buyer the list of EPF Account numbers of the outsourced manpower, copy of annual EPF slip, copy of ESIC card. The details of submission of EPF and ESIC contribution to the concerned authorities by the Service Provider shall be submitted on every month to the Buyer.
- 2.5. The Service Provider shall produce to the Buyer the details of payments of statutory benefits like bonus, leave, relief etc. from time to time to its personnel.
- 2.6. The Service Provider shall cover its personnel for personal accident and death whilst performing the duty and the Buyer shall own no liability and obligation in this regard.
- 2.7. The Service Provider shall exercise adequate supervision to reasonably ensure proper performance of Manpower Services in accordance with Schedule of Requirements.
- 2.8. The Service Provider shall issue identity cards / identification documents to all its employees who will be instructed by the Service Provider to display the same.
- 2.9. The personnel of the Service Provider shall not be the employees of the Buyer and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Service Provider shall make them known about this position in writing before deployment under this agreement.
- The Service Provider shall also provide at its own cost all benefits statutory or otherwise to its employees and the Buyer shall not have any liability whatsoever on this account. The Service Provider shall also abide by and comply with the Labour laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other law in force.
- The Service Provider shall provide minimum of two sets each of summer and winter uniform to its personnel at its own cost in April and October each year. (An add on against this has been proposed as it may not be applicable for all categories)
- The Service Provider shall cover all its personnel under the relevant laws of EPF, Labour, ESIC etc. Proof of the same should be submitted by the Service Provider
- The Service Provider shall submit a copy of wages sheet showing monthly wages paid to its personnel.
- Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties.
- All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the Buyer .
- The Service Provider shall not employ any person below the age of 18 years old. Manpower so engaged shall be trained for providing services.

### 3.3. Buyer's Obligations

- 3.1. Except as expressly otherwise provided, the Buyer shall, at its own expense, provide timely all the required equipment and facilities at the location(s) where the manpower Services are to be provided required to enable Service Provider's employees to carry out the Services..
- 3.2. The Buyer shall notify the Service Provider of any dishonest, wrongful or negligent acts or omissions of the Service Provider 's employees or agents in

connection with the Services as soon as possible after the Buyer becomes aware of them.

- 3.3. The Buyer shall not be under any obligation for providing empanelment to any of the personnel of the Service Provider after the expiry of the contract. The Buyer does not recognize any employee employers relationship with any of the workers of the Service Provider.

### 3.4. Job responsibilities

Manpower would be required to provide their services in the following fields:

#	Category	Scope of Work
1	AMO(Ayush)  Ayurvedic Medical Officer	Indoor/ outdoor examination of the patients. MLC and any other Medical examination. Any other duty assigned by the officer as and when required.
2	ANM  Auxiliary Nurse Mid-wifery	To provide the health care to pregnant women and other ante natal check-ups. Any other duty assigned by the officer as and when required.
3	Audiologist	Administer hearing or speech/language evaluation, tests, or examinations to patients to collect information of type of degree of impairment, using specialized instrument and electronic equipment. Counsel and instruct clients in techniques to improve hearing or speech impairment including sign language or lip-reading.  Evaluate hearing and speech/ language disorders to determine diagnose and courses of treatment.  Examine and clean patients' ear canals. Fit and dispense assistive devices, such as hearing aids.  Maintain client records at all stages, including initial evaluation and discharge.  Any other duty assigned by the HOD from time to time
4	Clinical Psychologist	To motivate the patients and prepare him for ABSTINANCE after discharge with the help of clinical psychologist and counsellors.

Any other duty assigned by the officer as and when required.

To rehabilitate the patients' in the society on discharge with the help of NGO's by regular domiciliary visits of psychiatry social worker.

5 Counsellor

Any other duty assigned by the officer as and when required.

To receive x-ray film.

To develop the film by dipping in chemical in dark room.

To dry the films. To make detailed entry of the film in the register and hand it over to reporting doctors.

To dispatch the reports to various wards/ handling over urgent x-ray to patient with signature of persons receiving it.

6 Dark Room Assistant

To develop CT Scan films/ USG films.

Looking after cleaning and maintenance of dark room and its equipment

Preparation of chemicals and processing and receiving daily supply from store.

Keeping all the equipment of dark room in safe custody

Any other duty as assigned by HOD from time to time

Chair side assistance to the doctor any other related duty assigned by the officer as and when required.

He/She helps in suction of saliva/blood/irrigation during bone cutting

etc.

One of the main duty is to make clinical functioning by looking after sterilization/autoclaving of instrument

7 Dental Assistant

Maintaining A-sepsis of the dental chair  
cleaning of the chair and its surroundings

Cleaning of the wastebasket spittoon

To help in scalping and polishing of teeth to  
apply tropical fluoridises

Any other duty as assigned by the dental  
surgeon/ HOD from time to time

Management of dietetic department.

Management of therapeutic kitchen.  
Standardisation of recipes and supervision of  
cooking.

Teaching dietetic trainees, nursing staff and  
others. Maintaining duty roaster of kitchen  
staff, leave records, six monthly health  
records of class employees and other records  
required for personnel management.

Running nutrition clinic and to attend to  
dietetic clinic. Taking surprise visits to ensure  
proper distribution of food to patient's  
particularly therapeutic diets.

Ordering dietary articles and supervising the  
receipts and issues of all supplies.

8 Dietician

Checking of purchase bills relating to dietary  
articles with regard to their specifications,  
quantity and rates and passing them on to  
Account section.

Maintenance of proper account for all dietary  
articles and inventory for dead stock articles.

Sanitation and cleanliness of kitchen areas.  
Supervision of fire precautions in the  
department.

Check food wastage at different levels

Diet counselling of OPD and ward patients

Any other duties assigned by chief Dietician

Compounding and dispensing prescriptions  
according to the hospital formulary or  
prescriptions of doctors in the hospital.

Being responsible for initiation of the indents,  
storage and maintenance of stocks and  
accounting of medical supplies and appliances  
under his charge.

9 Dispenser

Providing first-aid to the injured and repeat  
prescriptions of physicians when ordered.

Compiling statistics of hospital in accordance  
with the instructions of the hospital  
authorities.

Attending to the work of the clinical side  
room and doing the routine tests of urine,  
faeces and blood, provided he has undergone  
adequate training.

Operation and basic maintenance of Dialysis  
Machine and any other related duty assigned  
by the officer as and when required

10 Dialysis Tech.

Assisting in Haemodialysis and Peritoneal  
dialysis

Handling and maintenance of ECG Machines.

To take ECG of patients as advised by the  
doctor.

11 ECG Tech.

To maintain record of ECG done and compilation of monthly reports.

To take ECG of seriously ill patients at bedside whenever called by ward doctor.

Any other related duty assigned by Medical Officer In charge.

Collection of sample.

Preparation on Blood smears.

To perform clinical laboratory tests like blood, urine, stool, liver function tests, kidney function tests etc.

To follow the hospital waste management guideline in disposal of left over blood and sample bottles.

12 Lab Tech.

To maintain record of all investigations done on a register. To prepare dispatch/ distribute report of outdoor and indoor patients.

To observe curtness behaviour, with patients.  
To perform emergency rotational duties.

To supervise the work of subordinated staff.

Cleaning and maintenance of lab equipment

To ensure safety against theft

She will attend to the patients with utmost sincerity and devotion.

Safai-karamchari and Nursing orderlies will provide full cooperation to nursing staff by providing bedpan and urine pot to the patient.

Nursing orderlies will assist nursing personnel

13 Staff Nurse

in making the bed, feeding the patient, administration of injection, medicine etc. and arrange for investigation and diagnostic procedure to the patients.

She will carry out administration of Oxygen, Catherization, dressing and toileting of patients.

She will maintain record of pulse, BP, intake/output, medicines and injections administered with date and time. She should be polite and sympathetic to the patients.

When posted with a medical officer he/she will control the influx of patients to the doctor's room.

Dusting and cleaning the office furniture, doors, windows etc.

He/She will be responsible for the proper upkeep and cleaning of doctor's consulting rooms and other rooms including all furniture, equipment therein.

He/She will arrange the doctor's tables and examination table for the patients.

He/She will be responsible for the delivery of dark or any other material to the district headquarters/to the central store and other such places as may be required under instructions from medical officer In-charge.

Similarly he will collect any other logistics from the district/state HQ/or any other place as instructed by the MOI/c.

14 Nursing Orderly

He/She will accompany the storekeeper and get the indents from the main store.

Nursing orderlies will provide full cooperation to nursing staff by providing bedpan and urine pot to the patient.

The nursing orderly/peon will perform duties of watchmen/attendant at the dispensary as specified by the medical officer In-charge at the time of need.

Wherever necessary, he/she will arrange for procurement of water for mixture/drinking purposes.

Nursing orderlies will assist nursing personnel in making the bed, feeding the patient, administration of injection, medicine etc. and arrange for investigation and diagnostic procedure to the patients.

Check the punctuality of nursing orderly/attendant deployed in dispensaries

Resolve the issues of nursing orderly/attendant.

15 Nursing Orderly Supervisor

Supervisor will report to CDMO and provide supervision of nursing orderly/attendant (visit at least 3 to 4 dispensaries in a day)

The supervisor will also be available round the clock on telephone to provide support & resolve any issues of nursing orderly/attendant

To be responsible for the theatre to which they are posted that it must be cleaned and sterilized.

To assist OT technician in making position of the patient on the table.

To assist doctor in starting I.V. drip, change the gas cylinder.

16 Operation Theatre Assistant

To ensure that anaesthesia trolley has all the instruments, equipment, drugs, syringes.

To guide N/S in transfer of patient from OT table to trolley and to recovery room.

To wash instruments, end tracheal tube etc. thoroughly as per instructions.

To take universal precaution while handling soiled anaesthesia instruments.

Compounding and dispensing prescriptions according to the hospital formulary or prescriptions of doctors in the hospital.

Being responsible for initiation the indents, storage and maintenance of stocks and accounting of medical supplies and appliances under his charge.

17 Pharmacist

Providing first-aid to the injured and repeat prescriptions of physicians when ordered.

Compiling statistics of hospital in accordance with the instructions of the hospital authorities.

Attending to the work of the clinical side room and doing the routine tests of urine, faeces and blood, provided he has undergone adequate training.

Should be able to handle patients with various conditions like orthopaedics/ Medicine/ Surgery/ Leprosy Ch./ Neurology.

Should be able to run OPD as well as Indoor Patients i.e. Bedside physiotherapy.

18 Physiotherapist

Maintaining the OPD Registers and various records. Knowledge of using various modalities/ equipment.

To have academic activity in the unit and to interact with the department of orthopaedics

To perform any other activity deemed suitable for the patients which may be assigned from

time to time

To take diagnostic radiographs of patients as required by doctors.

Proper storing of unexposed x-ray films.

Keeping account x-ray films supplied used and balances in hand.

To wear the film badge to assess exposure to x-ray radiation.

To perform duty in emergency department and orthopaedic department in rotation.

19 Radiographer

To carry out the portable x-ray of seriously ill patients.

To keep record of all x-rays taken in the register. To maintain the cleanliness of the x-ray room.

To keep record of paid/unpaid radiological investigations done for patients.

To assist in special procedure which may require the use of contrast media

Testing of vision and doing refraction. Assist Eye Specialist in OPD work. Assist Eye Specialist in Holding of Eye camps.

20 Refractionist

Any other duty assigned by the head of the department

21 Sanitary Inspector

To take care of the Cleanliness of the institute and to manage the sanitary services

22 Senior Assistant

Works under the orders and supervision of the officer and is responsible for the work interested to him/her.

23 Social Worker To rehabilitate the patients' n the society on discharge with the help of NGO's by regular domiciliary visits of psychiatry social worker.

Any other duty assigned by the officer as and when required.

24 Statistical Assistant All office related work and Any other duty assigned by the officer as and when required.

25 TMT Tech. TMT/ ECG of the patients. Any other duty assigned by the officer as and when required.

To monitor patient during procedure and in post-operative room

Knowledge of drugs, infusion, defibrillator and also able to do CPR in Emergency Situation

26 Anaesthesia (OT) Technician Ensure proper functioning of anaesthesia machine, suction equipment, ventilator and ensuring gar cylinders (Nitrous Oxide, Oxygen) are full and functional

To maintain proper record of drugs, endotracheal tube, ambu bag, restocking of fluids and other consumables

Demonstration ability to work effectively as a team member

Maintenance of ventilator equipment in CCU

To amend the test/ repair job of the refrigeration.

27 Jr. Workshop Technician To maintain all the refrigerators in working order

To assist Sr. Technician

To assist in the conduct of autopsies, dispatch

and reservation of viscera blood

28 Mortuary Supervisor

Maintaining records of the dead

To carry out the work pertaining to various National Programme

29 Multipurpose Health Worker (SPM) (Female)

To assist students in family studies

To assist the department in the conduct of various Healthy surveys

Investigation on Neurophysiology, EEG, EMG, NCV, EP Cardiology, EKG, TMT, ECO, Holter as well as dialysis work

Maintain record and dispatch of report etc., including issues of duplicate reports

Sterilization and autoclaving of materials

Record keeping of results

30 Sleep Lab. Technician

To perform routine standardized and emergency lab. test

Cleaning and maintenance of Lab equipment

To ensure safety against theft and pilferage in the lab.

To assist in preparing teaching material and get the teaching schedule prepared and got noted in time

Any other duty assigned by HOD/ In-charge as and when required

To make drawings diagrams of clinical side

31 Artist/ Photographer

To make clinical photography

Any other duty assigned by HOD/ In-charge  
as and when required

Handling minor and major repairing of all  
makes of Audit-Visual equipment

32 Technician Audio  
Visual Aid

Any other duty assigned by HOD/ In-charge  
as and when required

Molecular and Cytogenetic Testing

Planning and organizing work in the genetic  
laboratory

Preparation of reagents used in the Lab.

Analysis on specimens of body fluids and  
tissues received for specific test

Record and analysis of data obtained after  
performing specific test

33 Bio Analyst

Checking abnormal results and deciding if  
further tests are necessary

Developing new test in patient care

Set up and maintain laboratory testing  
equipment

Assure that procedures and testing standards  
are met to confirm the accuracy of the results  
obtained using equipment

Supervision of laboratory assistants

Social evaluation of the patient in the context  
of their illness

Educating the patient and family about the  
illness and treatment process (individually as

well as in group)

Counselling patients and their families to help them cope up with the psychosocial impact of their illness and to plan the rehabilitation process.

Organizing educational and recreational activities for the patients care givers, often with the help of other agencies.

Making referrals, placements etc., to other welfare organizations after appropriate assessment of the patient's need.

34 Medical Social Worker

Follow-up of patients to ensure compliance with treatment and to review rehabilitation efforts periodically

Working with team members to extend better patient care

Interpreting the role of the social worker and the needs of the patients to team members.

Participating in formulating a diagnosis and planning treatment with the team, by group discussions, individuals contact and during work rounds.

To participate in and carry out assigned tasks of research in the field of social sciences as related to health care.

To maintain records of various activities of as interaction with the hospital administration to promote better health care.

Assessment of Mentally Challenged inmates.

Preparing IRP

Evaluation of Mentally Challenged inmates

Submitting Evaluation Reports

35 Special Educator

Teaching and Training Mentally Challenged inmates

Preparation of TLM

To provide special Education to Mentally Challenged inmates.

Responsible for routine work, looking after daily cleaning and maintenance of the radiographic room and Cassettes

Working of shift/emergency duties as per requirement and as per instructions from HOD

36 Jr. Radiographic

Helping in handling the patients for different radiographic examination

To assist in special procedure which may require the use of contrast media

To keep daily record of the films being processed and tallying them with the room expense

Performing elution of radioactive material.

Preparing different radio- pharmaceuticals, injecting radio - pharmaceuticals in patients as required.

37 Radio Pharmacist

Performing scans of patients under gamma camera or other equipments in the department.

Any other duties as assigned by the HOD or superior officers from time to time.

To run the Heart Lung Machine during open heart surgery.

To handle/operate all sophisticated cardiac monitors, D.C., Defibrillator and other cardiac assisted devices like IABP etc.

To maintain life saving equipment involved in

38	Jr. Perfusionist	<p>post management of open heart surgery.</p> <p>To run and maintain life saving equipment used for open heart surgery.</p> <p>Any other duty assigned by the Head of the Department.</p> <p>Performing elution of radioactive material.</p> <p>Preparing different radio-pharmaceuticals, injecting radio-pharmaceuticals in patients as required.</p>
39	Lab. Tech. Radioisotope	<p>Performing scans of patients under Gamma Camera or other equipments in the department.</p> <p>Other duties as assigned by Head of the department.</p> <p>To supervise the work of junior perfusionist.</p> <p>To run the Heart Lung Machine during open heart surgery.</p>
40	Sr. Perfusionist	<p>To maintain life saving equipment involved in post management of open heart surgery.</p> <p>To run and maintain life saving equipment used for open heart surgery.</p> <p>Any other duties assigned by head of the Department.</p> <p>To assist the doctor in special diagnostic radiographic investigation.</p> <p>To supervise the work of radiographer and guide him whenever required.</p>

41 Sr. Radiographer

Proper storing of x-ray films of all medico-legal cases and to produce it in court when demanded.

Maintenance of record of x-ray reports of patients referred.

To maintain discipline in the department.

To look after the work of section and to supervise the work of Therapist (Resp. ICU), Sleep Laboratory, PFT lab and Bronchoscope suite.

To ensure that all the equipment's are in functional order.

42 Sr. Respiratory Therapist

In the event that Therapist (Resp. ICU) is not available or post in short supply then the Senior Respiratory Therapist is expected to undertake all patient care work activities.

Any other duties as assigned by the HOD or superior officers from time to time.

To run the Heart Lung Machine during open heart surgery.

To run and maintain life saving equipment used for open heart surgery.

43 Sr. Tech. Officer (CTVS)

To supervise the work of Senior/Junior Perfusionist.

Over all Incharge of all life saving equipment required for Cardiac-Thoracic patients.

Any other duty assigned by the Head of the department

Duties include performing of various EEG recordings, including long term EEG

recordings, video- EEG recordings,  
polysomnography studies and maintenance of  
equipments and help in procuring the

44   Sr. Lab. Tech (EEG)

necessary consumables for smooth running of EEG machines and maintaining EEG machines.

Performing various Nerve Conduction

- 45 Sr. Lab. Tech. (EMG) Studies, EMG blink reflex and tremorgrams/maintaining NCS machines

Doing Somatosensory Evoked potentials, Blink reflex VEP, BAER and other electrophysiological studies and maintain Electrophysiological studies and maintain Electrophysiology machines.

- 46 Sr. Lab. Tech. (EP)

Plan and implement health education strategies, interventions and programs.

Conduct health education sessions, training activities in the field practice area and hospital set up.

Involve in teaching & training undergraduate medical students, in terms, nursing student for conducting health education sessions effectively.

Develop and distribute health education materials, including reports, bulletins, and visual aids such as films, videotapes, photographs, pamphlets, posters etc.

Develop and distribute health education materials, including reports, bulletins, and visual aids such as films, videotapes, photographs, pamphlets, posters etc.

Provide program agencies and organisations in the assessment of health education needs, and in the development and delivery of health education programs.

Provide program information to the public by preparing and presenting press releases, conducting media campaigns, and/or maintaining relevant web sites.

- 47 Health Educator

Develop and maintain health education libraries to provide resources for staff and community agencies.

Develop prepare, and coordinate grant applications and grant-related activities to obtain funding for health education programs related work.

Design guide and conduct research in health behaviour, health education, health education processes and aids.

Coordinate and collaborate with official/non/official agencies and community based organisations in promoting health education activities.

Liaising work with various department of the other sectors such as education, sanitation, environment & also departments of the hospital to conduct health education activities.

Any other work assigned by Head of Department.

Look after the work in ICU, Sleep Laboratory, PFT Lab and Bronchoscope suite including performing investigations independently (Sleep Studies, Pulmonary Function tests).

Looking after ventilator setting of patients in ICU and other ICU machines and monitors.

Cleaning, sterilising and upkeep of the instruments in the bronchoscopy suit.

48 Therapist (Resp. ICU) Assisting in patient care under supervision of the faculty and Sr. Residents(DM-Students).

To ensure that all the equipment's are in function order, maintain the ledgers.

Ensured timely maintenance by the service

providers and intimate HOD for timely replacement of consumables/repairs of items as necessary.

Any other duties as assigned by the HOD or superior officers from time to time.

Compilation of data for research from records.

Preparation of statistical reports.

Review of medical records to ensure presence of all component.

Coding diseases and operations according to the accepted classifications.

Maintenance of indexes according to the planned procedure.

Preparation of Daily Hospital Census.

Analysis of records of discharged patients.

Analysis of admissions.

Compilation of monthly and annual statistical reports.

Computation of rates, percentages, etc.

Maintenance of birth registers.

Maintenance of death registers.

Scrutiny of birth and death reports received from the wards.

Supervision of incomplete record control desk.

Supervision of filing area.

Instructing new employees in the procedures of their jobs.

Checking the work of employees directly under his supervision

49 Medical Record Technician

Taking records to courts.

Attending to medico-legal work while working in the medical record department, as under:

- Receiving medico-legal registers from the casualty medical officer when such registers are complete.
- Getting those medicos-legal reports which are left incomplete by the doctors, duly completed in all respects.
- Preparing a list of all those medico-legal reports which are not complete in spite of personal efforts, doctor-wise and submitting the same to DMS for necessary action.
- Controlling issue of medico-legal registers by maintaining a register.
- Issuing medico-legal reports to the police authorities as and when required.
- Providing assistance to police officials in obtaining X-ray films and other documents required by them.

- Supply of blank medico-legal registers to the casualty medical officer, on request, after numbering it with the automatic numbering machine.
- Attending courts and producing records there, as and when summons is received.
- Keeping all the medico- legal documents in safe custody.

Participation in the training programmes of the department.

All articles for sterilisation by autoclaves have to brought from the respective department.

Daily care of cleaning the steriliser.

Loading and unloading of the sterilisers, of setting up the articles at the proper place, to and from, work area to sterile storage area.

50 CSSD Asstt.

Maintenance of complete records of sterilised material.

Sharpening and unlocking of needles, preparation of Pot, Dichromate sol.

Any other duties/work as assigned by the superior officers from time to time.

Packing of syringes, instruments and other routine and special trays.

Washing and cleaning of gloves, instruments, needles, syringes etc.

Maintaining the cleanliness of the deptt. and dusting of issuing area, sterilization area.

51 CSSD Technician

Messenger service to the wards and deptt.

Supply of cylinders from gas room to wards and deptt.

Report shortage etc.

Any other duties/works as assigned by the superior officers from time to time.

To assist senior radiographer.

To take simple x-ray under the supervision of radiographer.

52 X-Ray Asstt.

To assist radiographer in carrying out portable x-ray by mobilising the x-ray machine from the department.

To keep machines and room dust free.

To keep record of x-ray films taken.

To perform analysis of Drugs, Cosmetics & Medical Devices.

Maintenance & Calibration of various analytical instruments.

Maintenance of records as per GLP etc.

Any other duty assigned by the Head of the laboratory from time to time.

53 Bench Chemist

To perform analysis of Drugs, Cosmetics & Medical Devices.

Maintenance & Calibration of various analytical instruments.

Maintenance of records as per GLP etc.

Any other duty assigned by the Head of the laboratory from time to time.

54 Sr. Bench Chemist

Handling of Administration/ Accounts/ Budget, etc. Any other duties assigned by the head of office from time to time.

55 Technical Data Associate  
(TDA/Admn/Finance)

56	Sr.Technical Data Associate (Sr. TDA)	To assist officers of CDSCO in scrutiny/examination of technical documents pertaining to import registration, Import license, new drug approval, Central Licence Approving Authority (CLAA) items and various NOCs. Documentation, Creation and maintenance of National Data Bank. Any other duties assigned by DDC(I) from time to time.
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57	Technical Data Associate (TDA)	To assist officers of CDSCO in scrutiny/examination of technical documents pertaining to import registration, Import license, new drug approval, Central Licence Approving Authority (CLAA) items and various NOCs. Documentation, Creation and maintenance of National Data Bank. Any other duties assigned by DDC(I) from time to time.
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58	Technical Data Associate (Pharmacovigilance)	Routine review of PSUR (Periodic Safety Update Record)and pharmacovigilance inspection at the site of manufacturers and importers of medical products in India.
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59	Biostatistician cum Epidemiologist	Evaluation of Clinical data.
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60	Junior Dietician	Scrutinize and compile daily diet indent and prepare distribution charts Supervision of food preparation and ensuring proper distribution of wards. Ensuring strict compliance to the diet plan. Regular ward round to check delivery of right diet to each patient. Check food wastage at different levels. Ensuring hygienic practices by the food personnel and maintenance of sanitation of cooking premises,pantries, cafeteria and dining hall. Supervise work of cook and workers. Assist dietician inventory control. Diet counselling of OPD and ward patients.Any other duties assigned by the Chief Dietician
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- To operate Accuster mobile lab , Static lab & Labike.
- Regular Maintenance, Cleaning & calibration of lab equipments.
- Setting up of Labike with canopy.
- To work on Patient Data Management Software (PDMS) for

61	Lab Technician	<p>reporting.</p> <ul style="list-style-type: none"> <li>• Adapt at operating on a portable lab in a mobile set up /any environment in the field.</li> <li>• To work for outreach medical camps.</li> <li>• Collection of sample.</li> <li>• Preparation on Blood smears.</li> <li>• To perform clinical laboratory tests like blood, urine, stool, liver function tests, kidney function tests etc.</li> <li>• To follow the hospital waste management guideline in disposal of left over blood and sample bottles.</li> <li>• To maintain record of all investigations done on a register. To prepare dispatch/ distribute report of outdoor and indoor patients.</li> <li>• To observe curtness behaviour, with patients. To perform emergency rotational duties.</li> <li>• To supervise the work of subordinated staff.</li> <li>• To ensure safety against theft.</li> </ul>
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62	Veterinary Inspector	<ul style="list-style-type: none"> <li>• To Assist the Veterinary Officer in discharge of their duties &amp; monitoring the dispensaries</li> </ul>
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63	Veterinary Doctor	<ul style="list-style-type: none"> <li>• To provide Veterinary treatment to stray animals. ARV Mass vaccination. Awareness and communication campaigns. Maintenance of Veterinary medicine stock register.</li> </ul>
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64	Bull Attendant	<ul style="list-style-type: none"> <li>• To do the multifarious duties as handling of animals, sweeping, dusting and helping the Veterinary Officer</li> </ul>
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65	Fisherman	<ul style="list-style-type: none"> <li>• To catch the fishes. Help in breeding of fishes. Collection of Eggs, Spawn,and supply of Fish feed</li> </ul>
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66	Water Carrier	<ul style="list-style-type: none"> <li>• To do the multifarious duties of Class IV like sweeping, attending/ handling of animals</li> </ul>
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67	Animal Attendant	<ul style="list-style-type: none"> <li>To do multifarious duties as handling of Animals,dusting and helping the Veterinary doctor</li> </ul>
68	Boatman	<ul style="list-style-type: none"> <li>To catch the fishes. Help in breeding of fishes. Collection of Eggs, Spawn, Supply of Fish Seed and boating</li> </ul>
69	Dental X-Ray Technicians	<ul style="list-style-type: none"> <li>Responsibility of routine work, looking after daily cleaning and maintenance of radiographic room and cassettes etc.</li> <li>Working of shift/emergency duties as per the requirement and as per the instructions from the Head of the Department</li> <li>Helping in handling the patients for different radiological examinations</li> <li>To assist in special procedure which may require the use of contrast media.</li> <li>To keep the daily record of films being processed and tallying them with the room expense.</li> </ul>
70	Lab. Attendant	<ul style="list-style-type: none"> <li>General duties as assigned by the HOD/Incharge of the Section/Department/Unit/Office from time to time</li> </ul>
71	Plaster Cutter	<ul style="list-style-type: none"> <li>To do the job of Plaster setting and cutting and to attend any other work assign by the concerned HOD from time to time</li> </ul>
72	Ophthalmic Assistant	<ul style="list-style-type: none"> <li>To do refraction Visual field charting.Any other duty assigned by the Head of the Department.</li> </ul>

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| 73 | Jr. Radiotherapy Technician | <ul style="list-style-type: none"> <li>• Responsibility of routine work, looking after daily cleaning and maintenance of radiographic room and cassettes etc.</li> <li>• Working of shift/emergency duties as per the requirement and as per the instructions from the Head of the Department</li> <li>• Helping in handling the patients for different radiological examinations</li> <li>• To assist in special procedure which may require the use of contrast media.</li> <li>• To keep the daily record of films being processed and tallying them with the room expense.</li> </ul> |
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| 74 | Assistant Resident Manager | <ul style="list-style-type: none"> <li>• To lookafter/Care of Senior Citizen and Supervision of Senior Citizen Home</li> </ul> |
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| 75 | Yoga Therapist | <ul style="list-style-type: none"> <li>• To take Classes of Yoga.</li> </ul> |
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| 76 | Dental Mechanic | <ul style="list-style-type: none"> <li>• Will work under the supervision of Dental Surgeon I/C Laboratory and HOD.</li> <li>• Complete the Laboratory work allocated to him as per the time scheduled and maintain all the records of the laboratory work.</li> <li>• Will carry out orthodontic/prosthetic or other laboratory work as advised(like denture work , ceramic work and crown &amp; bridge work.</li> </ul> |
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| 77. | Laboratory Assistant/Attendant | To receive samples in Lab. To assist the Analyst during the analysis or testing of Input Samples. To assist the analyst in the day to day laboratory operations |
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| 78. | Research Scientist | Undertaking technical assessment for devices |
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& diagnostics. Providing technical assistance towards identification and regulation medical device s & diagnostics. Analysis of data/market research on quality assessments. Undertake other assignments, which may be assigned from time to time.

79.

Sr. Research Scientist Undertaking technical assessment for devices & diagnostics. Providing technical assistance towards identification and regulation medical device s & diagnostics. Analysis of data/market research on quality assessments. Undertake other assignments, which may be assigned from time to time.

80.

Jr. Radiographer

1. Carry out all radiological investigations through use of fixed or mobile examination machines.
2. Ensure that complete patient details are filled in the requisition form and collect old reports that help reporting.
3. Prescribe suitable preparation and correct dosage of laxative required for the investigation.
4. Advise appropriate precautions for investigations.
5. Register patients for investigation
6. In examination room, identify the correct patient by name, age, number and investigation and advise proper change of clothes and removal of radio-opaque objects from site of examination.
7. Position the patient accurately so as to bring the desired anatomical area in direct path of the radiation beam for optimal visualization as per the Radiographic Manual.
8. Measure thickness of body part and assess density of desired anatomy.
9. Explain the correct state of respiration to the patient and ensure compliance by the patient.
10. Calculate the correct dosage of radiation that will be required for the examination with optimal visualization and least exposure damage.
11. Deliver the calculated dose of radiation to the patient.
12. Protect sensitive organs from radiation injury and damage.
13. Prevent radiation exposure to relatives, staff and self by following radiation protection protocol.
14. Guide and advise other staff of the hospital about radiation hazards in any particular area and ensure their safety.
15. Ensure that no pregnant lady is exposed to radiation unless absolutely essential and proper radiation safety and shielding must be utilized in such cases.
16. Administer correct dosage of positive or negative contrast media as required.
17. Assist Radiographers in carrying out Computed Tomography Scans, Magnetic Resonance Imaging, Mammography, Bone Density scans,

Fluoroscopy, Angiography and Per-operative procedures etc. 18. Assist Radiologist in all invasive Radiological procedures. 19. Perform duties of Radiographer as and when directed by Controlling Authority. 20. Perform duties of Dark Room Assistant as and when directed by Controlling Authority. 21. Perform rotational duties as assigned by Controlling Authority. 22. Assist and perform tasks as directed by Controlling Authority. 23. Assist in measures directed towards management of mass casualties and disasters. 24. Follow and ensure that others follow appropriate universal precautions and hospital waste disposal rules and regulation. 25. Utilize HIS and other software as needed/instructed. 26. Maintain cleanliness of person and dress. 27. Wear

white coat while on duty. 28. Educate and direct staff junior to him. 29. Any other work as assigned by the Competent Authority.

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| 81. Ward Boy                                    | <ul style="list-style-type: none"><li>a) Cleaning and bedding of beds, ward maintenance and cleanliness of hospital equipment.</li><li>b) Transportation of patient at hospital.</li><li>c) To assist the staff nurse during management of patient.</li></ul>  |
| 82. Ward Aaya                                   | <ul style="list-style-type: none"><li>a) Cleaning and bedding of beds, ward maintenance and cleanliness of hospital equipment.</li><li>b) Transportation of patient at hospital.</li><li>c) To assist the staff nurse during management of patient.</li></ul>  |
| 83. Consultant (Deputy Director Administration) | <ul style="list-style-type: none"><li>1) To advice Director on administrative matters.</li><li>2) To streamline &amp; allocate work to all officials of admin division.</li><li>3) To supervise the administrative division regarding administrative, financial &amp; establishment matters.</li><li>4) Training and guiding the junior ministerial staff.</li><li>5) Any other work assigned by the Director</li></ul>  |
| 84. Consultant (Section Officer)                | <ul style="list-style-type: none"><li>1) Supervising and checking the works of the ministerial section and to allot the work to the ministerial staff.</li><li>2) Supervision of Preparation of Reports/Returns, Seniority Lists/Gradation Lists, Budget Estimates, Audit Reports, Pension Cases, Work of Cashier, Internal Auditing, Compilation /Consolidation /Monitoring and disbursement of Budget, Reconciliation, correspondence on audit paras, Data Entry and Respective Correspondence, Work related to Recruitment etc.</li><li>3) To check the reply of Legal Cases/ RTI cases and to ensure their timely submission.</li><li>4) Training and guiding the junior ministerial staff.</li><li>5) Any other work assigned by the Director</li></ul> |
| 85. Consultant (ASO Level)                      | <ul style="list-style-type: none"><li>1. Preparation of Reports/Returns</li><li>2. Preparation of Seniority Lists/Gradation Lists</li><li>3. Preparation of Budget Estimates</li><li>4. Clearance of Audit Reports</li><li>5. Preparation of Pension Cases</li><li>6. Work of Cashier</li><li>7. Internal Audit</li><li>8. Preparing reply of Legal Cases/ RTI cases</li><li>9. Compilation /Consolidation /Monitoring and disbursement of Budget</li><li>10. Correspondence on audit</li></ul>  |

11. Data Entry and Respective Correspondence work.
12. Work related to Recruitment etc
13. File Maintenance
14. Any other work assigned by the superior

86. Consultant (Office Assistant, SSA level)

1. Preparation of Bills (Pay, Medical, TA or any other type)
2. Assistance related to Reports>Returns/Estimates
3. Preparation of Seniority Lists/Gradation Lists
4. Preparation of Pension Cases
5. Work of Assistant to Cashier
6. Preparing reply of Legal Cases/ RTI cases
7. Correspondence on audit paras.
8. Data Entry and Respective Correspondence work
9. Work related to Recruitment etc
10. File Maintenance
11. Any other work assigned by the superior authority

87. Drugs Inspector

- 1) To inspect licensed premises
- 2) To draw drug samples
- 3) To investigate any complaints
- 4) To institute prosecution
- 5) To maintain records of Inspection
- 6) Other responsibilities fixed by the controlling officers.

88. Assistant Drugs Inspector

To assist statutory officers (Technical) of Drugs Control in scrutiny/Examination of Technical documents pertaining to grant of licenses/renewal of licenses and other non-statutory certificates issued by the officers, any other duties assigned by the controlling officer from time to time

89. CT Scan Technician

- 1) To help the radiologist in performing of ct scan of the patient
- 2) To help ct scan related procedure for i.e. ct guided biopsy
- 3) To help anesthetist in anesthesia for ct patient
- 4) Disinfection and cleaning of the machine
- 5) Disinfection of ct scan area
- 6) Maintenance of record
- 7) Patient counseling before the procedure
- 8) Preparation of patient before procedure

90. Autoclave Technician

- 1) Operation of autoclave machine
- 2) Cleaning of machine

- 3) Maintenance of record
- 4) To carry out varies test i.e. dick test

91. Case Writer

- 1) Opening of case window
- 2) Writing of case
- 3) Maintenance of record
- 4) Maintenance of computer and printer
- 5) Collection of fees

92. Oxygen Operator

- 1) Maintenance of oxygen gas and cylinder
- 2) Inspection of medical gas line
- 3) Inspection and maintenance of oxygen flow meter and valve
- 4) Maintenance of the negative central suction machine and natural air machine
- 5) Primary repair of oxygen outlet and change of gasket and visor
- 6) Exchange of oxygen cylinder
- 7) Maintenance of records

93. PFT Technician

- 1) Operation of pft machine
- 2) Cleaning and disinfection of machine
- 3) maintenance of record
- 4) Counseling of the patient
- 5) Primary repair of machine
- 6) To help consultant in various procedure
- 7) Printing of patient report and changing of paper print roll

94. B.C.G. Technician

- 1) To provide BCG vaccine
- 2) Maintenance of cold chain
- 3) Maintenance of record
- 4) Counseling of patient
- 5) Health education
- 6) Bio medical waste management

95. Boiler Assistant

- 1) Operation of boiler machine
- 2) Cleaning of machine
- 3) Maintenance of record

96. Incinerator Operator	1) Operation of Incinerator machine 2) Cleaning of machine 3) Maintenance of record 4) Primary repair of machine 5) Treatment of sludge 6) Operation of electric dash board 7) Primary maintenance of chimney 8) To carry out confirmative test as per instruction
97. Mechanic for oxygen plant	1) Maintenance of oxygen gas and cylinder 2) Inspection of medical gas line 3) Inspection and maintenance of oxygen flow meter and valve 4) maintenance of negative central suction machine and natural air machine 5) Primary repair of oxygen outlets. 6) Exchange of oxygen tank 7) Maintenance of records
98. Patient Guide	1) To help on duty sister and doctor 2) Help in transportation of patient 3) Primary counseling 4) Bridge between nurse and patient
99. Prosthetic technician	1) Manufacture of prosthetic eye, brace, limb, denture, ext. 2) Repair of eye, brace, limb, denture, ext. 3) Measurement of prosthesis 4) Primary repair of prosthesis 5) maintenance of prosthesis making machine 6) maintenance of record 7) Pre and post counseling
100 Media maker	1) Manufacturing of A.V.ads, documentary, poster, pamphlet etc. 2) Operation of photoshop in computer 3) Preparing of audio msg.

4) Designing of pamphlets and poster

public address

101. Estate manager

1) Survey of land

2) Preservation of map

3) Measurement of land

4) Safeguarding of land

5) Maintenance of record

6) Liasoning between corporation and authority

landscaping

102. Dietician (1)

It includes providing for whole range of Dietary Services which invariably includes the OPD Services, IPD Services and Therapeutic & Normal Diet Preparation in Kitchen but is not limited to this and will also include all other tasks which are being done by the Dietician in any hospital setting

103. Junior Medical  
Technologist  
(LABORATORY  
TECHNICIAN  
SERVICES)

1. Include- daily equipment/instrument upkeep and maintenance as per manufacturer guidelines and instruction of HOD.

2. Sample Collection, handling and processing as per requirement of each specific test.

3. Quality control of investigation process as defined by the department.

4. Collection and interpretation of laboratory data and entering the results into HIS under the guidance and supervision of faculty member/HOD of concerned Lab.

5. Preparation of Reagents, media and stains as per department guidelines/ instructions.

6. Maintenance of accurate records of laboratory data and keeping the secrecy of the results.

7. Providing assistance to laboratory doctor in carrying out special advanced laboratory investigation.

8. Carrying out other laboratory related work which are not specified above but limited to laboratory work only.

104. Junior Medical

Technologist  
(OPERATION THEATRE  
TECHNICIAN  
SERVICES)

1. Up-keep and maintenance of equipment/ instruments of operation theatre as per manufacturer guidelines and as per instruction of department.
2. Receiving the patient along with records in operation suit/endoscopy suit/ other areas where procedures are done.
3. Pre-procedures/pre-operation preparation which includes keeping the equipment and instrument in state of readiness laying out of trolley arrangements of drugs and consumables as per requirement of operation/ procedure/ Anaesthesia.
4. Record keeping of items used and return of un-used items.
5. Shifting of patients along with records to the care of others in other defined area.

105. Junior Medical  
Technologist  
(RADIATION SCIENCES  
TECHNICIAN  
SERVICES)

1. Daily equipment/instrument up-keep and maintenance as per manufacturer guidelines and instructions from the department.
2. Taking X-Rays as per requirement of patients and assisting Radiologist in special Radiological Procedures like MRI, DSA, CT and other interventional procedures.
3. Pre-procedures preparation which include keeping the equipment in state of readiness, laying out of trolleys and arrangements of drugs and consumables as per requirement of procedure.
4. Record keeping of items used and return of un-used items.
5. Record keeping of X-Ray Films.
6. Safe receiving and shifting of patients from procedure room to other areas as per guidelines and instructions.
7. Observing all safety measurement/actions as defined by the regulatory authority i.e. BARC for safety of patients and care givers.
8. Handling of Radio-isotopes as per norms/guidelines given by the BARC.

106. Sister Gr.II

1. Admission and discharge of patient.
2. Assistance and instructions to patients and their relations.
3. Giving sponge bath to the in bed patients including daily care of mouth, hair, eyes nails, and pressure points.
4. Four hourly or more frequent attentions to pressure points.
5. Bed making of all patients.
6. Assistance at distribution of diets, milk etc and feeding the patients.
7. Administration of medicines and injections to all patients.
8. Preparing for injections and assistance at administration of injections and clearing up.
9. Recording of medicines and injection given
10. Taking and charting of T.P.R.
11. Rounds with doctors.

12. To perform technical procedures i.e. Enema, catheterization, dressings, irrigations, oxygen therapy, preparing for and clearing up after procedures.
13. Preparation for assistance in clinical tests and medical procedures.
14. Pre and post operative care of patients.
15. Urine testing.
16. Taking ECG of patients.
17. Collecting, labeling and dispatching of specimens.
18. Care of dying and death.
19. Escorting patients to and from departments and Operation Theater.
20. Handing over and taking charge on change of duties
21. Keeping the ward clean and tidy.
22. Preparation of Surgical supplies sets and instruments etc.
23. Routine care and cleaning of dressing trolleys, cupboards, apparatus and mackintoshes etc.
24. Writing report of critical, serious and VIP patients in the absence of sister in-charge, to prepare daily census.
25. Care of clean and soiled linen
26. Disinfection of articles and instruments.
27. Control of visitors
28. Demonstration and guidance to student nurses and domestic staff.
29. Supervision of domestic staff
30. Taking inventories and recording.
31. Assistance in orientation of new staff
32. Participation in staff education and staff meeting.
33. Any other duties related to nursing service by superiors from time to time.

#### 107. Pharmacist (1)

1. Preparation and updation of the list of drugs, consumables & disinfectants used in the hospital.
2. Effective inventory management of these items.
3. Procurement and distribution.
4. Data keeping of all activities.
5. Proper storage of those items and their security.
6. Expiry control as per institute rule.

#### 108. Physiotherapist (1)

1. To provide physiotherapy services to indoors and out door patients which includes examination, diagnosis, interventions and advice preparatory to or for the purpose of movement dysfunction, bodily malfunctions, physical disorder and disabilities, healing and repair from trauma & diseases, physical and mental condition and pain by using physical agents as exercises, mobilizations, manipulation, mechanical and electrotherapy and some special physiotherapy techniques.
2. To provide health promotion in acute and chronic musculoskeletal problems, undertake respiratory care, cardio-vascular rehabilitation and helps patient with neurological diseases and disorders.
3. To provide physiotherapy services to post op. patient to prevent and minimize the post surgical complications.

## 109. Technician (Radiology)

1. Daily equipment/instrument up-keep and maintenance as per manufacturer guidelines and instructions from the department.
2. Taking X-Rays as per requirement of patients and assisting Radiologist in special Radiological Procedures like MRI, DSA, CT and other interventional procedures.
3. Pre-procedures preparation which include keeping the equipment in state of readiness, lying out of trolleys and arrangements of drugs and consumables as per requirement of procedure.
4. Record keeping of items used and return of un-used items.
5. Record keeping of X-Ray Films.
6. Safe receiving and shifting of patients from procedure room to other areas as per guidelines and instructions.
7. Observing all safety measurement/actions as defined by the regulatory authority i.e. BARC for safety of patients and care givers.
8. Handling of Radio-isotopes as per norms/guidelines given by the BARC.

110.

## Medical Social Worker

- A. Registration.
- B. O.P.D. bay management and carrying out activities related to that area.
- C. Ward management service provider will be responsible for following activities:
  - i. Reception of patient in the Ward.
  - ii. Admission & discharge.
  - iii. Drugs & consumables requisition.
  - iv. Inter departmental referrals.
  - v. Arrangement for investigations.
  - vi. Arrangement for Transport for patients from one area to other area.
  - vii. Patient counseling.
  - viii. House-keeping.

111.

## Dresser

- work in hospital
- dressing of injured person
- cleaning of dressing area

112.

## Field Worker

- survey of beneficiary
- activity for public awareness
- arrange the programme of scheme

113.

## Stretcher Bearer

- carries stretcher
- service of patient
- obey the rules of doctor and hospital

114.

## Museum Curator

- a collection of exhibits in a museum
- objects arrangement

-researching, compiling written information about catalogues

115.

### Ortho technician

- assist orthopedic surgeons in the care and treatment of patients
- care for medical and surgical appliances.
- maintenance of record

116.

### Hostel Servant

- work in hostel
- cleaning area
- maintenance of record

117.

### Patient Helper

- 1) Assist Doctors, Nurses, Laboratory staff, other health care workers in various patient care activities, as per requirement for those areas of working
- 2)When posted with a doctor, he/she will control the influx of patients to the doctor's room.
- 3)He/She will be responsible for the proper upkeep and cleaning of doctor's consulting rooms and other rooms including all furniture, equipment therein.
- 4) He/She will arrange the doctor's tables and examination table for the patients.
- 5) He/She will be responsible for the delivery of dak or any other material to the various offices and stores and other such places as may be required under instructions from In-charge of the area where posted.
- 6) Similarly he will collect any other logistics from the various offices. Stores/ any other place as instructed by the In-charge of the area where posted.
- 7) He/She will accompany the storekeeper and get the indents from the main store.
- 8) Patient Helper will provide full cooperation to nursing staff by providing bedpan and urine pot to the patient.
- 9) The Patient Helper will perform duties of watchmen/ attendant at the area of work as specified by the In-charge of the area where posted at the time of need.
- 10) Patient Helper will assist nursing personnel in making the bed, feeding the patient, administration of injection, medicine etc. and arrange for investigation and diagnostic procedure to the patients.

118.

## Dental Surgeon

Examine, Diagnose and treat oral disease.

Perform oral treatment including root canals,extractions, fixing and removing prosthetics

Work with clinical staffs to provide quality patient treatments.

Educate patients on preventive Dental Care and Oral Health Care.

Apply sealants to teeth and bleach and polish teeth for color restoration.

Design and fix prosthodontics appliances including bridges, dentures and space maintainers.

Treat teeth malformations, gum injuries and other oral abnormalities

Use Dental Instruments safely to avoid accidents

Operate X-Rays and diagnostic equipment effectively to examine teeth and gums

Ensure that work area in maintained safe, clean and organized

Evaluate patient's Dental Health and prescribe medications

Refer patient's to appropriate specialists when needed

Stay abreast with latest development and techniques in dental field.

## Hospital Manager

The hospital manager will be responsible for various ancillary activities including human resource management, infrastructure maintenance, timely maintenance of equipment, proper sanitation, IP assistance, Patient facilitation, statutory compliances, etc. for the smooth functioning of the hospital.

**\*The above list of duties is only illustrative and not exhaustive.**

## 4. Additional Terms and Conditions

- 1 The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
- 2 The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Buyer Department or any other authority under Law.
- 3 It is the responsibility of the Service Provider to provide manpower for the above listed work. The manpower has to be segregated, based on their years of experience.
- 4 The responsibility of effective and efficient delivery would rest with the Service Provider. Thus, the education qualifications and experience of the manpower deployed would be left to the subjugation of the Service Provider, subject to them meeting the minimum qualifying criteria.
- 5 The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The bio-data, qualification and experience of the said manpower should be certified by the Service Provider.
- 6 The police verification, character and antecedents verification of the employees is the whole and sole responsibility of the Service Provider. The same may be verified by the Buyer at the time of joining of the employees, if he/she so desires.
- 7 The Service Provider shall ensure the following in respect of his employees-
  - 7.1 The working hours and days of the outsourced employees will be as per the existing applicable rules of the respective Central/State Government organisations. However, they have to work on holidays, if necessary and required based on demand of work.
  - 7.2 In an event of deployed personnel availing leave, and if required by buyer suitable substitute(s) shall be provided by service provider as per mutual understanding with buyer.
  - 7.3 Consequent to poor performance of deployed manpower, service provider shall immediately replace the deployed manpower thereby maintaining service levels and continuity.
  - 7.4 Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between buyer and seller prior to deployment of manpower.
  - 7.5 The attendance of the employees will be entered in the register provided by the Service Provider and/or in the Aadhaar based Biometric attendance system at the Buyer's premises. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Corporation or office concerned. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
  - 7.6 The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
- 8 In case of services hired on annual basis and 5 working days, the employees will be entitled to 08 days of casual leaves per year on pro-rata basis and in case of 6 working days, the employees will be entitled to 15 days casual leave per year on pro-rata basis. Beyond specified leaves as applicable, leave will be treated as leave without pay (LWP) for which necessary deduction will be made by the buyer in the billed amount if no replacement is provided.
- 9 The Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the Buyer.
- The Service Provider should have a legal status, whether it will be a registered Proprietorship Firm/Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well has have registration for income tax.
- The Service Provider shall ensure that all the relevant licenses / registrations / permissions which may be required for providing the services are valid during the entire period of the contract; failing so shall attract the appropriate penalties. The documents relevant in this regard shall be provided by the Service Provider to the Buyer on demand.
- No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Buyer.
- The Buyer will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the employee or by the Service Provider. The employees as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the Buyer's department would not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules shall only rest with the Service Provider.
- The Service Provider shall be required to keep the Buyer updated about the change of address, change of the Management etc. from time to time.
- The Buyer shall have the right, within reason, to have any personnel removed who is considered to be undesirable with proper reasoning or otherwise and similarly the Service Provider reserves the right to remove any personnel with prior intimation to the Buyer , emergencies, exempted.
- The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation by whatever name be called without the prior written consent of the Authority.
- The Service Provider shall nominate a coordinator who shall be responsible for regular interaction with the Buyer Department so that optimal services of the persons deployed could be availed without any disruption.
- For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Buyer Department.
- The Buyer Department shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
- The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.

- Any other Terms and Conditions as mentioned in the Miscellaneous Terms and Conditions for Services.

## 5. Payments

- 1 The Service Provider Agency shall also deposit EPF and ESI of both employer and employee share within 15th day of the month of payment for the support staff engaged from their account and prefer the bill to the Buyer Department for reimbursement of employer share only.
- 2 Employers share of EPF & ESI actually deposited to the respective authorities with proof of deposit of both employee and employer share by the end of the second week of the succeeding month. Employee share of EPF and ESI contribution shall be recovered from the gross remuneration & balance amount is to be released to the persons employed.
- 3 The Service Providing Agency shall furnish statement of amount paid for the month to the persons deployed along with cheque number and date and Bank account from which the payment has been made. Service Providing agency is to furnish copy of bank statement in support of amount paid as and when required by Buyer Departments.
- 4 The Service Provider shall be responsible for timely payment of take home remuneration to the supporting staff and deposit of EPF and ESI (both employee and employer share), failing which a penalty will be deducted.
- 5 The Service Provider shall submit before the Buyer Department, one copy of the return within 7 days from the date of filing of monthly / quarterly / half yearly / annual return if any before the EPF and ESI authorities.
- 6 The payment to the Service Provider will be made on monthly and quarterly basis, depending upon the actual duration of the services rendered as per order.
- 7 Any violation of contractual obligations by the Service Provider/employee shall attract penalties as mentioned against each obligation. The Service Provider confirms and agrees that penalty whenever becomes payable, the same shall be deducted by the user department from the payments due to the Service Provider.
- 8 TA/DA shall be payable directly by the Buyer on production of travel documents in original and approval of appropriate authority of the Buyer for undertaking such travel for the project/assignment.
- 9 All applicable taxes and duties except GST, shall be payable by the Service Provider and the Buyer shall not entertain any claims whatsoever with respect to the same. The Service Provider shall pay the GST and the price quoted is inclusive.
- 10 The Service Provider shall ensure payment regularly for the deployed manpower to their entitlements like monthly salaries/wages etc. and submit the documentary proof of the salary paid as per the terms and conditions of the contract. Bill for the subsequent month will be paid only after submission of certificate of disbursement of wages of previous month.
- 11 In case the submission of monthly bills is delayed by the Service Provider beyond 15 days from the last day of the month in which the services have been provided, the entire liability towards payment of interest/penalty to the tax authorities would be borne by the respective Service Provider.
- 12 Escalation towards payment of salaries / wages of the employees shall not be accepted on any ground during the contract period.
- 13 The Breakup of the components to be provided to the Buyer Department. The Buyer Department will provide Minimum Wage as per the Notification applicable in their area for the category of Resource they want to procure.
- 14 The Total Price includes Minimum Wage, ESI, EPF, Admin Charge and GST on the mentioned components. Service Provider will thus quote over and above the following components as a Service Charge and Special Allowance if any:

Minimum Wage + ESI + EPF + PF Admin Charges + GST (on the Minimum Wage, ESI and EPF component), which is provided by the Buyer Department and the rest (GST on the component provided by the Buyer) is added by the platform.

- 15 In case of any changes in the minimum wages as per the Applicable Laws during the Contract period, Buyer shall pay the Service Provider the difference in wage from the amount mentioned in the contract on pro rata basis.
- 16 The cost of the Contract shall be valid for initial contract period . No price escalation, other than minimum wages revision, shall be entertained by the Buyer during the period.

## 6. Breach of contract

The following conditions shall specify breach of contract and buyer shall have right to immediately terminate the contract.

1. Cumulative penalties reach 10% of the contract value
2. Repeated breach of SLAs beyond 3 instances in the entire contractual period shall be treated as breach of contract. Breach of SLA is defined as performance lower than defined lower performance in this agreement.
3. In case of major default on the part of the Service Provider, the Buyer may provide a 24 hour written notice terminating the contract to the Service Provider.

## 7. Penalties

1. Penalties for a specific month / period shall be capped at 10% of bill generated for that particular month / period.
2. If any SLA is breached beyond 3 instances in any billing period then same shall be treated as a breach of contract and buyer will have full rights to terminate the contract after giving a notice of 30 days

### 7.1 Penalties for non-compliance to service level agreement

Penalties will be levied on the service provider for the violation of service level agreement of the contract as mentioned below:

#	Service level agreement	Penalties for non-compliance
1	Non deployment of total manpower mentioned in the contract as per the date of joining	Up to 15 Days, @1% per day of the total value and Beyond 15 days cancellation of the contract with cancellation charges @ 10% of the order value.
2	If the employee is found responsible for any theft, loss	Immediate payment in actuals, equivalent to the value of the article theft/lost/damaged. Replacement within 2 day/cancellation of contract

	of material/ articles and damages	as decided by the buyer depending on the gravity of the act.
3	If the employee is found responsible for disobedience/ misconduct	Warning/counselling/Immediate replacement within 2 days as decided by the buyer depending on the gravity of the act
4	If the employee is absent or takes leave for more than 2 days without informing or taking prior approval.	Substitute within 2 days failing which, @ 1% per day of the total value (excluding service tax etc.) of the absent resources up to 15 days. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value
5	If the employee is found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the workplace	Immediate replacement within 2 days/ cancellation of the contract with cancellation charges @ 10%, as decided by the buyer depending on the gravity of the act.
6	Delay in payments of take home remuneration by the Service Provider and deposit of EPF and ESI (both employee and employer share)	@ Rs 100 per day for each default.

## 8. Annexure

### 8.1 Qualifying criteria for the required manpower

#### QUALIFICATION CRITERIA

S No.	Category	Minimum Qualification Required
		A diploma or degree in Ayurveda in any recognized University
		or
1	AMO(Ayush)  Ayurvedic Medical Officer	Board of Indian System of medicine established by Law in India
		or
		any teaching institution recognized by Govt.
		Matric or its equivalent
2	ANM  Auxiliary Nurse Mid-wifery	Diploma in ANM training from the recognized institute or vocational course of ANM should be registered as ANM with Nursing council of State government.
3	Audiologist	B.Sc. Audiology from any recognized institution.

- |    |                       |   |
|----|-----------------------|---|
| 4  | Clinical Psychologist | M.A in Psychology from a recognized institution/ university with one year experience in clinical research from a recognized institution.  |
| 5  | Counsellor            | Graduate/ Post Graduate in Psychology with training in substance use disorder from a recognized institution.OR Post Graduate in Child Development OR Graduate/Post Graduate with diploma in Career Guidance and counselling   |
| 6  | Dark Room Assistant   | Matric with Physics and Chemistry Having experience of working in X-Ray Department of recognized hospital.  |
| 7  | Dental Assistant      | Matric with Science having 2 years' experience as chair side Asstt.<br><br>From any Govt. Recognized by Dental council of India or any Govt. Dental Clinic.   |
| 8  | Dietician             | M.Sc. in Dietics or B.Sc. (Home Science) with diploma in Dietics of a recognized institute.   |
| 9  | Dispenser             | Matric Up - valid course two years.   |
| 10 | Dialysis Tech.        | 10+2 with a course of Dialysis technician.<br><br>Having experience of operating dialysis Machines.   |
| 11 | ECG Tech.             | Matric / Higher Secondary with science or equivalent from the recognized institute.<br><br>Having three years' experience in ECG Dept.  |
| 12 | Lab Tech.             | B.Sc. in Lab. Technology from any recognized institute or its equivalent and two years' experience.<br><br>10+2 with three years vocational course in Lab. Technology, one year practical training from recognised institute.<br><br>10+2 with Science from a recognized Board/ |

University.

Certificate in General Nursing and Midwifery  
From a recognized Institution

13 Staff Nurse

Registered A Grade nurse and Midwife with the  
state Nursing Council

OR

B.SC. Nursing or Equivalent from a recognized  
Board., University/ Institution

Secondary Level Education

14 Nursing Orderly

Certificate of First Aid Training.

High school

15 Nursing Orderly  
Supervisor

Certificate of First Aid Training

16 Operation Theatre  
Assistant

10+2 with Physics and Chemistry and Diploma in  
Operation Theatre Assistant from the recognized  
institution.

10+2 Medical or Pre Medical with one year  
Diploma in Pharmacy and Dresser Course from  
recognized institute.

17 Pharmacist

Matric with Physics and Chemistry with two year  
Diploma in Pharmacy and Dresser Course from  
recognized institute.

Registered as Pharmacist with U.T., Chandigarh  
Pharmacy Council. The practical training shall not  
be less than 500 hours spread over period of not  
less than 250 hours are devoted to actual  
dispensing of prescription.

Degree in Physiotherapy from recognized institute

Or

18 Physiotherapist

Diploma in Physiotherapy from recognized institute with experience of at least two years.

Radiographer Diploma from the recognized institution.

19 Radiographer

10+2 with vocational course in X-Ray Tech. With appr. Training plus two year experience.

B.Sc. in Ophthalmic Techniques from a recognized institute

10+2 vocational course in Ophthalmic Techniques following by four years professional experience including apprenticeship, if any, in a reputed hospital.

20 Refractionist

Or

10+2 with science and diploma in ophthalmic techniques from recognized institution with four years professional experience in reputed hospital.

Metric with Science ( Physics & Chemistry)

21 Sanitary Inspector

Is equal qualified Sanitary Inspector course from recognized institute

Experience hand will be preferred

22 Senior Assistant

Having Experience as senior Assistant for more than 10 years.

23 Social Worker

Master in Social work/ M.A in Sociology from the recognized institution/ university.

The candidate should possess Master's degree in Economics or Statistics from any recognized University with at least 55% marks with basic knowledge of computer

24 Statistical Assistant

OR

Master Degree in Computer application with at least 55% marks from any recognized University.

- |    |   |   |
|----|---|---|
| 25 | TMT Tech.                                 | Should be graduate in Science and full hands-on for TMT/ ECG of the patients.   |
| 26 | Anaesthesia (OT) Technician               | 10 + 2 with Science.<br><br>B.Sc./Diploma In concerned speciality from a recognized Institution/University.   |
| 27 | Jr. Workshop Technician                   | Matriculation or equivalent from a recognized board/ university<br><br>Certificate/diploma from a recognized institute in the trade of<br><br>a) Refrigeration or Air-conditioning Mechanical or Electrical/ Mechanical Eng.<br><br>OR<br><br>b) Electroplating and spray |
| 28 | Mortuary Supervisor                       | B.Sc. Medical Lab. Technology with two year of professional experience  |
| 29 | Multipurpose Health Worker (SPM) (Female) | 10+2 with one and half years training course for Multipurpose Health Worker recognised by Nursing Council/ DHS of the state<br><br>B.Sc. (Medical Lab. Technology)<br><br>OR  |
| 30 | Sleep Lab. Technician                     | 10+2 Vocational course in MLT<br><br>OR<br><br>10+2 with science and diploma in MLT   |

B.A.(Fine Arts/Sculpture) from a recognized university/ institution

OR

10+2 with 5 years diploma in commercial arts/ 2 years diploma in photography from a recognised institute

31 Artist/ Photographer

OR

10+2 with degree in commercial art/ photographer from a recognised institute

Three years' experience of working as an Artist/ Photographer in an institute

10+2 with Science subject

32 Technician Audio/ Video Aid

Diploma/ Certificate course in audio-visual technology/electronic/radio and TV from recognised institute

33 Bio Analyst

M.Sc. Biotechnology/ M.Sc. biochemistry/ M.Sc. human genetics from a recognised university/institute with two years of experience in the field of human genetics.

Master's degree in social sciences or community Health Nursing from a recognized Institution.

34 Medical Social Worker

OR

B.Sc. From a recognized institution with two years Diploma in Social Work

10+2 with Diploma in Mental Retardation OR

10+2 with DVTE (MR)

35 Special Educator

or

BMR/B.Ed. in special Education from a recognized University or Institute

B.Sc. Medical Technology from a recognised institute

OR

36 Jr. Radiographic

10+2 or equivalent examination passed with science subject from a recognised board

AND

Radiographer/X-Ray technology course of min. one year duration passed from a recognised institute.

- M.Sc. (Nuclear Medicine / Nuclear Medicine Technology) from a recognised University (duly recognised by Atomic Energy Regulatory Board, Government of India) Or

37 Radio Pharmacist

1. Degree in Science (With chemistry/biochemistry/organic chemistry as one of subjects) from a recognised university with Diploma in Medical Radiation and isotope Technology (D.M.R.I.T) from B.A.R.C., Mumbai (duly recognised by Atomic Energy Regulatory Board, Government of India)

1. Degree in science from a recognised university.

38 Jr. Perfusionist

1. Diploma in perfusion technology recognised by the Association of Cardio Thoracic Surgeons of India.

		1. Bachelor's Degree in Nuclear Medicine Technology from a recognised University or Institute. Or
39	Lab. Tech. Radioisotope	<p>1. A Bachelor's Degree in Science from a recognised University or Institute and Post Graduate Degree or</p> <p>1. Diploma in Nuclear Medicine Technology from a recognised University or Institute.</p> <p>1. Degree in science from a recognised university.</p>
40	Sr. Perfusionist	<p>1. Diploma in perfusion technology recognized by the Association of Cardio Thoracic Surgeons of India with 5 years experience in the related field</p> <p>1. 12th class pass with Science from a recognised Board;</p>
41	Sr. Radiographer	<p>1. Diploma or Certificate in Radiography (Two year duration) from a recognised institution; and</p> <p>1. Experience: Six years experience in Radiography in a Hospital or Medical Institute.</p> <p>1. M.Sc. In Respiratory Therapy from a recognised University. Or</p>
42	Sr. Respiratory Therapist	<p>1. B.Sc. In Respiratory Therapy from a recognised University with two years experience as Respiratory Therapist in a 200 bedded hospital.</p>

43	<p>Sr. Tech. Officer (CTVS)</p> <ol style="list-style-type: none"> <li>1. Academic: B.Sc. With Physics, Chemistry &amp; Mathematics/Biology from a recognised University or equivalent; and</li> <li>1. Technical: One year Diploma in Perfusion Technology recognised by Indian Association of Cardiothoracic &amp; Vascular Surgeons or allied Govt. authorities.</li> <li>1. The experience has to be in running Heart Lung Machine &amp; installing all sophisticated life saving equipments involved in Open Heart Surgery operatively and post-operatively.</li> <li>1. Degree in Science with Physics as one of the subject from a recognised university and one year experience in Neurology department. OR</li> </ol>
44	<p>Sr. Lab. Tech (EEG)</p> <ol style="list-style-type: none"> <li>1. Diploma in electronics/electrical communication Engineering. from a recognised institution with three years experience in the Neurological diagnostic equipments.</li> <li>1. Diploma in clinical Neuro Physiology or equivalent from a recognised institute.</li> <li>1. Degree in Science with Physics as one of the subject from a recognised university and one year experience in Neurology department. OR</li> </ol>
45	<p>Sr. Lab. Tech. (EMG)</p> <ol style="list-style-type: none"> <li>1. Diploma in electronics/electrical communication from a recognised institution with three years experience in the Neurological diagnostic equipments.</li> <li>1. Diploma in clinical Neuro Physiology or equivalent from a recognised institute.</li> </ol>

		1. Degree in Science with Physics as one of the subject from a recognized university and one year experience in Neurology deptt. OR
46	Sr. Lab. Tech. (EP)	1. Diploma in electronics/electrical communication from a recognized institution with three years experience in the Neurological diagnostic equipment.  1. Diploma in clinical Neuro Physiology or equivalent from a recognized institute.
47	Health Educator	1. Graduate from a recognised University. Diploma in Health Education or five years experience as Health Visitor Or  1. Health Educator or B.Sc. Nursing.
48	Therapist (Resp. ICU)	B.Sc. In Respiratory Therapy from a recognised University.
49	Medical Record Technician	1. 12th Standard pass from a recognised Board;  1. Training as Medical Record technician for six months from an institute recognised by the Government of India or any other recognised body.
50	CSSD Asstt.	1. Matriculation or equivalent with Science as a subject from a recognised board.  1. Training in sterilisation techniques from a recognised Hospital or Medical Institute;

		<ol style="list-style-type: none"> <li>1. Eight years experience in Central Sterilisation Services Department of a Hospital or Medical Institute.</li> </ol>
		<ol style="list-style-type: none"> <li>1. Matriculation or equivalent with Science as a subject from a recognised board.</li> </ol>
51	CSSD Technician	<ol style="list-style-type: none"> <li>1. Training in Sterilisation techniques from a recognised Hospital or Medical Institute; or</li> <li>1. One year experience in Central Sterilisation Services Department of a Hospital or Medical Institute.</li> </ol>
52	X-Ray Asstt.	<ol style="list-style-type: none"> <li>1. Certificate or Diploma in Radiography (Two-year duration) from a recognised institute.</li> <li>1. 12th class pass with Science from a recognised Board;</li> </ol>
53	Technical Data Associate (TDA)	<ol style="list-style-type: none"> <li>1. The candidates should be B.Pharmacy or M.Sc. in Biochemistry, Pharmaceutical Chemistry/Organic Chemistry/Microbiology/Biotechnology. The candidates should also have sound knowledge of computer operation.</li> <li>1. 12th class pass with Science from a recognised Board;</li> </ol>
54	Technical Data Associate (TDA/Admn/Finance)	<ol style="list-style-type: none"> <li>1. Graduate with experience in Administration / Finance. in Govt./ PSU/Autonomous Body.</li> <li>1. 12th class pass with Science from a</li> </ol>

		recognised Board;
55	Sr.Technical Data Associate (Sr. TDA)	<ol style="list-style-type: none"> <li>1. B.Tech/M.Tech in Clinical/Biomedical Engineering/Bio-technology, or M.Sc, Ph.D in Molecular Biology/Biochemistry/Bio-technology, or BDS/M.D in Clinical Pharmacology.</li> </ol>
		<ol style="list-style-type: none"> <li>1. 12th class pass with Science from a recognised Board;</li> </ol>
56	Bench Chemist	<ol style="list-style-type: none"> <li>1. B. Pharmacy / M. Pharmacy or Master Degree in Chemistry / Microbiology.</li> </ol>
		<ol style="list-style-type: none"> <li>1. 12th class pass with Science from a recognised Board;</li> </ol>
57	Sr. Bench Chemist	<ol style="list-style-type: none"> <li>1. B. Pharmacy / M. Pharmacy or Master Degree in Chemistry / Microbiology.</li> </ol>
		<ol style="list-style-type: none"> <li>1. 12th class pass with Science from a recognised Board;</li> </ol>
58	Biostatistician cum Epidemiologist	<ol style="list-style-type: none"> <li>1. Master degree in Statistics or Biostatistics</li> </ol>
59	Technical Data Associate (Pharmacovigilance)	<ol style="list-style-type: none"> <li>1. M.Pharm (Pharmacology) with good knowledge on electronic clinical pharmacovigilance data management</li> </ol>
60	Junior Dietician	<ol style="list-style-type: none"> <li>1. B.Sc (Home Science) with M.sc in Food &amp; Nutrition OR Post Graduate Diploma in Nutrition and Dietetics from a recognised institute</li> </ol>

61	Lab. Technician	1. Dipoma
62	Veterinary Inspector	1. Matric or 10+2 with Physics & Chemistry OR 2 yrs Veterinary Diploma course
63	Veterinary Doctor	1. Bachelor Degree of 5yrs duration in Veterinary Science and Animal Husbandry or equivalent
64	Animal Attendant	1. Middle Pass
65	Fisherman	1. Middle Pass with knowledge of Swimming/Boating and casting of net
66	Water Carrier	1. Middle Pass
67	Boatman	1. Middle Pass with knowledge of Swimming/Boating and casting of net
68	Bull Attendant	1. Middle Pass
69	Dental X-Ray Technicians	<ul style="list-style-type: none"> <li>• B.Sc Medical Technology (X-Ray Techniques/Radiology) from a recognised institution</li> <li>• 10+2 or equivalent examination passed with Science subjects from a recognized board</li> <li>• Radiographer/X-ray technologist course of minimum one year duration (including in field training in diagnostic radiology) passed from a recognised institute</li> </ul>
70	Lab. Attendant	<ul style="list-style-type: none"> <li>• 10+2 with vocational course in MLT from a recognized Board/Institution</li> <li>• Diploma in MLT from a recognized Board/Institution</li> </ul>
71	Plaster Cutter	<ul style="list-style-type: none"> <li>• 10+2 with Science</li> </ul>
72	Ophthalmic Assistant	<ul style="list-style-type: none"> <li>• B.Sc. in Ophthalmic Techniques from a recognised institution. OR 10+2 Vocational Course in Ophthalmic Techniques. OR 10+2 with Science and diploma in Ophthalmic techniques from a recognised institution.</li> <li>• B.Sc Medical Technology (X-Ray Techniques/Radiology) from a recognised</li> </ul>

institution OR 10+2 or equivalent  
examination passed with Science subjects  
from a recognised board. OR  
Radiographer/X-ray technologist course of

		minimum one year duration (including in field training in diagnostic radiology) passed from a recognised institute
74.	Assistant Resident Manager	<ul style="list-style-type: none"> <li>• B.A (Preffered Sociology, Psychology)</li> </ul>
75.	Yoga Therapist	<ul style="list-style-type: none"> <li>• Adequate experience in the discipline as recognized by the Department of ISM&amp;H, Ministry of Health and Family Welfare, Govt. of India.</li> </ul>
76.	Dental Mechanic	<ul style="list-style-type: none"> <li>• 10+2 with science(Physics OR Chemistry OR Biology. Diploma in Dental Mechanic. Registration with Dental Council of India.</li> </ul>
77.	Laboratory Assistant/ Attendant	Science Graudate with Chemistry/ B.Sc(Chemistry)
78.	Research Scientist	B.Tech/B .E in Electrical/instrumentation/ Clinical/Biomedical Engineering/Biotechnology from recognised Institute/University; Post Graduation or Advanced Post-Graduate Diploma in similar discipline would be desirable. Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web Surfing to search relevant data & documents.
79.	Sr. Research Scientist	B.Tech/B .E in Electrical/instrumentation/ Clinical/Biomedical Engineering/Biotechnology from recognised Institute/University; Post Graduation or Advanced Post-Graduate Diploma in similar discipline would be desirable. Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web Surfing to search relevant data & documents.
80.	Jr. Radiographer	Matriculation or equivalent from a recognized Board two year Central Govt/State Goverment/AICTE recognized Institution. Desirable - One year Experience in Radiography Department of a Recognized/Registered Hospital.
81.	Ward Boy	8th Pass. Experience of work in hospital and certificate from Dy. Chief Medical Officer/Chief Medical Officer
82.	Ward Aaya	8th Pass. Experience of work in hospital and certificate from Dy. Chief Medical Officer/Chief Medical Officer
83.	Consultant (Deputy Director Administration)	Retired persons from Govt., Autonomous bodies as Under Secretary/DDA

84. Consultant (Section Officer)	Retired persons from Govt., Autonomous bodies as Section Officer/Desktop Officer etc
85. Consultant (ASO Level)	Retired persons from Govt., Autonomous bodies as Section Officer/Desktop Officer /ASO etc
86. Consultant (Office Assistant, SSA level)	Graduate with 1-2 years of experience in handling administrative work/Retired persons from Govt., Autonomous bodies as UDC /ASO etc
87. Drugs Inspector	<p>(i) Degree in Pharmacy or Pharmaceutical Sciences or Medicine with specialization in Clinical Pharmacology or Microbiology from a recognized University or equivalent ;</p> <p>(ii) (a) Eighteen months' experience in the manufacture of atleast one of the substances specified in Schedule 'C' or</p> <p>(b) Eighteen months' experience in testing of atleast one of the substances specified in Schedule'C' in a laboratory approved for this purpose by the licensing authority; or</p> <p>(c) Three years' experience in the inspection of firms manufacturing any of the substances specified in Schedule 'C' during the tenure of their services as Drugs Inspector.</p>
88. Assistant Drugs Inspector	Degree in Pharmacy or Pharmaceutical Sciences or Medicine with specialization in Clinical Pharmacology or Microbiology from a recognized University or equivalent.
89. CT Scan Technician	<p>Graduate in science preferably with physics from a recognized university</p> <p>Diploma in /certificate in ct scan technology from an recognized institute</p>
90. Autoclave Technician	<p>S.S.C. pass &amp; certificate course in autoclave tech. from reputed gov. approved institute</p> <p>or</p> <p>boiler assistant course from ITI</p> <p>or</p> <p>Certificate course in hospital assistant and tech. from technical examination board</p>
91. Case Writer	S.S.C. with passed with English + relevant experience
92. Oxygen Operator	Certificate course from reputed gov. approved institute

93. PFT Technician	<p>Certificate course from reputed gov. approved institute</p> <p>or</p> <p>Certificate course in hospital assistant and technician from technical examination board</p>
94. B.C.G. Technician	Diploma in laboratory technology from reputed gov. approved institute or auxiliary nurse mid wife registered in state nursing council
95. Boiler Assistant	<p>Certificate course from reputed gov. approved institute or boiler assistant course from ITI</p> <p>or</p> <p>Certificate course in hospital assistant and technician from technical examination board</p>
96. Incinerator Operator	<p>Electrician trade certificate from ITI</p> <p>Relevant experience</p>
97. Mechanic for oxygen plant	Certificate course from reputed gov. approved institute
98. Patient Guide	7 <sup>th</sup> standard with good talking etiquette
99. Prosthetic technician	<p>Degree or diploma in prosthetic technology from reputed gov. approved institute</p> <p>relevant experience</p>
100. Media maker	<p>Degree or diploma in communication and mass media management from reputed gov. approved institute</p> <p>relevant experience</p>
101. Estate manager	Diploma or certificate course in surveyer from ITI survey of land
102. Dietician (1)	<p>(1) M.sc. (Food &amp; Nutrition) from a recognised University / Institution</p> <p>(2) 2 years experience in the line preferably in a large teaching Hospital</p>
103. Junior Medical Technologist (LABORATORY TECHNICIAN SERVICES)	10+2 with Science Subjects (Physics, Chemistry and Biology/ Biotechnology) and 02 years regular Diploma In Medical Laboratory Technology from any Govt.

recognized University/ Institution with one year relevant experience in a Laboratory attached with a hospital having minimum 100 beds.

104. Junior Medical Technologist (OPERATION THEATRE TECHNICIAN SERVICES) 10+2 with Science Subjects (Physics, Chemistry and Biology/ Biotechnology) and 02 years regular Diploma In Medical Laboratory Technology from any Govt. recognized University/ Institution with one year relevant experience in a Laboratory attached with a hospital having minimum 100 beds.

105. Junior Medical Technologist (RADIATION SCIENCES TECHNICIAN SERVICES) 10+2 with Science Subjects (Physics, Chemistry and Biology/ Biotechnology) and 02 years regular Diploma In Medical Laboratory Technology from any Govt. recognized University/ Institution with one year relevant experience in a Laboratory attached with a hospital having minimum 100 beds.

106. Sister Gr.II	<p>(i) B.Sc. (Hons) Nursing/B.Sc. Nursing from an Indian Nursing Council recognized Institute or University.</p> <p>OR</p> <p>(i) B.Sc. (Post certificate) Post Basic B.Sc. Nursing from an Indian Nursing Council recognised Institute or University.</p> <p>(ii) Registered as Nurse &amp; Midwife is State/Indian Nursing Council.</p> <p>OR</p> <p>(i) Diploma in General Nursing Midwifery in State/Indian Nursing Council</p> <p>(ii).Registered as Nurse &amp; Midwife is State/Indian Nursing Council.</p> <p>(iii). Two years experience in minimum 50 bedded Hospital after requiring the educational qualification mentioned above</p>
107. Pharmacist (1)	Diploma in Pharmacy from a recognized institution and with 3 years experience in the line a large hospital (i.e. more than 200 bedded hospital.)
108. Physiotherapist (1)	Intermediate with Science with 3 years Diploma in Physiotherapy.
109. Technician (Radiology)	<p>(i) 10+2 with Science Subjects are equivalent from a Recognized Board/ University.</p> <p>ii)Diploma (2 Years Course) in Radiography techniques from recognised Institution</p> <p>(iii) 01 year experience as Radiographer.</p> <p>OR</p> <p>B.Sc. (Hons) 3 years course in Radiography from recognised University/ Institution.</p>
110. Medical Social Worker (1)	1st or good 2nd class masters degree in social work /sociology or psychology. Preference will be given to those candidate who have and experience of similar work in large teaching hospital.
111. Dresser	S.S.C. examd passed and dressing work experience certificate
112. Field Worker	Graduate in arts /commerce from a recognized university with having a qualification of MSW( 6 month of experience in hospital
113. Stretcher Bearer	S.S.C. examination passed and experience of work in hospital
114. Museum Curator	Graduate in science, history, archeology, museum

management

115.	Ortho technician	Pass the certification of orthopedic technologists examination and 2 years experience of orthopedic work
116.	Hostel Servant	S.S.C. exam passed
117.	Patient Helper	8th Class pass from a recognized Institution, preferably having work experience in a hospital.
118.	Dental Surgeon	Bachelor of Dental Surgery (BDS)
119.	Hospital Manager	Graduate with knowledge of Computers and MBA/Master/Diploma- in Hospital Management/Care Administration or equivalent. Expereince : 6 months in any commercial/govt. healthcare institution.

**Additional Required Data/Document(s) : Buyer**

1. Scope of Work :[click here](#)

**Additional Data/Document(s) : Seller**

1. Certificate (Requested in ATC) :[click here](#)

## Terms and Conditions

### 1. General Terms and Conditions-

**1.1** This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) as available on the GeM portal (unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable

**1.2 Terms of delivery:** Free Delivery at Site including loading/unloading. In respect of items requiring installation and / or commissioning and other services in the scope of supply (as indicated in respective product category specification / STC / ATC), and the cost of the same is also included in the Contract price.

**1.2.1** Contracted goods should be delivered at the consignee or designated delivery location as per the working time of the buying organisation. Seller may get the same confirmed from consignee before scheduling delivery.

**1.2.2** A copy of the contract should be available with the messenger / dispatching agency that delivers the Goods at consignee / delivery location (preferably pasted / attached outside the consignment / package) for easy reference and ease in delivery acceptance.

**1.3 Delivery period:** The Delivery Period/Time shall be essence of the Contract and delivery must be completed not later than such date(s). Any modification thereto shall be mutually agreed and incorporated in the Contract as per the provisions of the GTC.

**1.4 Performance Security:** If the Seller fails or neglects to observe or perform any of his obligations under the contract it shall be lawful for the Buyer to forfeit either in whole or in part, the Performance Security furnished by the Seller.

**1.5 Taxes and Duties:** Contract Prices are all inclusive i.e. including all taxes, duties, local levies / transportation / loading-unloading charges etc. Break up of GST shall be indicated by the Seller while raising invoice / bill on GeM. While submitting the bill / invoice Seller shall undertake that the Goods and Services Tax (GST) charged on this bill is not more than what is payable under the provision on the relevant Act or the Rules made there under and that the Goods on which GST has been charged have not been exempted under the GST Act or the Rules made there under and the charges on account of GST on these goods are correct under the provision of that Act or the rules made there under.

**1.6 Octroi Duty and / or other local taxes:** Contract Prices are all inclusive hence no reimbursement over and above the contract price(s) shall be allowed to seller towards payment of local taxes (such as levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies etc).

**1.7 Limitation of Liability:** The provisions of limitation of liability between Buyer and Seller as given in the GTC shall be applicable here.

**1.8 Resolution of disputes:** The provisions of DISPUTE RESOLUTION BETWEEN BUYER AND SELLER as given in the GTC shall be applicable here.

**1.9 Liquidated Damages:** If the Seller fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever. In case, Service Level Agreement (SLA) is applicable the same shall be applicable for the Contract.

**1.10 Financial Certificate:**

**1.10.1** The expenditure involved for this purpose has received the Sanction of the competent financial authority.

**1.10.2** The funds are available under the proper head in the sanction budget allotment for the concern financial year.

**1.10.3** I have been fully authorized by the department to sign the supply order or incur the liability of the Goods being ordered.

**1.11** The bidder should submit a self declaration to the effect in bidder's official letter head that their agency have not been black listed by any Agency whatsoever till date.

**2. Additional Terms and conditions-**

**2.1 Execution of Service (Log Sheet) :** The Service Provider will create Logs for each Service rendered. Before generation of the Bill, Logs will be verified by Buyer / Consignee. Some Miscellaneous detections if any arise during the execution of the Service and also meeting the requirement of the Contract.

**2.2** Average Annual financial turnover of related services during the last three years, ending 31st March of the previous financial year, should be at least 30% (Thirty per cent) of the estimated cost. (Seller to upload relevant document as part of bid submission. Buyer will verify the documents submitted by seller.)

**2.3 AVAILABILITY OF OFFICE OF SERVICE PROVIDER:** An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

**2.4** Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

**2.5** Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

**2.6** ISO 9001: The bidder must have ISO 9001 certification.

**2.7 PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

**2.8 Continuity of resources deployed by Service Provider:** Successful Service provider will ensure continuity of any allocated / deployed resources with the prior consent of the buyer department. Deployed resources cannot be replaced by Service Provider without prior approval of buyer. Any replacement will also be provided through Sewayojan Portal only.

**2.9 Prohibition from seeking deposits or security amounts:** Seeking any deposits or security amounts from the deployed resource or any other form of monetary acceptance by the service provider is strictly prohibited. If any such complaint is received, incident will be raised on GeM portal for suitable action as per Incident Management Policy of GeM. In addition, buyer department may separately initiate suitable penal action as per their laid down norms.

**2.10** Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of DISTRICT MAGISTRATE, PRAYAGRAJ A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy / proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

**2.11** Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

**2.12** Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name DISTRICT MAGISTRATE Account No. 32013727296 IFSC Code SBIN0000006 Bank Name SBI Branch address KUTCHERY ROAD.

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

**2.13** Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of DISTRICT MAGISTRATE, PRAYAGRAJ A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

**2.14** Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name DISTRICT MAGISTRATE Account No. 32013727296 IFSC Code SBIN0000006 Bank Name SBI Branch address KUTCHERY ROAD. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

