



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
RAIGANJ GOVERNMENT MEDICAL COLLEGE & HOSPITAL
RAIGANJ, UTTAR DINAJPUR-733134
Email:-prinraiganjgmch@gmail.com Tel No. 03523 243338

Memo No. RMCH/1089

Date: 22.11.2021

NOTICE FOR ENGAGEMENT OF CO-ORDINATOR AND DATA ENTRY OPERATOR (Covid Urgent)

In Pursuance of the Vide Govt. Order No. HFW-35099/188/2021/3244 Dated 28.10.2021. The following post of One Co-ordinator and One Data Entry Operator will be engaged temporarily for smooth functioning and monitoring of Pediatric Covid facility at Raiganj Govt. Medical College & Hospital (SPOKE), Raiganj as per order no. HFW-35099/188/2021-SFWB SEC (DHS)(HFW)-Dept. of H & FW/1205 dated 17/09/2021. Moreover, the engagement of the Co-ordinator and Data Entry Operator will be temporary in nature and will not be extended beyond 31.03.2022.

Tor for engagement of different positions for HUB and SPOKE Modal

MODE OF SELECTION : Walk in interview

Co-ordinator Qualification

Name of the Position	Co-ordinator
Place of Posting	HUB and SPOKE
Age (as on 01.01.2021)	Minimum 21 years and Maximum 40 years
Remuneration	Rs. 45,000 per month
Essential Criteria	1. Post Graduation Diploma/ Degree in Health Care Management/ Hospital Administration. 2. Proficiency in using MS- Office.
Essential Experience	At least 2 years experience of working with Government/ Non-Government organisation.

MODE OF SELECTION : Computer Skill test and Interview

Data Entry Qualification

Name of the Position	Data Entry Operator
Place of Posting	HUB and SPOKE
Age (as on 01.01.2021)	Minimum 21 years and Maximum 40 years
Remuneration	Rs. 13,560 per month
Essential Criteria	Graduate from any recognized university and have completed at least 1 years Diploma/ Certificate course in Computer Application from Govt. registered Institution. Working Knowledge of computers with operating knowledge of MS word, MS Excel, MS Power Point MS Assess and Internet.
Essential Experience	Minimum 3 years experience in Government Sector or 5 years experience in Private sector in data recording and data analysis.

Note: Essential qualification degree through distant Learning Course or from any Open University will not be entertained.



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
RAIGANJ GOVERNMENT MEDICAL COLLEGE & HOSPITAL
RAIGANJ, UTTAR DINAJPUR-733134
Email:-prinraiganjgmch@gmail.com Tel No. 03523 243338

Walk- in- Interview for such engagement will be held on 08.12.2021 (Wednesday)

Important Information for the candidates:

- . Filled up application (in prescribed format)
- . Admit Card & Mark Sheet of Madhyamik Examination or Equivalent.
- . Mark Sheet Higher Secondary or equivalent.
- . Photo ID Proof (Voter/ Aadhar/ Passport/ Driving License)
- . No TA/DA will be paid to the candidates for the selection test/ interview.
- . Recent 02 (Two) copy passport size photo.
- . Original documents along with self attested photocopy of all required documents as per post criteria.

Principal
Raiganj Govt. Medical College & Hospital
Raiganj, Uttar Dinajpur

Memo No. RMCH/1089/1(13)

Date: 22.11.2021

Copy forwarded for information:

1. The Mission Director, NHM & Secretary, H & FW Department Govt. of West Bengal.
2. The Director of Medical Education, Govt. of West Bengal, Swasthya Bhawan, Kolkata-91
3. The Director of Health Services, Govt. of West Bengal, Swasthya Bhawan, Kolkata-91
4. The Programme Officer, NHM & Dy. Secy, H & FW Department, Govt. of WB.
5. The District Magistrate, Uttar Dinajpur.
6. The MSVP, Raiganj Govt. Medical College & Hospital, U/D.
7. The DICO, Uttar Dinajpur with a request to publish in one daily Bengali Newspaper.
8. The State HR Cell Swasthya Sathi Building, Swasthya Bhawan.
9. The IT Cell, Swasthya Bhawan, Kol-91 for uploading this tender notice in the official website of Dept. of Health & Family Welfare.
10. The Accounts officer, Raiganj Govt. Medical College & Hospital, U/D.
11. Notice Board of Raiganj Govt. Medical College & Hospital, U/D.
12. Raiganj Govt. Medical College & Hospital, website.
13. Office Copy.

Principal
Raiganj Govt. Medical College & Hospital
Raiganj, Uttar Dinajpur