



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
R.G.KAR MEDICAL COLLEGE & HOSPITAL**

Memo No : RKC 15177

Date - 26/10/22

**RECRUITMENT THROUGH WALK IN INTERVIEW**

Applications are invited from the eligible candidates by the Principal, R G Kar Medical College & Hospital for the post of **Course Coordinator ( contractual ) under NELS Skill Centre aided by Govt of India** through "**Walk-In-Interview**" to be held on 04-11-2022 from 12 Noon to 3 p.m in 2<sup>nd</sup> floor of Platinum Jubilee Building .

|                                |  |
|--------------------------------|--|
| <b>Name of Post</b>            | Course Coordinator ( Contractual )   |
| <b>Total number of vacancy</b> | 01   |
| <b>Place of Posting</b>        | NELS Skill Centre , R.G,Kar Medical College & Hospital   |
| <b>Remuneration</b>            | Rs 40,000 per month (Consolidated ) till 31-03-2026 (till the validity of contract agreement ) <ul style="list-style-type: none"><li>• Contract will be initially for one year which will be renewed further on the basis of Satisfactory performance .</li></ul>  |
| <b>Eligibility Criteria</b>    | <ol style="list-style-type: none"><li>1. Minimum education criteria: <b>Graduate in any health or allied fields, BSc /GNM Nursing –preferable</b></li><li>2. Experience in conduct of training workshops for medical personnel on life support skills under various BLS/ALS trainings under any National /State health Programme- Preferable</li><li>3. Experience in maintenance and upkeep of premises. equipment, and consumables for trainings under any National/State health programme-preferable</li></ol>  |
| <b>Job description</b>         | <ol style="list-style-type: none"><li>1. Drawing up and implementation of NELS training ( drawing up training calendars, making logistics and other arrangements for conduct of training workshops ) at Skill Centre, under the overall guidance of the designated NELS Nodal Officer of the institute.</li><li>2. Regular inventory management and upkeep of equipment, consumables etc at the NELS Skill Centre.</li><li>3. Collection , verification and disbursement of bills/other approved claims by the trainees under the overall guidance of designated NELS Nodal officer of the institute.</li><li>4. Prepare and submit draft quarterly progress (Physical and financial ) reports to NELS Nodal Officer of the institute.</li></ol> Any other Skill Center related work as and when directed by the NELS Nodal officer of the institute . |
| <b>General information</b>     | <ol style="list-style-type: none"><li>1. Only Indian Nationals are eligible to apply</li><li>2. Candidates working in Government organization must route their application through proper channel if their department rules requires so and produce NOC at the time of Interview</li><li>3. <b>Excellent skills in oral and written expression and complete proficiency in computer operations for applicants is</b></li></ol>   |

**absolutely**

4. Selection will be done through walk in Interview and no advance application will be accepted.
5. Interested candidates are requested to attend walk in-Interview to be held as per schedule mentioned above along with application addressed to Principal, R.G.Kar Medical College & Hospital with all essential enclosures live CV/Resume , Xerox Copy of all testimonial , one original Photograph and also carry original copy of Education Certificate , Age and address proof certificate for verification .

✦ **As per Reservation Act, GOVT. OF WEST BENGAL – Reservation Roster i.e 100 Point Roster will not be applied to a single post cadre.**

**Age-**Upper Age limit of the said contractual engagement is **maximum 40 years** as on 01/01/2022.

  
26/10/22  
**PRINCIPAL**

**R.G.Kar Medical College & Hospital,  
Kolkata**

Memo No. RKC/ 5177/1(12)

Date: 26/10/22

**Copy forwarded for information & necessary action to-**

- The Director of Medical Education & Ex- Officio Secretary , Govt. of West Bengal, Swasthya Bhavan, GN-29, Sector – V, Salt Lake ,Kolkata-91.
- The Director of Health Services , Govt. of West Bengal, Swasthya Bhavan, GN-29, Sector – V, Salt Lake . Kolkata-91.
- MSVP, R.G. KarMCH
- The Deans, Student Affairs, RGKMC.
- Nodal Officer, NELs Skill Center, R.G>kar Medical College & Hospital, Kolkata
- The IT In-charge, IT Cell. , to post the Notice in the Official Website, wbhealth.gov.in. Swasthya Bhavan, GN-29, Sector – V, Salt Lake, Kolkata-91.
- The additional Medical Superintendent, RGKMCH, Kolkata
- The Accounts Officer, RGKMC
- The Head Clerk, RGKMC
- Notice Board, RGKMCH.
- Notice Board, RGKMC
- Office copy

  
26/10/22  
**PRINCIPAL**

**R.G.Kar Medical College & Hospital,  
Kolkata**

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