

Govt of West Bengal
Office of the Principal
R.G.Kar Medical College & Hospital
Kolkata-700004

Memo No. RKC/ 4972

Dated: 20-12-21

WALKING-IN-INTERVIEW NOTIFICATION
(TOR for engagement of Co-coordinator and Data entry Operator for HUB and SPOKE
Model will be temporary in nature and will not be exceeded beyond 31/03/2022)

In Connection with the G.O No HFW-35099/188/2021-SFWB SEC(DHS)(HFW)-Dept of H&FW/1205 dated 17.09.2021 interested eligible candidates are invited to appear in the Walk-in-interview Board on 23.12.2021 at 1.00 PM at the office of the Principal, at Board Room in the Platinum Jubilee Building, 2nd Floor, R.G.Kar Medical College, Kolkata for the engagement of the following post on purely temporary basis in nature and will not be exceeded beyond 31/03/2121.

SL No	Name of the position and place of posting	No of Post	Essential Criteria /Qualification	Essential Experience	Age as on 1 st January,2021	Remuneration	Remarks/Note
1	Coordinator in HUB and SPOKE	01	1. Post Graduation Diploma/Degree in Health Care Management/Hospital Administration. 2. Proficiency in using MS Office	At least Two years experience of working with Govt/Non Govt Organisation.	Minimum 21 years and Maximum 40 years	Rs 45,000 /- per month.	Essential Qualification Degree Through Distance learning course of from any Open University will not be entertained
2	Data Entry Operator in HUB and SPOKE	01	1. Graduation from any recognized university and have completed at least one year Diploma/Certificate course in Computer Application from Govt. registered institution. 2. Working Knowledge of Computer with Operating Knowledge Of MS Word, MS Excle, Ms power point, Ms Access and Internet	Minimum Three years experience in Govt Sector or Five Years Experience in Private Sector in Data Recording and Data Analysis	Minimum 21 years and Maximum 40 years	Rs 13,560 /- per month.	Essential Qualification Degree Through Distance learning course of from any Open University will not be entertained

Terms and Conditions:-

1. The above mentioned posts are purely on temporary basis and will not be exceeded beyond 31/03/2022
2. Rules of temporary service should be followed
3. These are purely temporary basis so that they will not have any claim whatsoever for regularization.
4. If the performance of the appointee is not satisfactory appointment can be terminated in any time without any notice.
5. The eligible candidates are requested to appear the interview with relevant original **Documents/ Testimonial** (Essential qualification, Marksheet ,Age Proof, Address Proff ,Experience Certificate, Caste Certificate and other along with all self attested photocopies of relevant documents) and two passport size photograph .
6. The Schedule is tentative and subject to change at any stage depending upon the availability of selection panel.
7. The Principal, R.G.Kar Medical College reserves the right to cancel/vary the posts without assigning the reason thereof.

sdf

Principal

R.G.Kar Medical College and Hospital
Kolkata

Memo No. RKC/4972

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Copy forwarded for information to:-

- The Director of Medical Education, Department of Health and Family Welfare, Govt of West Bengal, Swasthya Bhavan, Salt Lake, Sec-5, GN-29, Kolkata-700091
- The Director of Health Service, Department of Health and Family Welfare, Govt of West Bengal, Swasthya Bhavan, Salt Lake, Sec-5, GN-29, Kolkata-700091
- The MD (NHM), Department of Health and Family Welfare, Govt of West Bengal.
- Medical Superintendent Cum Vice Principal, R G Kar Medical College and Hospital
- Dean of Students Affairs, R G Kar Medical College and Hospital
- HOD Paediatric, R.G.Kar Medical College and Hospital.
- Programme officer (NHM), Health and Family Welfare, Govt of West Bengal, Swasthya Bhavan, Salt Lake, Sec-5, GN-29, Kolkata-700091
- Deputy Superintendent (Medical), R G Kar Medical College and Hospital
- Sri.D.Biswas, Asst Superintendent (NM) RGKMCH (For uploading the Notification in The Website: www.rgkmch.org)

20/12/21

Principal

R.G.Kar Medical College and Hospital
Kolkata

Biswas
20/12/21