



Government of West Bengal
Office of the Principal
Medical College, Kolkata
88, College Street, Kolkata-700073



No. 5494/2021

Date: 08.11.2021

NOTICE

WALK-IN-INTERVIEW for engagement of **one Co-ordinator and one Data Entry Operator** for HUB (CoE) and SPOKE in Medical College & Hospital, Kolkata, funded by NHM, Department of H&FW, Govt. of West Bengal, Memo No. HFW-35099/188/2021/3244, Date: 28.10.2021 and vide Order No. HFW-35099/188/2021- SFWB SEC (DHS)(HFW)- Dept of H&FW/1205 dated: 17.09.2021.

All the applicant should submit their application along with duly attested photocopy of all testimonial within a sealed envelope in the designated drop box at receiving section of Principal office, Medical College Kolkata before **4 p.m. 22.11.2021**. Mention your email id and contact number for further communication. After scrutinizing the application forms **eligible candidates** will be called for **walk-in-interview and computer test**. The date, time and venue of the same will be informed to the eligible candidates by email and SMS. Also, a list will be displayed on the notice board of the Office of the Principal and MSVP, Medical College Kolkata on 30.11.2021. Eligible candidates should bring all original testimonials during walk-in-interview.

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 Model

1) Name of the Position:Co-ordinator

Place of Posting : Medical College & Hospital,Kolkata (SPOKE)

Age (as on 01.01.2021 : Minimum 21 years and Maximum 40 years

Remuneration : Rs. 45000/- per month.

Number of Post : **One.**

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 Organization.

Mode of selection : Walk-in-interview

Scale of Scoring – Total 100 marks.

Particulars	Maximum Marks	Remarks
Class 12	10	Proportionate Marking (i.e. % of marks obtained in the examination * 10/100)
Graduation	20	Proportionate Marking (i.e. % of marks obtained in the examination * 20/100)
Post Graduation	30	Proportionate Marking (i.e. % of marks obtained in the examination * 30/100)
Experience	10	Over & above the essential experience of 2 years
Computer Test	20	Qualifying Marks for Computer Test is 50%.
Interview	10	
Total	100	

Note: Essential Qualification degree through Distant Learning Course or from any open university will not be entertained.

2) Name of the Position:Data Entry Operator.

Place of Posting :Medical College &Hospital,Kolkata (SPOKE)

Age (as on 01.01.2021:Minimum 21 years and Maximum 40 years

Remuneration : Rs. 13560/- per month.

Number of Post :**One.**

Essential Criteria :1. Graduate from any recognized university and have
Completedat least 1 year Diploma/ Certificate course in
Computerapplication from Government registeredinstitution.

2. Working knowledge of computers with operating knowledge
of MS word,MSExcel,MS Power Point,MS Access &internate.

Essential Experience :Minimum 3 years experience in Government Sector or 5 years
Experience in Private Sector in data recording and data analysis.

Mode of selection : Computer skill test &interview

Scale of Scoring – Total 100 marks.

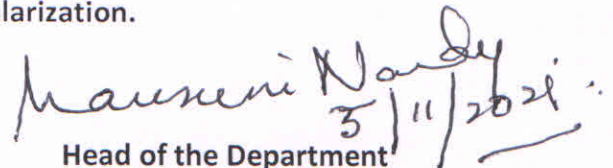
Particulars	Maximum Marks	Remarks
Class 10	10	Academics: Proportionate Marking (i.e. % obtained in the examination) Rounded off to 2 decimals.
Class 12	10	
Graduation	20	
Computer Test	50	Qualifying Marks for Computer Test is 50%.
Interview	10	
Total	100	

Note: Essential Qualification degree through Distant Learning Course or from any open university will not be entertained.

The service rendered will not confer towards claim for regularization.

Principal
Medical College
Kolkata


8/11/21


3/11/2021
Head of the Department
Department of Pediatrics
Medical College,Kolkata

Memo No. 5494/1(13)/2021

Date: 08.11.2021

Copy for information and necessary action to:

1. DME, Deptt. of H&FW, Govt. of West Bengal Swasthya Bhavan, Salt Lake, Kolkata
2. DHS, Deptt. of H&FW, Govt. of West Bengal Swasthya Bhavan, Salt Lake, Kolkata
3. Prof. (Dr.) ManabNandy, MSVP, MCH, Kolkata
4. JS, PHP, Deptt. of H&FW, Govt. of West Bengal Swasthya Bhavan, Salt Lake, Kolkata
5. Programme Officer, NHM & Dy. Secy. H&FW Department, Govt. of WB.
6. SFWO, Deptt. of H&FW, Govt. of West Bengal Swasthya Bhavan, Salt Lake, Kolkata
7. Prof. (Dr.) Mousumi Nandi, HoD, Department of Paediatric, MCH, Kolkata
8. Dr. Jayanta Sanyal, Deputy Superintendent, MCH, Kolkata
9. DADHS(CH), Deptt. of H&FW, Govt. of West Bengal Swasthya Bhavan, Salt Lake, Kolkata
10. Account Officer, Medical College & Hospital, Kolkata
11. Assistant Superintendent, MCH, Kolkata
12. The System Manager, IT Cell, Swasthya Bhavan, Kolkata
13. Office Copy.


8/11/21

Principal
Medical College, Kolkata