



GOVERNMENT OF WEST BENGAL

OFFICE OF THE PRINCIPAL

Malda Medical College, Malda

Phone: 03512-221087 / 221085. Fax: 03512-221186

E-mail: maldamedicalcollege@gmail.com

No. P/MLD-MC/ 3655

Dated, Malda, the 26/11/2021

Notice for Recruitment of Co-ordinator & Data Entry Operator on Contractual Basis

In reference to the order number: **HFW-35099/188/2021/3244 dt. 28/10/2021**, Malda Medical College & Hospital, Malda, will engage **personnel for Co-ordinator & Data Entry Operator on purely contractual basis** and will not be extended beyond **31/03/2022** (details given below for different categories) from the date of their joining.

Willing & eligible candidates may appear in **“Walk-in Interview”** as per following schedule. Selection will be conducted based on Academic score, computer test and Interview.

Vacancy details are as follows:

1) Name of the position :

Age (as on 01/01/2021):

Remuneration:

Essential Criteria:

Essential Experience:

Date of Walk-in Interview:

Venue:

CO_ ORDINATOR (Vacancy - 01)

Minimum 21 years and Maximum 40 Years

45000/- per month

1) Post Graduate Diploma / Degree in Health Care Management / Hospital Administration.

2) Proficiency in using MS-Office.

At least 2 years' experience of working with Government / Non-Government organization.

14th December 2021 at 11 AM.

Principal Office, 1st Floor, Academic Building,
Malda Medical College, Malda

2) Name of the position :

Age (as on 01/01/2021):

Remuneration:

Essential Criteria:

Essential Experience:

Date of Walk-in Interview:

Venue:

Data Entry Operator (Vacancy - 01)

Minimum 21 years and Maximum 40 Years

13560/- per month

1) Graduate from any recognized University and have completed at least 1 year diploma/certificate course in Computer Application from Govt, Registered Institute.

2) Working Knowledge of computers with operating knowledge of MS-Office and Internet.

At least 3 years' experience of working with Government / At least 5 years' experience Non-Government organization in data recording and data analysis.

15th December 2021 at 11 AM.

Principal Office, 1st Floor, Academic Building,
Malda Medical College, Malda.

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(Signature)
Principal

(Signature)
Malda Medical College, Malda.



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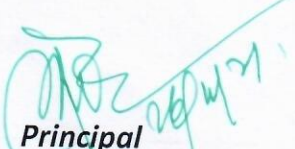
Dated, Malda, the 26/11 /2021

Note: Aspirants willing to attend the interview must carry the following documents/testimonials along with them at time of Interview. Also they have to produce their documents/ testimonials in original before the Interview Board.

- An application format duly filled in as given in Annexure.
- All applicants should **report by 10 AM** sharp.
- Selection will be conducted based on academic score, Interview and Computer test.
- Self-attested copies of all relevant documents, Certificate, Identity Proof & recent passport size Photograph.
- Essential qualification degree through Distant Learning Course or from any Open University **will not be entertained.**
- **No TA/DA** will be paid to the candidates for appearing in the Interview Process.
- Decision of the Board/Authority will be final regarding selection process.
- Selection Committee reserves right to reject/add/alter/terminate the process of the selection and terms and condition regarding selection process.
- Selection Committee reserves the right to terminate selected candidate without showing any reason.

Copy for information and necessary action to:

1. Sabhadhipati, Zilaparishad, Malda.
2. The DHS, Dept.of Health and Family Welfare, Govt.of West Bengal, Sasthya Bhawan GN-29, Salt Lake City, Kolkata – 700091.
3. The DME, Dept.of Health and Family Welfare, Govt.of West Bengal, Sasthya Bhawan GN-29, Salt Lake City, Kolkata – 700091.
4. The District Magistrate, Malda.
5. The Chairman, Malda Municipality, Malda.
6. The MSVP, Malda Medical College & Hospital, Malda.
7. The CMOH, Malda Medical College & Hospital, Malda.
8. The Deputy Superintendent, Malda Medical College & Hospital, Malda.
9. Account Officer, Malda Medical College & Hospital, Malda.
10. Account Officer, Malda Medical College, Malda.
11. All Assistant Superintendents (NM), Malda Medical College & Hospital, Malda.
12. The Head Clerk, Malda Medical College, Malda.
13. In-charge of IT-cell, Dept.of Health and Family Welfare, Govt.of West Bengal, Sasthya Bhawan GN-29, Salt Lake City, Kolkata – 700091.
14. Notice Board, Malda Medical College, Malda.
15. Office Copy.


Principal

Malda Medical College, Malda.

To
The Principal
Malda Medical College
Malda-732101.



Post Applied For:

1. Name of the Candidate (in BLOCK Letter) :
2. Father's Name:
3. Date of Birth:(DD/MM/YYYY)
4. Age as on 01/01/2021:
5. Cast: _____General / SC / ST / OBC (Please Specify)
6. Address for Communication :
Village/Town/Road: P.O.
P.S. : District..... Pin.....
7. Contact Number:/Email _____
8. Academic Qualification:

Exam Passed	Board/Institution/University	Year of Passing	Total Marks	Marks Obtained	% of Marks

9. Working Experience:

Name of the Institute	Designation	Job Role	Total Years of Experience

Declaration:-

- i. I do hereby declare that the above mentioned information is true to the best of my knowledge and belief. If any of the information is found incorrect or false at any stage of recruitment process then the authority has the right to reject my application.
- ii. I am fully aware that this is a purely temporary and contractual engagement up to 31/03/2022.
- iii. I do hereby submitting the documents (self-attested Photocopy) DOB proof, Aadhar Card, All relevant Mark Sheet and Certificate, Working experience certificate.
- iv. I hope you will give me an opportunity to serve you to the best of my ability and knowledge.

Date: _____

Place: _____

(Full Signature of Applicant)