



CALCUTTA SCHOOL OF TROPICAL MEDICINE

GOVERNMENT OF WEST BENGAL

108 Chittaranjan Avenue, Kolkata - 700073

Phone : 033 2212 3695/96/97 Fax : 033 2212 3698

Website : stmkolkata.org

Memo No: STM/DT/01/304/2023

Dated. 19.09.2023

RECRUITMENT NOTICE

Applications are invited for purely contractual engagement for one **Data Manager** at a consolidated remuneration of **Rs. 20,000/- (Rupees Twenty thousand)** only per month in the "**National Programme on Antimicrobial Resistance Containment**" in collaboration of **National Centre for Disease Control (NCDC)** at **School of Tropical Medicine, Kolkata**. The duration of engagement is of one year.

The details of application criteria of the above mentioned post are as follows –

- **Age limit:** Not more than **40** years

Essential Qualification:

- Graduate/Diploma in Computer Applications from Govt. recognized institution.
- Computer Proficiency including MS Office (Word/ Excel/ Power Point), E-mail and internet.
- Experience of minimum 1 year in Data Management preferably in Public Health Sector.

Desirable Qualification:

- Post Graduate with Degree.

Roles and responsibilities:

- Accurate entry of antimicrobial susceptibility data in WHONET software, weekly check of data completeness and sending quarterly report to the centre
- Official correspondence, record keeping and documentation of relevant tests/information.
- Preparation of presentation and slides as required.
- Dissemination of data analysis reports and responding to specific requests concerning the database.
- Any other duties assigned by the HOD/AMR Nodal Officer.

How to Apply:

Interested candidates are requested to submit their application (in prescribed format) along with self-attested copy of all required documents (Photo Identity Card, mark sheet and certificate of all educational qualification, proof of work experience and additional qualification, if any) to **The Director, School of Tropical Medicine, Kolkata, 108, C R Avenue, Kolkata – 700073** by speed post/courier or deposited in the "**Application Drop Box**" kept at the ground floor of the office.

Advertisement memo number and name of the post applied for must be mentioned on the top of the envelope containing the application.

Last date of receiving application: 5th October 2023

Short listed candidates will be intimated further about date, time and place of MCQ based written test and Interview by e-mail and/or phone call.


19/09/2023
Director

School of Tropical Medicine
Kolkata

Enclosure:

1. Application form

Director
School of tropical Medicine
Kolkata - 700 073

Application Form

Recruitment Notice No: _____

Date: _____

Name of Post applied for: _____

Name of Candidate: _____

Father's Name: _____

Date of Birth: _____

Gender: _____

Postal Address: _____

E-mail ID: _____

Contact No.: _____

Affix Passport Size
Colour Photograph
(Self attested)

Academic Qualification:

Examination	Subjects	Board/University	Year of Passing	% of marks obtained

Work experience:

Sl. No.	Name of Organization	Type of Work	From	To

Declaration: I solemnly declare that the information furnished above are true to the best of my knowledge. I further undertake that if at any stage it is discovered that an attempt has been made by me, will fully to conceal or mis-present the facts, my candidature/appointment shall be summarily rejected without any notice.

Place: _____

Date: _____

Signature of Candidate