

**OFFICE OF THE PRINCIPAL
CALCUTTA NATIONAL MEDICAL COLLEGE
GOVERNMENT OF WEST BENGAL**

32, Gorachand Road, Kolkata-700 014

PHONE & FAX : 033-2284-3582, email-principal.cnmcc@gmail.com

Memo NO. CNMC/ 2799 /P

Date: 17/11/21

NOTICE

Calcutta National Medical College, Kolkata urgently requires Co-ordinator and Data Entry Operator for its HUB and SPOKE Model. Eligible candidates are requested to apply to the undersigned within 24.11.2021 as per the prescribed format attached herewith.

Sl.No.	Name of the Post	No. of Post	Minimum Criteria	Age as on 1 st January,2021	Remuneration
1.	Co-ordinator	1	i)Post Graduation Diploma/Degree in Health Care Management /Hospital Administration ii)Proficiency in using MS-Office Essential Experience: At least 2 years experience of working with Government /Non-Government Organisation	Minimum 21years and maximum 40 years	Rs.45,000/- per month
2.	Data Entry Operator	1	i)Graduate from any recognized university and have completed at least 1 year Diploma/Certificate course in Computer Application from Govt. Registered Institution ii) Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet. Essential Experience : Minimum 3 years experience in Government Sector or 5 years experience Private Sector in data recording and data analysis	Minimum 21years and maximum 40 years	Rs.13,560/- per months

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17.11.2021
Principal,
Calcutta National Medical College, Kolkata

Principal
CALCUTTA NATIONAL MEDICAL COLLEGE
Kolkata - 700 014

PROFORMA OF APPLICATION FOR THE POST OF CO-ORDINATOR / DATA ENTRY OPERATOR

To
The Principal,
Calcutta National Medical College,
Kolkata

In response to your advertisement for the post of Co-ordinator/ Data Entry Operator I would like to offer myself as a candidate for the same. My bio-data is given below:

1.	Name of the candidate (In block letters)					
2.	Father's / Husband's Name					
3.	Permanent Address:					
4.	Present Address :					
5.	Contact No. (Mobile)					
6.	email Id:					
7.	Age as on 01.01.2021 Minimum 21 years and maximum 40)					
8.	Date of Birth (attach self attested supporting documents)					
9.	Gender					
10.	Religion					
11.	Caste					
12.	Nationality					
13.	Photo Identity Proof (Give self attested supporting documents)					
14.	Education Qualification (Give self attested supporting documents)					
	Name of the Examination	Board/ University	Year of passing	Marks obtained	Percentage of marks	Grade/ Division
15.	Other Qualifications (Give self attested supporting documents)					
16.	Working Experience (Give self attested supporting documents)					

DECLARATION

I, hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being false, my candidature is liable to be cancelled. Further, I promise to produce all the original documents before the competent authority during the time of appointment.

Date :

Yours faithfully,

Place:

Signature of the candidate