

**OFFICE OF THE PRINCIPAL
CALCUTTA NATIONAL MEDICAL COLLEGE**

GOVERNMENT OF WEST BENGAL

32, Gorachand Road, Kolkata-700 014

PHONE & FAX : 033-2284-3582,

Website: cnmckolkata.com, email-principal.cnmckolkata@gmail.com

Memo NO. CNMC/ 3347 /P

Date: 31.12.2021

**ADVERTISEMENT NOTICE FOR THE POST OF DATA ENTRY OPERATOR (DEO) ON PURELY
CONTRACTUAL BASIS AT THE CALCUTTA NATIONAL MEDICAL COLLEGE & HOSPITAL, KOLKATA**

Calcutta National Medical College & Hospital, Kolkata urgently requires Data Entry Operator for its HUB and SPOKE Model on contractual basis till 31.03.2022. Therefore, applications are invited from the suitable candidates on contractual basis for engagement in the above mentioned post as per the order No.HFW-35099/188/2021/3244 dated 28.10.2021.

Application in prescribed proforma (attached herewith) should reach to the office of the Principal, Calcutta National Medical College, Kolkata within 07.01.2022.

Date of Interview will be intimated in due course.

Sl.No.	Name of the Post	No. of Post	Qualification & Experience	Age as on 01.01.2021	Remuneration
1.	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 in Private Sector in data recording and data analysis	Minimum 21years and maximum 40 years	Rs.13,560/- per months

Terms & Conditions :

1. The engagement will be made temporarily for a period till 31.03.2022 from the date of appointment or until further order.
2. This is a purely contractual post and the selected candidate will not have any claim whatsoever for regularization.
3. If the performance of the appointee is not satisfactory, appointment will be terminated in any time without further communication.
4. Candidates will have to submit an undertaking at the time of joining that they will accept all the general instructions & terms and conditions related to the post.
5. Job offer will be made for the above posts after approval from the Department of Health & Family.

Ads
Principal,
Calcutta National Medical College, Kolkata

Principal
CALCUTTA NATIONAL MEDICAL COLLEGE
Kolkata - 700 014

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR (DEO) ON PURELY CONCTRACATUAL BASIS AT THE CALCUTTA NATIONAL MEDICAL COLLEGE & HOSPITAL , KOLKATA

To
The Principal,
Calcutta National Medical College,
32, Gorachand Road,
Kolkata- 700014

Sub : APPLICATION FOR THE " POST OF DATA ENTRY OPERATOR (DEO)" ON PURELY CONCTRACATUAL BASIS AT CALCUTTA NATIONAL MEDICAL COLLEGE & HOSPITAL, KOLKATA

Respected Sir,

In response to your advertisement notice Memo No.CNMC/3347/P dated 31.12.2021 for the post of 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: (including No./Block/Road/Town/P.O/District & Pin Code)					
4.	Present Address : (Including No./Block/Road/Town/P.O/District & Pin Code)					
5.	Contact No. (Mobile)					
6.	email Id:					
7.	Date of Birth : (Self attested supporting documents)					
8.	Age as on 01.01.2021 (Minimum 21 years and maximum 40)					
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
	Class 10					
	Class 12					
	Graduation					
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