



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
M.J.N MEDICAL COLLEGE & HOSPITAL
(Formerly Coochbehar Government Medical College & Hospital)
Vivekananda Street, Kharimala Khagrabari, Pilkhana, Cooch Behar-736101
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Memo No. MJNMC/Prin/733/2020

Date: 18/11/2020

RECRUITMENT NOTICE FOR WALK IN INTERVIEW FOR DATA ENTRY OPERATOR

In pursuance of the Government Memo No. 5859 -F(Y) dated 22-07-2013 and administrative approval from the Director of Medical Education & Ex-Officio Secretary (vide order no. HFW-38011(63)/1/2019/ M/457 dated.28.02.2019), a Walk-in interview will be held as follows for the recruitment of FOUR (4) posts of Data Entry Operator (DEO) for Maharaja Jitendra Narayan Medical College & Hospital, Coochbehar-736101 on purely contractual basis for a period of One year which can be renewed on yearly basis on satisfactory performance subject to the approval by the authority. Candidates will be selected on the basis of academic qualification, relevant experience, technical computer knowledge and viva-voce by the selection committee whose decision will be final.

Name of the post	Nos. of Post	Required qualification	Age limit	Professional fees per month	Mode of payment
Data entry operator	FOUR (4)	Essential: Graduation with certification in Computer applications/Data Management/equivalent qualification from recognized institution. Higher qualification in related subject will be given preference. Desirable: B. Tech (Comp. Sc)/ MCA/BCA will be given preference. One year relevant post qualification experience from recognized Hospital/ Organization in Govt. or Private sector.	Maximum 40 years as on 01.11.2020	Rs.11000/- (further increase of Rs.500/-per completed year of service)	After deduction of P. Tax, I. Tax as applicable as per rule.


18/11/2020
Principal
M.J.N. Medical College
Cooch Behar- 736101 (W.B)

Terms & Condition:-

- 1) Candidates fulfilling the above criteria may appear for interview along with filled up and signed application with complete Bio-data (including testimonials duly attested, Name & Contact details of THREE references) and **all original qualification and experience certificates** along with self-attested copies and two recent passport size photographs.
- 2) Short listing of Candidates may be done before the actual interview based on the fixed criteria.
- 3) No allowance for travel/stay for interview are admissible.
- 4) These are purely contractual post and the selected candidates will not have any claim whatsoever for regularization.
- 5) If the performance of the appointee is not satisfactory, appointment will be terminated at any time without further communication.
- 6) Candidates will have to submit an undertaking at the time of joining that they will accept all the general instructions & terms and condition related to post.
- 7) Job Offer will be made for the above post after approval from the Department of Health & Family Welfare, Government of west Bengal.
- 8) The selected/approved candidates will be posted in any department/section as desired by the appointing authority.

Scale of Scoring For post of Data Entry Operator (DEO):-

1. Academic marks- 15 (Essential-10 & Desirable -5)
2. Experience - 5 (1 for each year of experience)
3. Computer skill assessment - 20
4. Viva voce- 10

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| <ol style="list-style-type: none">1. Date of Walk-in- interview -28/11/2020, may be extended on 29/11/2020 (based on candidate numbers)2. Reporting date & time for all candidates will be 10.30am on 28.11.20203. Registration desk will close at 11.30am4. Venue: Extension Training Centre, Panchayat dept (Near Rail Ghoomty), Cooch Behar. |
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Principal
MJN Medical College Hospital,
Cooch Behar

Memo No. MJNMC/Prin/983/2020

Date: 19/11/2020

Copy forwarded to for information & necessary action please:-

1. The Director of Health Services, Govt. of West Bengal, Swasthya Bhaban, Salt Lake, Kol-91
2. The Director of Medical Education, Govt. of West Bengal, Swasthya Bhaban, Salt Lake, Kol-91
3. The Special Secretary (ME), Dept. of HFW, Swasthya Bhaban, Salt Lake, Kol-91
4. The District Magistrate, Coochbehar.
5. The Accounts Officer, MJNMC, Coochbehar.
6. In charge IT cell, Dept. of HFW, Swasthya Bhaban, Salt Lake, Kol-91
- for publication in the department Website.
7. DIO, NIC, Coochbehar- for publication
8. Institute Website.
9. Notice Board- for display


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Cooch Behar- (Hospital)