



## OFFICE OF THE PRINCIPAL

DIAMOND HARBOUR GOVERNMENT MEDICAL COLLEGE AND HOSPITAL  
DEPARTMENT OF HEALTH AND FAMILY WELFARE  
GOVERNMENT OF WEST BENGAL

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Memo No: DHGMC/2021/1622

Date: 16.11.2021

### RECRUITMENT NOTICE

In pursuance of order of the Mission Director, HNM & Secretary, Department of Health & Family Welfare, Govt. of West Bengal, vide memo no. HFW-35099/188/2021/3244, dated – 28/10/2021 the Diamond Harbour Govt. Medical College & Hospital, Diamond Harbour will engage personnel for the position of the Co-Ordinator and Data Entry Operator for HUB and Spoke under COVID – 19 at Diamond Harbour Govt. Medical Collage & Hospital, Diamond Harbour **purely on contractual basis upto 31<sup>st</sup> March, 2022.**

Eligible candidates may appear in “Walk – in – Interview” as per following schedule, Section will be conducted based on Academic Score, Computer Test and Interview. Candidates **may submit** Bio Data along with all relevant documents by hands or Post before 23.11.2021 at office of the undersigned within office hours (10 AM to 4 PM)

**(1) Name of the position** :: **Co-Ordinator (Vacancy – 01)**  
Age (as on 01-01-2021) :: Minimum 21 Years and maximum 40 years  
Remuneration :: Rs. 45,000/- per Month  
Essential Criteria :: 1) Post Graduate Diploma / Degree in Health care Management / Hospital Administration  
2) Proficiency in using MS-Office  
Essential Experience :: At least 02years' experience of working with Government / Non-Government Organization.  
Date of Walk in Interview :: 24<sup>nd</sup> November, 2021 at 10:00 AM to 2:00 PM  
Venue :: Diamond Harbour Government Medical College, Academic Building, LT -1, 2<sup>nd</sup> Floor

**(2) Name of the position** :: **Data Entry Operator (Vacancy – 01)**  
Age (as on 01-01-2021) :: Minimum 21 Years and maximum 40 years  
Remuneration :: Rs 13,560/- per Month  
Essential Criteria :: 1) Graduate from any recognized University and have completed at least One year Diploma / Certificate course in Computer Application from Govt. registered Institutions.  
2) Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet.  
Essential Experience :: Minimum 03years experience of working with Government sector or 05 years Experience in Private Sector in data recording and data analysis.

Date of Walk in Interview And Computer Test :: 25<sup>th</sup> November, 2021 at 10:00 am (report by 10:00 AM to 11:00 AM sharp)  
Venue :: Diamond Harbour Government Medical College, Academic Building, LT -1, 2<sup>nd</sup> Floor


  
16/11/2021  
Principal

Diamond Harbour Govt. Medical College  
Diamond Harbour, South 24 Parganas

@lc

**Copy forward for information to:**

1. The NHM & Secretary, Dept. of H& FW, Govt. of West Bengal, Swasthya Bhawan, Kol - 91
2. The DME, H & FW department, Govt. of West Bengal, Swasthya Bhawan, Kol - 91
3. The DHS, H & FW department, Govt. of West Bengal, Swasthya Bhawan, Kol - 91
4. The District Magistrate, South 24 Parganas
5. The MSVP, Diamond Harbour Govt. Medical College & Hospital, Diamond Harbour, South 24 Parganas
6. The CMOH, Diamond Harbour Health District, South 24 Parganas
7. The Prof. (Dr.) Sumantra Sarkar, HOD, Paediatrician, Diamond Harbour Govt. Medical College & Hospital
8. The Dr. Nilanjan Paty, Deputy Superintending, DHGMCH, Diamond Harbour, South 24 Parganas
9. The Account Officer, Diamond Harbour Govt. Medical College & Hospital, South 24 Parganas
10. I.T. Cell, Dept. of H& FW, Govt. of West Bengal, Swasthya Bhawan, Kol - 91
11. DHGMCH Website
12. Office file.

  
16/11/2021

**Principal**  
**Diamond Harbour Medical College and Hospital**  
**South 24 Parganas**

**Proforma of Application**

Application for the post of Co-Ordinator/ Data Entry Operator on contractual basis for  
DIAMOND HARBOUR GOVT. MEDICAL COLLEGE & HOSPITAL

Affix recent  
color  
Passport size  
Photograph  
with  
Self-attestation

1. Name:
2. Father's Name:
3. Residential Address: \_\_\_\_\_  
District: \_\_\_\_\_, P.O: \_\_\_\_\_, P.S: \_\_\_\_\_ PIN: \_\_\_\_\_
4. Mobile Number:
5. Email ID:
6. Date of Birth:
7. **Educational Qualification:** (10<sup>th</sup> Standard/12<sup>th</sup> Standard / BSc/ MSc/Others)

Sl. No.	Educational Qualification (in chronological order)	Passed from (Board / University)	Year of Passing	% of Marks obtained

**8. Working Experience:**

Sl. No.	Name of the Institute/Organization	Type of Institute/Organization (Govt. OR Private)	Total Year of Experience

**Declaration:**

1. I do hereby declare that the above mentioned information are 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 candidature.
2. I am fully aware that this is a purely temporary & contractual engagement for a period of 03 (Three) months.
3. I do hereby submitting the documents(Self attested photocopy): i) DOB proof, ii) Aadhaar / Epic card, iii) All relevant Marksheets and certificates, iv) Working Experiences.
4. I hope you will give me an opportunity to serve you to the best of my ability and knowledge.

Thanking you.

Place:  
Date:

\_\_\_\_\_  
(Signature of the Applicant)