



Government of West Bengal  
**OFFICE OF THE PRINCIPAL**  
**DR. B. C. ROY POST GRADUATE INSTITUTE OF PAEDIATRIC SCIENCES**  
111, Narkeldanga Main Road, Kolkata-700 054

**Memo No: BCH/ME/ PR/2416**

**Date: 22.11.2021**

**NOTICE**

Considering the next surge of COVID-19 (vide **Order No: HFW-35099/188/2021/3244** dated on **28.10.2021**), the empanelled **Selection Committee of Dr. B.C. Roy Post Graduate Institute of Paediatric Sciences, Kolkata** that has been selected as **HUB (CoE)** has decided to engage **one (1) Co-ordinator & one (1) Data Entry Operator** through **Walk-in-Interview** funded by **NHM, Dept. of H&FW, Govt. of West Bengal**. **The engagement of the Co-ordinator & Data Entry Operator will be temporary in nature and will not be extended beyond 31.03.2022.**

All the applicants should submit their applications along with the duly attested photocopy of all testimonials within a sealed envelope in the designated Drop Box at the Receiving Section of the Principal Office at Dr. B.C. Roy Post Graduate Institute of Paediatric Sciences, Kolkata within **30/11/2021 (Tuesday)** before **4p.m.** Mention your **e-mail id & contact number** for further communication. After scrutinizing the application forms, the **eligible candidates** will be called for the **Walk-in-Interview & Computer test**. The **date, time & venue** of the same will be informed to the eligible candidates over phone & by e-mail. Also, a selected list will be displayed on the Notice Board of the Office of the Principal & MSVP at Dr. B.C. Roy Post Graduate Institute of Paediatric Sciences, Kolkata on **3/12/2021 (Friday)** at **3 p.m.** Eligible candidates should bring all **original testimonials** during Walk-in-Interview.

The details for engagement of different positions are given below:

<b>Name of the Position</b>	<b>Co-ordinator</b>	<b>Data Entry Operator</b>
<b>Place of Posting</b>	Dr. B.C. Roy Post Graduate Institute of Paediatric Sciences, Kolkata (HUB)	Dr. B.C. Roy Post Graduate Institute of Paediatric Sciences, Kolkata (HUB)
<b>Age (as on 01.01.2021)</b>	Minimum 21 years & Maximum 40 years	Minimum 21 years & Maximum 40 years
<b>Remuneration</b>	Rs. 45,000/- per month	Rs. 13,560/- per month
<b>Essential Criteria/Qualification</b>	1. Post-Graduation Diploma/Degree in Healthcare Management/Hospital Administration 2. Proficiency in using MS-Office	Graduate from any recognized University & have completed at least 1 year Diploma/Certificate course in Computer Application from Govt. registered Institution Working knowledge of Computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access & Internet
<b>Essential Experience</b>	At least 2 years experience of working with Govt./Non-Govt. organization	Minimum 3 years experience in Govt. Sector or 5 years experience in Private Sector in data recording & data analysis
<b>Mode of Selection</b>	Walk-in-interview	Computer Skill Test & Interview



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**Date: 22.11.2021**

**Scale of Scoring – Total 100 marks (Co-ordinator)**

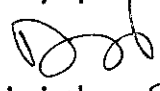
Particulars	Maximum Marks	Remarks
Class 12	10	Proportionate Marking (i.e. % of marks obtained in the examination * 10/100)
Graduation	20	Proportionate Marking (i.e. % of marks obtained in the examination * 20/100)
Post-Graduation	30	Proportionate Marking (i.e. % of marks obtained in the examination * 30/100)
Experience	10	Over & above the essential experience of 2 years
Computer Test	20	Qualifying Marks for Computer Test is 50%
Interview	10	
<b>TOTAL</b>	<b>100</b>	

**Note: Essential qualification degree through Distant Learning Course or from any Open University will not be entertained.**

**Scale of Scoring – Total 100 marks (Data Entry Operator)**

Particulars	Maximum Marks	Scoring
Class 10	10	Academics: Proportionate Marking (i.e. % obtained in the exam.) Rounded off to 2 decimals
Class 12	10	-DO-
Graduation	20	-DO-
Computer Test	50	Qualifying Marks for Computer Test is 50%
Interview	10	
<b>TOTAL</b>	<b>100</b>	

**Note: Essential qualification degree through Distant Learning Course or from any Open University will not be entertained.**

  
Principal 22/11/21  
Dr. B.C. Roy Post Graduate Institute  
of Paediatric Sciences, Kol-54




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Memo No: BCH/ME/ PR/2416/1(11)

Date: 22.11.2021

Copy forwarded for kind information and necessary action to:

1. The Mission Director NHM, Secretary, Govt. of West Bengal, Health & Family Welfare Dept, Swasthya Bhawan, Kolkata,
2. The Director of Health Services, Govt. of West Bengal, Health & Family Welfare Dept, Swasthya Bhawan, Kolkata,
3. The Director of Medical Education, Govt. of West Bengal, Health & Family Welfare Dept, Swasthya Bhawan, Kolkata,
4. The IT Cell, Govt. of West Bengal, Health & Family Welfare Dept, Swasthya Bhawan, Kolkata – **with a request to publish the advertisement at the wbhealth.gov.in** at the earliest,
5. The DS (IEC), Govt. of West Bengal, Health & Family Welfare Dept, Swasthya Bhawan, Kolkata – **with a request to publish the advertisement at the wbhealth.gov.in** at the earliest,
6. The MSVP, Dr. B.C. Roy P.G.I.P.S, Kol-54,
7. The HOD, Dept. of Paediatrics, Dr. B.C. Roy P.G.I.P.S, Kol-54,
8. The Dy. Super Medical (Faculty Member), Dept. of Paediatrics, Dr. B.C. Roy P.G.I.P.S, Kol-54,
9. The Accounts Officer, Dr. B.C. Roy P.G.I.P.S, Kol-54,
10. The Assistant Superintendents, Dr. B.C. Roy P.G.I.P.S, Kol-54 &
11. The Guard File

  
22/11/21

Principal

Dr. B.C. Roy Post Graduate Institute  
of Paediatric Sciences, Kol-54