



Government of West Bengal

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Memo no: 2662

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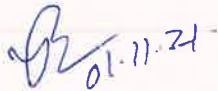
Recruitment for the post of DATA ENTRY OPERATOR, MULTI-TASKING STAFF for the smooth functioning of VRDL at Burdwan Medical College

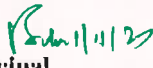
In connection with the office memorandum no R-15012/31/2020-HR-VRDL Dated 1st July, ²⁰²¹ Govt of India, Ministry of Health & Family Welfare, Department of health research, application in sealed envelope with bio data and self attested copies of all qualification and experience certificates along with two present passport size photographs mentioning the post are invited from the interested eligible candidates by 10 a.m to 3 p.m., on 8th November, 2021 and 9th November 2021 at receiving section of VRDL Burdwan Medical College (Old Academic Building). After the verification of the application(s) the shortlisted candidates will be intimated via email. The Shortlisted candidates will have to appear in an Interview, the date and time for which will be intimated by email. The engagement of the following posts will be on purely contractual basis for a period of one year initially and renewable for subsequent years based on performance in the VRDL, BMC

SL NO	Name of Post	No of Post	Qualification and experience	Age as on	Remuneration per month (consolidated)
1.	Data entry operator	01	Essential: I. Graduate in any discipline from any recognized University II. Certificate or Diploma in Computer Applications with knowledge of data entry work Desirable: Working Experience in Health care settings	Up to 45 Years	RS. 20000/-
2.	Multi Tasking staff	01	Essential: High School (10+2) equivalent from a recognized board Desirable: Working experience in Health care settings	Up to 45 Years	Rs. 18000/-

Terms and conditions:

1. The above mentioned posts are purely temporary and renewable for subsequent years based on the performance/progress shown till closure of the project.
2. Selection will be made by Institute Level Recruitment Committee of the Project
3. Upper age limit is 45 years as of November, .2021
4. Initially the contract will be valid for one year from the date of joining.
5. These are purely contractual posts so that they will not have any claim whatsoever for regularization.
6. Performance will be assessed on a regular basis.
7. If the performance of the appointee is not satisfactory, appointment can be terminated in any time without any notice.
8. Candidate will have to submit an affidavit at the time of joining that they will accept all the general instructions & terms and conditions related to the post.
9. No TA/DA will be paid for attempting the interview.
10. The decision of selection board will be final regarding selection of the candidates.
11. All candidates must have to submit **No Objection Certificate(NOC)** from the previous employer.


Principal Investigator VRDL
Burdwan Medical College
Purba Bardhaman
Lab-In-Charge
ICMR-DHR Virus Research
And Diagnostic Laboratory
Burdwan Medical College


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