



GOVERNMENT OF WEST BENGAL

OFFICE OF THE PRINCIPAL

Malda Medical College, Malda

Phone: 03512-221087 / 221085. Fax: 03512-221186

E-mail: maldamedicalcollege@gmail.com

No. P/MLD-MC/ 4087

Dated, Malda, the 29/12/2021

Notice for Recruitment of Co-ordinator on Contractual Basis

In reference to the order number: **HFW-35099/188/2021/3244 dt. 28/10/2021**, Malda Medical College & Hospital, Malda, will engage **personnel for the post of Co-ordinator on purely contractual basis** and will not be extended beyond **31/03/2022** (details given below for different categories) from the date of their joining.

Willing & eligible candidates may appear in **“Walk-in Interview”** as per following schedule. Selection will be conducted based on Academic score, computer test and Interview.

Vacancy details are as follows:

1) Name of the position :

Age (as on 01/01/2021):

Remuneration:

Essential Criteria:

Essential Experience:

Date of Walk-in Interview:

Venue:

CO_ ORDINATOR (Vacancy - 01)

Minimum 21 years and Maximum 40 Years

45000/- per month

1) Post Graduate Diploma / Degree in Health Care Management / Hospital Administration.

2) Proficiency in using MS-Office.

At least 2 years' experience of working with Government / Non-Government organization.

4th January 2022 at 11 AM.

Principal Office, 1st Floor, Academic Building,
Malda Medical College, Malda

Note: Aspirants willing to attend the interview must carry the following documents/testimonials along with them at time of Interview. Also they have to produce their documents/ testimonials in original before the Interview Board.

- An application format duly filled in as given in Annexure.
- All applicants should **report by 10 AM** sharp.
- Selection will be conducted based on academic score, Interview and Computer test.
- Self-attested copies of all relevant documents, Certificate, Identity Proof & recent passport size Photograph.
- Essential qualification degree through Distant Learning Course or from any Open University **will not be entertained.**
- **No TA/DA** will be paid to the candidates for appearing in the Interview Process.
- Decision of the Board/Authority will be final regarding selection process.
- Selection Committee reserves right to reject/add/alter/terminate the process of the selection and terms and condition regarding selection process.
- Selection Committee reserves the right to terminate selected candidate without showing any reason.

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Dated, Malda, the 29/12/2021

Principal



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No. P/MLD-MC/ 4087

Dated, Malda, the 20/12 /2021

Copy for information and necessary action to:

1. Sabhadhipati, Zilaparishad, Malda.
2. The DHS, Dept.of Health and Family Welfare, Govt.of West Bengal, Sasthya Bhawan GN-29, Salt Lake City, Kolkata – 700091.
3. The DME, Dept.of Health and Family Welfare, Govt.of West Bengal, Sasthya Bhawan GN-29, Salt Lake City, Kolkata – 700091.
4. Dr. Saumitra Mohan, Mission Director, NHM & Secretary, H&FW Department, Govt. of West Bengal.
5. The District Magistrate, Malda.
6. The Chairman, Malda Municipality, Malda.
7. The MSVP, Malda Medical College & Hospital, Malda.
8. The CMOH, Malda Medical College & Hospital, Malda.
9. The Deputy Superintendent, Malda Medical College & Hospital, Malda.
10. Account Officer, Malda Medical College & Hospital, Malda.
11. Account Officer, Malda Medical College, Malda.
12. All Assistant Superintendents (NM), Malda Medical College & Hospital, Malda.
13. The Head Clerk, Malda Medical College, Malda.
14. In-charge of IT-cell, Dept.of Health and Family Welfare, Govt.of West Bengal, Sasthya Bhawan GN-29, Salt Lake City, Kolkata – 700091.
15. Notice Board, Malda Medical College, Malda.
16. Office Copy.


Principal

Malda Medical College, Malda.