



Government of West Bengal
Office of the Director
Institute of Post Graduate Medical Education & Research
Centre of Excellence
244 A. J C Bose Road, Kolkata -700 020
Email :director.ipgmer@gmail.com Phone : 2204-1101.

Memo No: Inst./ 5729

Dated, 23rd November, 2021

NOTICE FOR WALK-IN-INTERVIEW

In Pursuance of order of the Mission Director, NHM & Secretary, Department of Health & family Welfare, Govt of West Bengal, vide Memo no. HFW-35099/188/2021/3244 , dated-28.10.2021, IPGMER, SSKMH will engage Personnel for the position of the Co-ordinator and Data Entry Operator for HUB and SPOKE under Covid-19 at Sambhu Nath Pandit Hospital, the engagement of the Co-ordinator and Data Entry Operator will be temporary in nature and will not be extended beyond **31st March 2022**.

Eligible candidates may appear in Walk-In-Interview as per following schedule. Selection will be conducted based on Academic score, computer test and interview

Name of the Position : Co-ordinator (vacancy- 01)

Age (as on 01.01.2021)	: Minimum 21 years and Maximum 40 years
Remuneration	: 45,000 /- per month
Essential Criteria	: 1. Post Graduation Diploma / Degree in Health Care Management / Hospital Administration. 2. Proficiency in using MS-Office.
Essential Experience	: At least 2 years experience of working with Government / Non-Government Organization.
Mode of Selection	: Walk-in Interview
Date	: 03/12/2021 at 01:00 pm
Venue	: Superintendent Office, Shambhunath Pandit Hospital, 11, Lala Lajpat Rai Sarani, Kolkata-700020

Scale of Scoring –Total 100 Marks

<u>Particulars</u>	<u>Maximum Marks</u>	<u>Remarks</u>
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 and above the essential experience of 2 years
Computer test	20	Qualifying marks for computer test is 50%
Interview	10	
Total-	100	

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

1) **Name of the Position : Data Entry Operator (vacancy- 01)**

Age (as on 01.01.2021) : Minimum 21 years and Maximum 40 years
 Remuneration : 13,560 /- per month
 Essential Criteria : 1. Graduate from any recognize university and have completed at least 1 year Diploma/Certificate course in Computer Application from Govt. registered Institution.
 2. Working Knowledge of computers with operating knowledge of MS Word, MS Power Point, MS Access and Internet.
 Essential Experience : Minimum 3 years experience in Government Sector or 5 years Experience.
 Mode of Selection : Computer skill test & Interview
 Date : 03/12/2021 at 01:00 pm
 Venue : Superintendent Office, Shambhunath Pandit Hospital, 11, Lala Lajpat Rai Sarani, Kolkata 700020

Particulars	Maximum Marks	Scoring
Class 10	10	Academics Proportionate marking (i.e. % obtained in the exam) Rounded off to 2 decimals.
Class 12	10	
Graduation	20	
Computer Test	50	Qualifying Marks for Computer Test is 50%.
Interview	10	
Total	100	

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

This recruitment notice will be available in the following website www.wbhealth.gov.in & (www.ipgmer.gov.in) as well as Notice Board of Director , IPGME&R and MSVP, IPGMER-SSKMH.

Pijush Kr. Roy
23/11/21

Director

IPGME&R, Kolkata

&

Chairman of Selection Committee

Memo No: Inst./ 5729/1(6)

Dated, 23rd November, 2021

Copy forwarded for information and necessary action to;

1. Prof.(Dr.) Pijush Kr. Roy, M.S.V.P., IPGMER-SSKMH, Kolkata .
2. The HOD- Paediatric Medicine, IPGME&R, Kolkata.
3. Dr. Nilanjana Sen, Dy. Supdt.-II, SNPH, Kolkata.
4. The Accounts officer, SNPH, Kolkata
5. Smt. Supriti Baidya, Asstt. Superintendent(NM), SNPH, Kolkata.
6. Notice Board/ IPGME&R website and Swasthya Bhawan website

Pijush Kr. Roy
23/11/21

Director

IPGME&R, Kolkata

&

Chairman of Selection Committee