



Government of West Bengal

Office of the Principal

Rampurhat Government Medical College

Rampurhat, Birbhum, West Bengal -731224

Phone: 03461-255285 / 102; email: prinrampurhatgmch@gmail.com

web site: www.rampurhatgmch.edu.in



Memo No. RPHGMCH/.....19.....

Date: - 08.10.2021

RECRUITMENT NOTICE-2021 (Data Entry Operator) (Contractual Basis)

In reference to No. HFW-38011(99)/2/2020-MC SEC-Dept. of H&FW/M/132 dated 22/01/2019 of Director of Medical Education, Deptt. of H&FW, Govt. of West Bengal; Rampurhat Govt. Medical College & Hospital, Birbhum invites application for recruitment of 4 (Four) number of Data Entry Operators (DEO) on purely temporary on contractual basis for Rampurhat Govt. Medical College & Hospital, Rampurhat, Birbhum.

Sl No	Name of the post	Data Entry Operator (D.E.O.)
1.	Number of post	4 (Four)
2.	Place of posting	Rampurhat Govt. Medical College & Hospital
	Consolidated monthly remuneration	As per 'Professional Fee' on monthly or daily basis according to the Finance Deptt. Memorandum No. 5859-F(Y) dated 22 nd July 2013
3.	Age as on 01.01.2021	Upper age limit 40 years
	Qualification	Essential Qualification:- Any graduate from any recognised university (within India) with conversant in MS Office with at least 01 year Diploma in Computer application / Information Technology Application from Govt. Registered / affiliated Institution Technical Knowledge:- Working Knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point etc with Internet and having a minimum Typing Speed of 30 words per minute in computer key board.
4.	Working Experience (Preferable)	Minimum 3 (three) years experience in Govt. Sector in data recording and data analysis and preferably having experience in handling of official correspondence.
5.	Scale of Scoring	Total 100 Marks <ul style="list-style-type: none">• Written Examination (MCQ):-50 marks• Typing Test & Computer Test: 40 Marks• Interview :10 Marks
7.	Mode of Selection & process of Short Listing	It would be 3 stages selection process; candidates will be shortlisted on the basis of cut of marks obtained in the written examination will only perform or appear for next round (i.e, Typing Test & Computer Test). Shortlisted candidates must have 30 wpm typing speed otherwise his/ her candidature will be treated as cancelled. Final selection will be made on the basis of total marks obtained in computer test. Marks obtained by the candidates should carry forward for next another rounds subsequently (i.e – from written test up to interview). Panel will be prepared based on highest marks obtain by the candidates..
8.	N.B	Candidates applying for the post should have the requisite qualification and experience as on last date of application



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9.	Short Listing Method	Candidates will be undergone Typing Test and Computer Test after that candidates will be called for interview
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Experience Certificate consist of :- i) Name of the organization, ii) Employee's Name, iii) Name of the Post, iv) Place of Posting, v) Nature/ Type of work (part time/ full time etc.), vi) Date of Joining in the post, vii) Date of living or still continuing otherwise his /her experience will be treated as invalid. No appointment letter will be treated as experience certificate. **Voluntary service will not be treated as experience.**

Job Description:- Office of the Rampurhat Govt. Medical College, Rampurhat, Birbhum for Office and associated works

Terms & Condition:-

- Purely Contractual and Temporary basis
- A panel to be prepared and will be valid for another 12 (twelve) months.
- Authority will have no liability in respect to Accommodation & Transportation
- Authority has every right to reject or cancel of candidature without intimating any information to the candidate.

Basis Guidelines:

- All application must reach to the below mention corresponding address either by **Registered Post** or by **Speed Post**. Other mode of delivery of applications should be treated as cancelled.
- Experience will be calculated after completion of requisite qualification.
- Name of the post should be superscripted in the both application form and at the top of the envelop.
- All photocopies should be self-attested.
- In complete application, missing of required documents will be treated as cancelled.
- Authority may take another written examination of the final shortlisted candidates if required.

Documents Required (Self attested Photo copy):-

- Bio-Data as per Proforma- Duly filled in Application Format
- Admit Card of Madhyamik Examination
- Mark sheets of relevant qualification
- Residential proof certificate (Aadhaar, Voter ID)
- Certificate of Computer Knowledge
- Certificate of Experience

Last Date of Application must reach to the corresponding address on 25.01.2021 up to 04.00 PM



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Corresponding Address:-

Office of the Principal, Academic Building
(1st Floor,), Rampurhat Govt. Medical
College, P.O-Rampurhat, Dist.-Birbhum,
PIN- 731 224 (W.B.)

S.K. Das
8/11/2021
Principal
Rampurhat Govt. Medical College
Rampurhat, Birbhum
Date: - 08/01/2021

Memo No. RPHGMCH/...../1(14)

Copy forwarded for information to :-

1. Dr. Asish Banerjee, Hon'ble MIC, Deptt. of Agriculture, Govt. of West Bengal & Chairman of RKS, Rampurhat Govt. Medical College & Hospital, Birbhum & Chairman of Selection Committee
2. The Principal Secretary, Deptt. of Health & Family Welfare, Govt. of West Bengal
3. The DME & e.o Secretary to the Govt. of West Bengal, Deptt. of H&FW, Swasthya Bhavan, Salt Lake City, Kol-91
4. The DHS & e.o Secretary to the Govt. of West Bengal, Deptt. of H&FW, Swasthya Bhavan, Salt Lake City, Kol-91
5. The Special Secretary, MERT, Branch, Deptt. of H&FW, Swasthya Bhavan, Salt Lake City, Kol-91
6. The District Magistrate-Birbhum, Prashashan Bhavan, Suri, Birbhum
7. The M.S.V.P., RPHGMCH, Rampurhat, Birbhum
8. The Members of Selection Committee, RPHGMCH, Rampurhat, Birbhum
9. The Treasury Officer, RPHGMCH, Rampurhat, Birbhum
10. The Dy. Superintendent, RPHGMCH, Rampurhat, Birbhum
11. The Accounts Officer, RPHGMCH, Rampurhat, Birbhum
12. The DIO, NIC with request to publish the advertisement in the official webpage of Birbhum
13. The It Specialist, Deptt. of H & FW, Swasthya Bhawan, Kolkata-91, is requested to publish the advertisement in the wbhealth.gov.in website.
14. Office Copy/Guard File

S.K. Das
8/11/2021
Principal
Rampurhat Govt. Medical College
Rampurhat, Birbhum
Principal
Rampurhat Govt. Medical College & Hospital
Rampurhat, Birbhum

APPLICATION FORMAT

Application for the post of: - Data Entry Operator (Contractual)

Affix one
Colour
recent
passport
size photo

1. Name (Block Letter) :-

2. Mother's Median Name :-

3. Father's Name/Husband's Name :-

4. Address (in details) :-

Vill/Town:

P.O:

P.S.:

PIN:

Block:

Dist.:

5. Contract Number (Mobile) :-

6. E-mail ID (Compulsory) :-

7. Date of Birth :-

8. Age as on 01.01.2021 :-

9. Sex :-

10. Educational Qualification:-

Exam Passed	Board/University	Full Marks	Marks Obtained	% age of marks	Years of passing

11. Relevant years of experience :-

12. Enclosures:-

- a)
- b)
- c)
- d)
- e)
- f)

I declare that the information furnished above are based on material records are true to the best of my knowledge and belief. I also understand that if any information furnished is found to be materially incorrect or incomplete my candidature is liable to be cancelled without any further intimation to me.

Date of Application

Signature of Applicant