OFFICE OF THE PRINCIPAL
DIAMOND HARBOUR GOVERNMENT MEDICAL COLLEGE AND HOSPITAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE
GOVERNMENT OF WEST BENGAL

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Memo No: DHGMC/2020/ 293   Date: 15.05.2020

RECRUITMENT NOTICE

As per Govt. memorandum no. 5859-F(Y) dated 22.07.2013 and administrative approval from Director of Medical Education & Ex-officio Secretary vide order no. HFW-38099(11)/149/2019-DIR-MES SEC-Dept. of H&FW/M/2422 dated 28.11.2019 & HFW-38099(11)/149/2019/M/557, Dated 19.03.2020 , suitable candidates are invited for filling up the post of Data Entry Operator (DEO) on purely temporary and contractual basis for the period of one year which can be renewed on yearly basis. Candidates will be selected on the basis of academic qualification and technical computer knowledge and viva-voce by the selection committee formed as per order no. DHGMC/2020/115, dated 14.02.2020 whose decision will be final. If the performance of any selected Data Entry Operator is found to be not satisfactory, the appointing authority may terminate the service without any prior intimation. Candidates should have fluency in Bengali & English and knowledge about MS-Office and Data-Base Management & other web based application.

Name of the post	No. of post	Required qualification	Age limit	Professional fees per month(as per memoramdum no. 1032-F(P2), dated 08.02.2019)	Mode of payment
Data Entry Operator (DEO)	04 (Four)	Graduate in any stream with certificate in Computer Application	Maximum 40 years as on 22.05.2020	Rs. 13,000/- (further increase of Rs. 500/- per year in continued)	After deduction of P. tax, as applicable as per rule.

1. The selected candidates will be posted in any department as desires by the appointing authority.
2. All applications will be received online via E-mail ID – recruitment.dhgmch@gmail.com .
3. The last date of submission of Application will be on 09.06.2020 (Tuesday) within 4 pm. at the above said mail ID.
4. After scrutiny of all applications the list of short-listed candidates will be displayed in the Notice Board of the Office of the Principal & in the College Website (www.dhgmc.edu.in) on 22.06.2020(Monday).
5. The selected candidate will sit for Computer test and after that Oral examination will be conducted. These dates will be notified later in the college website (www.dhgmc.edu.in)
6. No allowance for travel/stay for interview are admissible.
7. Candidates will have to submit one set of self-attested photo copies of mark sheets with certificates of all examination passed, Computer Application certificate along with dully filled up Bio-data as per attached format, Proof of Identity i.e. EPIC (Voter ID card / Aadhaar card), Proof of address (Any one- Passport/ Voter card/ AADHAR Card/ Driving License), Age proof certificate (Admit card of Madhyamik OR equivalent examination).

15/05/2020.

Principal
Diamond Harbour Medical College and Hospital
South 24 Parganas

Proforma of Application
Application for the post of Data Entry Operator for
DIAMOND HARBOUR GOVT. MEDICAL COLLEGE & HOSPITAL

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Affix recent color

Passport size

Photograph with

Self-attestation
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1. Name:

2. Father's Name:

3. Residential Address:_____

    District:_____, P.O:_____, P.S:_____PIN:_____.

4. Mobile Number:

5. Email ID:

6. Date of Birth:

7. **Educational Qualification:** (10th Standard/12th Standard/ Graduation/ Post-graduation/ Computer Related Qualification/ Others)

Sl. No.	Educational Qualification (in chronological order)	Passed from (Board / University)	Year of Passing	% of Marks obtained

8. **Working Experience:**

Sl. No.	Name of the Institute/Organization	Type of Institute/Organization (Govt. OR Private)	Total Year of Experience

Declaration:

1. I do hereby declare that the above mentioned information are true to the best of my knowledge and belief. If any of the information is found incorrect or false at any stage of recruitment process then the authority has the right to reject my candidature.
2. I am fully aware that this is a purely temporary & contractual engagement for a period of 01 (one) year.
3. I hope you will give me an opportunity to serve you to the best of my ability and knowledge.

Thanking you

Place:
Date:

_____
(Signature of the Applicant)