



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

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MEMO NO.DHGMCH/2020/285

DATE: 14.05.2020

REVISED NOTIFICATION

After cancellation of previous notified memo no DHGMCH/2020/284 dated 13.05.2020

As per order No. HFW-17022/1/2020-(AS)13, dated. 24.04.2020 of Additional Secretary, Health and Family Welfare Department, Government of West Bengal, the undersigned is going to recruit the following category of Data Entry Operators to expedite the generation of reports of Covid – 19 samples purely on contractual basis for the period of 3 (Three) months from the date of joining with monthly rate of Rs. 13,000/- (Rupees Thirteen thousand) per month. Candidates having graduate degree from any recognized Institution in any discipline and certificate on basic computer course, typing with criteria of a minimum typing speed 13wpm on computer or 800 key depressions per hour will apply to the Principal, Diamond Harbour Government Medical College & Hospital, Diamond Harbour, South 24 Parganas with Bio- data & Attested Xerox copies of all testimonials within 10 days of publication of the notice. Preference will be given to those candidates having experience in Govt. Sector.

All applications will be received online via E mail ID – recruitment.dhgmch@gmail.com within seven days (up to 5 PM on 21.05.2020) as per proforma annexed with this notification.

Short listed candidates will be displayed in health web site (www.wbhealth.gov.in) and web site of DHGMCH (www.dhgmch.edu.in) on 26.05.2020. Walking interview with computer test date will be intimated accordingly on 26.05.2020.

Sl No.	CATEGORY	NUMBER OF POST
1.	DATA ENTRY OPERATOR	2 (TWO)

Principal
Diamond Harbour Govt. Medical College & Hospital
South 24 Pgs

MEMO NO.DHGMCH/2020/285/1(7)

DATE: 14.05.2020

Copy forwarded for information to:

1. The Director of Medical Education, Dept. of H&FW, Govt. of West Bengal, Swasthya Bhawan, Kol- 91
2. Director of Health Service, Dept. of H&FW, Govt. of West Bengal, Swasthya Bhawan, Kol- 91
3. The District Magistrate, South 24 Parganas, Alipur, Kolkata- 27.
4. The Chief Medical Officer of Health, Diamond Harbour Health District, Diamond Harbour.
5. IT Cell, Swasthya Bhawan, Kol- 91
6. Diamond Harbour Govt. Medical College web site
7. Notice Board.

Principal
Diamond Harbour Govt. Medical College & Hospital
South 24 Pgs

Performa of Application

Application for the post of Data Entry Operator

1. Name :
2. Residential Address : _____
District: _____, P.O-: _____, Pin : _____
3. Mobile Number :
4. Email ID :
5. Date of Birth :

6. Educational Experience :

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

7. Working Experience :

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

N. B. (A) Documents to be submitted along with duly filled up application of Performa:

Self-attested Photocopy of

1. Aadhar Card / Epic Card.
2. Certificate of Birth.
3. All Educational Mark sheets & Certificates.
4. All Documents of Working experience.

(B) Age Limit: 40 Years or less as on 1st day of publication of advertisement.

Declaration:

1. I do hereby declare that all particulars furnished above are correct and all documents / testimonial submitted are in order
2. I am fully aware that this is a casual engagement purely on temporary basis for a period of Three (3) Month for COVID-19 management
3. I also understand that if any information furnished is found to be materially incorrect or incomplete will be liable for the consequent action.

Place:

Date:

Signature of Applicant