



Memo No.: DHGMC/2024/2319

Date: 10/12/2024

RECRUITMENT NOTICE

As per Memorandum No. 5859-F(Y) dated 22/07/2013 of the Finance Department, Government of West Bengal and as per approval from the Director of Medical Education, Department of Health & Family Welfare, Govt. of West Bengal, vide Order No. HFW-46030(99)/24/2023/M/12, dated 03/01/2024 and as per the minutes of meeting of the selection committee vide memo no. DHGMC/2024/1925 dated 19/09/2024; suitable candidates are invited for filling up the 02 (two) nos. post of Data Entry Operator (DEO) at the Office of the Principal, DHGMCH, Diamond Harbour on purely temporary and contractual basis for the period of one year which can be renewed on yearly basis.

1. Selection Process:

- The candidates will be selected in three stages:
 - i) Verification of Academic Qualification, Technical Qualification and Work experience in the relevant field (Total Marks- 50).
 - ii) Practical examination on Computer skill (especially on MS-Office & Data Base Management) (Total Marks - 40).
 - iii) Viva-Voce (Total Marks-10).
- After verification of Academic Qualification, Technical Qualification and Work experience in the relevant field, first 50 nos. eligible candidates will be called for next stage of recruitment process (i.e.: Practical examination on Computer skill and Viva-Voce).
- The age of the candidates minimum 21 years and maximum 40 years as on 01.01.2024.

2. Distribution Patterns of Marks:

Calculation of the weightage on percentage of marks for Academic Qualification, Technical Qualification and Work experience in the relevant field required for selection are mentioned below:

- i) Madhyamik or equivalent examination- Total Marks 10.
- ii) Higher Secondary Examination or equivalent examination- Total Marks 10.
- iii) Graduation in any field from recognized university is essential qualification but no weightage will be given.
- iv) Degree/ Diploma/ Certificate for Technical Qualification (Computer) from recognized institute (affiliated by Central Govt. / State Govt.)-
Calculation of marks:

Technical Qualification	Total marks
Degree	20 (minimum 15 marks will be given)
Diploma	15
Certificate	10

- v) Experience- Total Marks 10.
 - MS-Office & Data Base Management (in case of Govt. Organization minimum 02 years & in case of Private Organization minimum 03 years are desirable).
 - Calculation of marks:
2.5 marks for each completed year will be calculated for Govt. organization and 1.5 marks for each completed year will be calculated for Private organization.

3. Remuneration:

The consolidated monthly remuneration is ₹16,000/- (Rupees Sixteen Thousands only) as per Memorandum No. 1875-F(P2), dated 17/04/2023.

4. General Rules & information for the applicants:

- The original of each of the following documents stated below must be brought for verification whenever asked for:
 - Photo proof identity card (Preferably Aadhaar Card, if not available then any one- Passport/ Voter card/ PAN card/ Driving License).
 - Proof of address (Preferably Aadhaar Card, if not available then anyone- Passport/ Voter card/ PAN card/ Driving License).

- Age proof certificate (Admit card of Madhyamik or equivalent examination).
 - Mark sheets of all examinations quoted by the candidate.
 - Certificate for Technical Qualification (Computer) should be submitted as per requirement.
 - All the experience certificate issued and stamped by the appropriate authority of recognized institution starting from oldest to latest.
 - Candidates should have fluency in Bengali & English and knowledge about MS-Office, Database management and other web-based application.
- Candidates have to fill up the form through online portal (i.e.: <https://www.dhgmc.edu.in/recruitment>). No other means/mode of application will be accepted. Applications received through any other mode will not be accepted and will be summarily rejected.
 - Application once submitted cannot be modified; hence utmost care should be taken to furnish the correct details before submitting online application.

Important Dates:

Website Link Open- For online registration of applications	12.12.2024 to 22.12.2024 (before 04:00 P.M)
Last Date for submission of Application Form	22.12.2024 (at 04:00 P.M)

- Application forms not properly filled in or incomplete or wrong entry those will be liable to be cancelled.
- If the application details submitted by the applicant differs with the original testimonials, that application shall liable to be cancelled.
- The decision of the Selection Committee will be final.
- The selection committee for this recruitment has reserved the right to cancel the recruitment process at any stage without any reason whatsoever.
- No TA/DA will be paid to the candidates for appearing in the Interview process.
- During the recruitment process, if new vacancies are created for DEOs, selection of candidates will be made from the panel prepared for this recruitment notice. The said panel will be valid for 1 (one) year from the date of this requirement notice.
- The tenure of the service can be renewed on 1 (one) year interval considering satisfactory performances rendered by the candidates.
- 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 and next candidate from the panel will be called.
- Candidates are requested to follow the website (i.e.: <https://www.dhgmc.edu.in>) time to time for any update information.

M. 10/12/2024

Principal

**Diamond Harbour Govt. Medical College & Hospital
Diamond Harbour, South 24 Parganas, PIN-743331**

ABR

Memo No.: DHGMC/2024/2319/1(12)

Date: 10/12/2024

Copy forwarded for information and necessary action to:

1. The Director of Medical Education, Dept. of H&FW, Govt. of W.B., Swasthya Bhawan, Salt lake, Kolkata-91.
2. Prof. (Dr.) Tanmay Kanti Panja, MSVP, Diamond Harbour Govt. Medical College & Hospital.
3. The District Magistrate, South 24 Parganas.
4. The Sub Divisional Officer, Diamond Harbour Sub Division....with a request for publishing this notice in official website & notice board.with a request for publishing this notice in official notice board.
5. The CMOH, Diamond Harbour Health District....with a request for publishing this notice in official notice board.
6. Mr. Subhjit Das, WBA & AS, Accounts Officer, Diamond Harbour Govt. Medical College.
7. The Chairman, Diamond Harbour Municipality....with a request for publishing this notice in official notice board. .
8. The District Information Officer, NIC, South 24 Parganas, Alipore....with a request for publishing this notice in the district website.
9. The IT Cell, Dept. of Health & Family Welfare....with a request for publishing this notice in departmental website.
10. The Website of DHGMCH, Diamond Harbour.
11. The Notice Board of DHGMC, Diamond Harbour.
12. Office copy.

M. 10/12/2024

Principal

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