

Office of the Principal
R G Kar Medical College
Kolkata

Memo No. RKC/1665

Dated : 26.04.2021

Application are invited from eligible candidates for engagement in the post Data Entry Operator (DEO) on purely contractual basis for strengthening Covid 19 Activities in R.G. Kar MCH, Kolkata on Urgent Basis vide Order No.HF/O/MERT/1219/HFW-24099/62/2020 dated 23.12.2020, This engagement will be for a period of three months and will be renewed as per the order from the higher authority and for public interest.

1. Data Entry Operator 4 (Four)

Qualification

Minimum Higher Secondary or above.

Desirable : 1. Knowledge on Computer (MS- Office & Internet browsing) with a Certificate to authenticated by a valid Institution / organization.
2. Experience in Data Entry.

Age: Below 35 years

Salary: Rs. 13000/- Consolidated .

How to Apply :Eligible candidates may submit their application in a plain White paper addressing to Principal, R.G. Kar MCH and submit it to MRU, RGKMCH.

Along with Copies attested by Gazetted Officer, Proof of Date of Birth, Educational qualifications, Experience, , "No Objection Certificate" from the employer to the Principal, R G Kar Medical College, Kolkata 700004 (if applicable).

Last Date for Received of Application : 29th April at 12 noon.

General information/instructions

The posts are purely temporary and co-terminus with Covid 19 surge. .The selected candidates will have no claim for regular appointment under Govt. of West Bengal or continuation of his/her services in any other project or under State Govt. or under R G Kar Medical College, Kolkata. Benefits of Provident Fund, CCA, Leave Travel Concession etc., medical claim are not admissible. No TA/DA will be paid for attending interview.

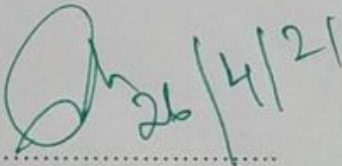
Joining or termination of the services :**Upper limit of age will be calculated as on the date interview.** Age is relaxable for meritorious, well qualified and experienced candidates who have worked in Govt/Autonomous set up and having relevant experience. Candidates possessing experience in work relating to laboratory research with non communicable diseases shall be preferred.

TERMS & CONDITIONS:

1. The candidate who are in service shall submit 'No Objection Certificate' from the present employer at the time of Interview.
2. Canvassing of any kind will lead to disqualification.
3. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
4. The appointment is full time and private practice of any type is strictly prohibited.
5. He / She is expected to conform to the rules of conduct and discipline as applicable to the institute employees. '
6. The candidate should not have been convicted by any Court of Law.
7. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and action taken as deemed fit by the appointing authority.
8. The decision of the competent authority regarding selection of candidates will be final and more presentation will be entertained in this regard.
9. Applications incomplete in any aspect will be summarily rejected.
10. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.

Last Date for Receipt of Application: 29-04-2021

Date of Interview : 30.04.2021 at 01:00 p.m. in MRU, RGKMCH


26/4/21

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Kolkata

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