



Government of West Bengal
Office of the Principal
NILRATAN SIRCAR MEDICAL COLLEGE
KOLKATA – 700014

E-mail: principalnrsmc@gmail.com, principal@nrsmc.edu.in Website: www.nrsmc.edu.in

Memo No.: NMC/ 4386 Kolkata, the 11/07/2022

RECRUITMENT NOTICE

Applications are invited for engagement of one **Data Entry Operator** for ICMR project at NRS Medical College & Hospital, Kolkata.

This recruitment will be done as per guideline mentioned in the directives of the project "**Hospital Based Cancer registries in India**" at NRS Medical College by the ICMR-NCDIR.

Eligible candidates may send their application (scanned copy in pdf format) in the given proforma, along with self-attested copies of mandatory documents(Aadhar Card, Proof of date of Birth, X, HS, UG, PG Mark Sheets and Certificates & Working Experience Certificate in 4 single pdf. file through email to nrsrdicmr@gmail.com within 25th July 2022

After scrutinizing the application forms eligible candidates will be called for WALK-IN-INTERVIEW and COMPUTER TEST. Publication of shortlisted candidates and the date, time and venue of the Test will be informed through our Institutional website (www.nrsmc.edu.in) in due course after screening of applications.

Eligible candidates should bring all original testimonials during WALK-IN-INTERVIEW. **The engagement of the Data Entry Operator will be temporary in nature and will not be extended beyond 31/03/2027.**

Name of the Post: Data Entry Operator

- a) Place of Posting: NRS Medical College & Hospital, Kolkata
- b) Age (as on 01.01.2022) : Minimum 21 years and Maximum 40 years
- c) Remuneration : Rs.15000/per month
- d) Number of Post : One (01)
- e) Essential Criteria: 1) Graduation from any recognized University and have Completed at least 1 year Diploma/Certificate course in computer Application from Government Registered Institution
2) Working knowledge of Computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access & Internet.
- f) Essential Experience: Minimum 3 years experience of working with Government Sector or 5 years Experience in Private Sector in data recording and data analysis.

MODE OF SELECTION: Computer Skill Test & Walk —in interview.

Scale of scoring- Total100 Marks.

Particulars	Maximum Marks	Remarks
Class 10	10	Academics Proportionate Marking (i.e. % obtained in the exam) Rounded off to 2 decimals.
Class 12	10	
Graduation	20	
Computer Test	50	Qualifying marks for Computer Test is 50%
Interview	10	
Total	100	

Note: Essential qualification degree through Distant Learning course or from any Open University will not be entertained.

The service rendered will not confer towards claims for regularization.

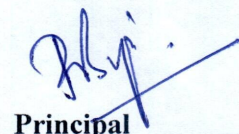
List of essential documents –

1. Certificates of Educational Qualification
2. Address Proof
3. Age Proof
4. Photo ID (any One of UIDAI/EPIC/driving License/ Passport)
5. Experience Certificate, whenever applicable
6. Letter(s) of recommendation
7. No Objection Certificate from present employer(if applicable)

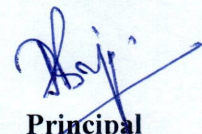
Memo No.NMC/.....4386/1(6).....

Copy to:-

- 1) MSVP, NRS Medical College & Hospital, Kolkata.
- 2) HOD, Radiotherapy, NRSMC, Kolkata
- 3) Deputy Supdt, NRS MCH, Kolkata
- 4) Accounts Officer, NRSMC/NRS MCH, Kolkata
- 5) IT Co-ordinator, Dept. of H&FW-He is requested to upload this Recruitment Notice in the Departmental website.
- 6) Guard File



Principal
NRS Medical College, Kolkata
Kolkata, the/07/2022



Principal
NRS Medical College, Kolkata

Application Form

Recruitment Notice No: _____

Date: _____

Name of Post Applied for: _____

Name of Candidate: _____

Father's Name: _____

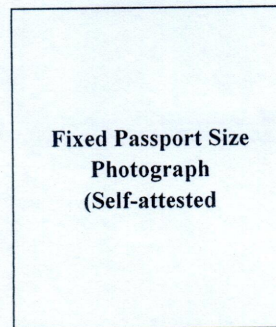
Date of Birth: _____ Sex: _____

Postal Address: _____

E-mail ID: _____

Contact No: _____

Academic Qualification:



Degree	Subject	University/Regulatory Body/Board	Year of Passing	% of marks obtain	Attempts taken

Experience in related field:

Sl no	Name of Organisation	Type of Work	From	To

Declaration: I solemnly declare that the information furnished above are true to the best of my knowledge. I further undertake that if at any stage it is discovered that an attempt has been made by me, wilfully to conceal or misrepresent the facts, my candidature/appointment shall be summarily rejected without any notice.

Place: _____

Date: _____

Signature of Candidate: _____