



**GOVERNMENT OF WEST BENGAL**  
**Office of the Medical Superintendent cum vice Principal**  
**NRS Medical College and Hospital, Kolkata**

Website: [www.nrsmc.edu.in](http://www.nrsmc.edu.in);

e-mail: [msvpnrsmch@gmail.com](mailto:msvpnrsmch@gmail.com)

Memo No.: NH / 8795

Kolkata, the 09/11/2021

**RECRUITMENT NOTICE**

Applications are invited for engagement of one **Co-ordinator** and one **Data Entry Operator** for HUB and SPOKE Model (NHM funded project) at NRS Medical College & Hospital, Kolkata.

This recruitment will be done as per guideline mentioned in the order Vide Memo No: HFW-35099/188/2021/3244, Dated 28.10.2021 issued by the Mission Director, NHM, Department of Health & Family Welfare Govt. of West Bengal.

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 a single pdf. file through email to [hubnrs052@gmail.com](mailto:hubnrs052@gmail.com) within 25<sup>th</sup> November' 2021.

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](http://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 Co-ordinator and Data Entry Operator will be temporary in nature and will not be extended beyond 31/03/2022.**

**ToR for engagement of different positions for HUB and SPOKE Model**

**1) Name of the Post: Co-ordinator**

a) Place of Posting : NRS Medical College & Hospital, Kolkata (HUB and SPOKE)

b) Age (as on 01.01.2021) : Minimum 21 years and Maximum 40 years

c) Remuneration : Rs. 45000/- per month

d) Number of Post : One (01)

e) Essential Criteria

- 1) Post Graduation Diploma/Degree in Health care Management/Hospital Administration
- 2) Proficiency in using MS-Office.

f) Essential Experience: At least 2 years experience of working with Government/ Non-Government Organization.

**MODE OF SELECTION:** Walk –in interview.

**Scale of scoring- Total 100 Marks.**

Particulars	Maximum Marks	Remarks
Class 12	10	Proportionate Marking(i.e % of marks obtained in the examination * 10/100)
Graduation	20	Proportionate Marking(i.e % of marks obtained in the examination * 20/100)
Post Graduation	30	Proportionate Marking(i.e % of marks obtained in the examination * 30/100)
Experience	10	Over and above the essential experience of 2 years.
Computer Test	20	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.**

**2) Name of the Post: Data Entry Operator**

- a) Place of Posting : NRS Medical College & Hospital, Kolkata (HUB and SPOKE)
- b) Age (as on 01.01.2021) : Minimum 21 years and Maximum 40 years
- c) Remuneration : Rs. 13560/- 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- Total 100 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	
<b>Total</b>	<b>100</b>	

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

*by*  
*09/11/21*  
**Medical Supdt Cum Vice Principal  
NRS Medical College & Hospital  
Kolkata, the 09/11/2021**

**Memo No.NH/8795/1(7)**

Copy to:-

- 1) The MD, NHM, Department of Health &FW, Govt. of West Bengal
- 2) Principal, NRS MC, Kolkata.
- 3) HOD, Paediatrics, NRSMC, Kolkata
- 4) Deputy Supdt,NRS MCH, Kolkata
- 5) Accounts Officer, NRSMC/NRS MCH, Kolkata
- 6) IT Co-ordinator, Dept. of H&FW – He is requested to upload this Recruitment Notice in the Departmental website.
- 7) Guard File

*by*  
*09/11/21*  
**Medical Supdt Cum Vice Principal  
NRS Medical College & Hospital**

Application Form

Recruitment Notice No: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Post Applied for: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

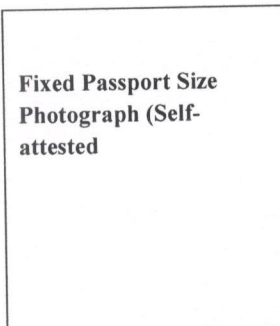
Aadhar No: \_\_\_\_\_

E-mail ID: \_\_\_\_\_

Contact No: \_\_\_\_\_

Academic Qualification:

Degree	Subject	Name of 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, willfully to conceal or misrepresent the facts, my candidature/appointment shall be summarily rejected without any notice.

Place: \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Candidate: \_\_\_\_\_