



## Government of West Bengal

Office of the Principal

Nilratan Sircar Medical College

138, A J C Bose Road, Kolkata – 700014

Email: principalnrsmc@gmail.com,

Website: www.nrsmc.edu.in,

Phone No.: 033-2286-0033

Memo No. NMC/ 6531

Date: 18/11/2025

### **RECRUITMENT NOTICE**

Applications are invited for engagement of **One [1] Data Entry Operator** for ICMR-NCDIR 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” (Vide memo no. NCDIR/HBCR/11/Budget/2022 dated 12/11/2025) (PI: Dr. Rajat Bandyopadhyay, Professor, Dept. of Radiotherapy, NRSMC&H) at the **Department of Radiation Oncology, NRS Medical College & Hospital, Kolkata** by the ICMR-NCDIR.

Eligible candidates may send their application (**scanned copy in PDF format**) in the prescribed proforma, along with **self-attested copies** of Mandatory documents (Aadhaar Card, Proof of Date of Birth, Class-X, HS, UG Mark Sheets, Certificates and Computer Certificate) & **Working Experience Certificate in a single pdf.** file through email to “**recruitment@nrsmc.edu.in**” **within 24<sup>th</sup> November’2025 at 5:00 P.M.**

After scrutinizing the application forms eligible candidates will be called for **WRITTEN TEST and COMPUTER TYPING TEST & INTERVIEW**. 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 **INTERVIEW**.

**The engagement of the Data Entry Operator will be purely temporary in nature and will be till 31/03/2026 which may be extended based on satisfactory performance.**

#### **❖ Name of the Post: Data Entry Operator (Contractual Purely Temporary)**

- Place of Posting:** NRS Medical College & Hospital, Kolkata
  - Age (as on 01.01.2025):** Minimum 21 years and Maximum 32 years (Age relaxation as per Govt. Noms)
  - Remuneration:** Rs. 20,000/- per month.
  - Number of Post:** One (01)
  - Essential Criteria:**
    - Graduation from any recognized University and have Completed at least 1 year Degree/Diploma/Certificate course in Computer/Computer Application from a Government Registered Institution
    - Working knowledge of Computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access & Internet.
  - Essential Experience:** Minimum 3 year’s experience of working with Government Sector or 5 year’s Experience in Private Sector in data recording and data analysis.
- \*\* Please bring the Experience Certificate or any proof of Experience at the time of Interview.**
- \*\* NOC from Present Employer. (If applicable)**

**MODE OF SELECTION: WRITTEN TEST & COMPUTER TYPING TEST.**

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

| Sl No.       | Particulars            | Maximum Marks | Remarks                                                                                            |
|--------------|------------------------|---------------|----------------------------------------------------------------------------------------------------|
| 1            | Written Test           | 50            | Those who qualify in Written Test will be called for <b>Computer, TYPING TEST &amp; Interview.</b> |
| 2            | Computer & TYPING TEST | 40            | Qualifying marks for Computer Test is 50%                                                          |
| 3            | Interview              | 10            |                                                                                                    |
| <b>Total</b> |                        | 100           |                                                                                                    |

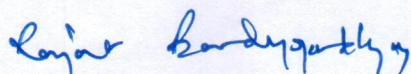
**Note: Essential qualification degree through Distant Learning course or from any Open University will not be entertained.**

**Terms and Conditions:**

1. ~~Not~~all candidates fulfilling minimum criteria will be called for interview. After preliminary screening, only few applicants will be shortlisted and called for interview.
2. Shortlisted candidates are requested to bring original and attested copies of all relevant documents and testimonials on the day of interview.
3. No TA/DA is admissible for the interview.
4. Publication of the list of shortlisted candidates and date of interview will be intimated through college website (<https://nrsmc.edu.in>) in due course after initial screening of the applications.
5. Corrigendum/addendum/further information, if any, in respect to this advertisement will be published on our website. Hence the candidates are advised to see the website regularly.
6. The decision of the selection committee will be final.
7. Leave entitlement will be as per Government contractual norms.
8. No additional allowances will be provided.
9. The appointee must serve a one-month notice period prior to resignation.

**Job Description:**

- ❖ Maintain cancer patients records, laboratory records, and ensure Data Entry in Cancer Portal.
- ❖ Additional duties may be assigned as per project requirements.

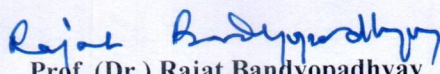


Prof. (Dr.) Rajat Bandyopadhyay  
Principal Investigator  
NRS Medical College, Kolkata

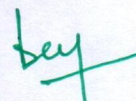
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**Copy forwarded for information and necessary action to:**

1. The Medical Superintendent Cum Vice Principal, NRSMC&H, Kolkata
2. The HOD, Dept. of Radiotherapy, NRSMC, Kolkata
3. Accounts Officer, NRSMC/NRS MCH, Kolkata
4. The Deputy Supdt. (NM), NRS MC&H, Kolkata
5. IT Co-ordinator, Dept. of H&FW — He/She is requested to upload this Recruitment Notice in the Departmental website.
6. Guard File

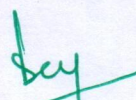


Prof. (Dr.) Rajat Bandyopadhyay  
Principal Investigator  
NRS Medical College, Kolkata



Principal  
NRS Medical College, Kolkata

Dated: .....18...../.....11...../2025



Principal  
NRS Medical College, Kolkata

## **APPLICATION FORM**

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

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

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

Name of Candidate (Block Letters): \_\_\_\_\_

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

Date of Birth (DD/MM/YYYY): \_\_\_\_\_ Sex: \_\_\_\_\_

Postal Address (With PIN Code): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Fixed Passport Size  
Photograph (Self-  
attested)

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

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

**Academic Qualification:**

| Degree | Subject | University/Regulatory<br>Body/Board | Year of<br>Passing | % of marks<br>obtain | Attempts<br>taken |
|--------|---------|-------------------------------------|--------------------|----------------------|-------------------|
|        |         |                                     |                    |                      |                   |
|        |         |                                     |                    |                      |                   |
|        |         |                                     |                    |                      |                   |
|        |         |                                     |                    |                      |                   |
|        |         |                                     |                    |                      |                   |

**Experience in related field:**

| Sl No. | Name of Organization | 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 : \_\_\_\_\_