

A. 1362/25-06/24



Government of West Bengal
Office of the Principal
Murshidabad Medical College & Hospital
Berhampore, Murshidabad



Memo No. MSD/MCH/PR/ 1589 /2024



Dated: 24.06.2024

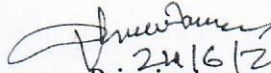
ADVERTISEMENT NOTICE

Applications are invited for the post of Data Entry Operator (D.E.O) for a period of One (01) year in our HRBC Project (Hospital Based Cancer Registries) in our TCCC of Murshidabad Medical College & Hospital in the Office of the Principal, Murshidabad Medical College & Hospital, Berhampore, Murshidabad, on **purely temporary contractual basis.**

Application with complete Bio-Data (Including Self attested required testimonials), in sealed envelopes from the eligible candidates should reach to (By hand, Post or courier) to the Office of the Principal, Murshidabad Medical College & Hospital, Berhampore, Murshidabad, Station Road, West Bengal, Pin-742101 **within 05.07.2024 at 4.00P.M**

Name of the Post	Data Entry Operator (D.E.O)
Number of Post	01(One)
Category	General
Age Limit	Not exceeding 28 years
Essential qualification	<ul style="list-style-type: none">• Intermediate or 12th Pass in Science Stream from the recognized Board• DOEACC 'A' Level Course from a recognized institute &/or 2 Years' experience in EDP work in Government, Autonomous, PSU or any other recognized organization• A speed test of not less than 15000 key depression per hour through speed test on Computer
Monthly Consolidated Remuneration	Rs. 18,000/- without any allowances

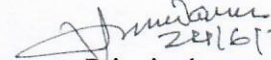
- **Date of Interview** : 10.07.2024 (Wednesday) at 11.00AM onwards
- **Location**: Academic Building, 1st Floor, Principal Office, Murshidabad Medical College & Hospital.
- **Selection Mode**: Written Test / Type Test, Academic Qualifications, Experiences & Interview


24/6/2024
Principal

Murshidabad Medical College & Hospital
Berhampore, Murshidabad
Principal
Murshidabad Medical College & Hospital
Berhampore, Murshidabad
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General Information & Terms & Conditions for the above post is as follows:

1. Eligible Candidates should bring all the Original documents along with self attested photocopies.
2. Since the above post is purely temporarily on Contractual Basis, the incumbents selected will have no claim for regular appointment.
3. The engagement shall be purely temporarily on Contractual Basis for a period of One Year or less & may be terminated at the Completion of the job or at the end of the project whichever is earlier.
4. Benefits of provident fund, CCA, Leave Travel Concession, Medical Claim etc. are not applicable.
5. No TA/DA etc. will be given to attend the interview.


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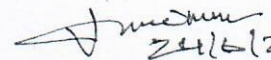
Murshidabad Medical College & Hospital
Berhampore, Murshidabad
Principal
Murshidabad Medical College & Hospital
Berhampore, Murshidabad
Government of West Bengal

Memo No. MSD/MCH/PR / 1589 /1(9)/2024

Dated- 24.06.2024

Copy forwarded for information and necessary action to the:

- ✓ 1. DM Murshidabad & Chairman RKS of Murshidabad MCH
2. Director, ICMR
3. MSVP, MSD MCH
4. CMOH Murshidabad
5. HOD Department of Radiotherapy, MSD MCH
6. Accounts Officer, Murshidabad MC
7. Head Clerk, Murshidabad MC
8. Notice Board(DM Office/CMOH Office/ MSVP Office/Principal Office)
9. College Website
10. Guard File


24/6/2024
Principal

Murshidabad Medical College & Hospital
Berhampore, Murshidabad
Principal
Murshidabad Medical College & Hospital
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APPLICATION FOR THE POST OF DATA ENTRY OPERATOR (D.E.O) ON PURELY TEMPORARY BASIS AT MURSHIDABAD MEDICAL COLLEGE & HOSPITAL, BERHAMPORE, MURSHIDABAD

To
The Principal,
Murshidabad Medical College & Hospital,
Berhampore, Murshidabad

PASTE ONE
PASSPORT SIZE
COLOUR
PHOTOGRAPH DULY
SIGNED BY THE
CANDIDATE

**Sub: - APPLICATION FOR THE POST OF "DATA ENTRY OPERATOR"
AT MURSHIDABAD MEDICAL COLLEGE & HOSPITAL**

Respected Sir,

In response to your advertisement notice no. Memo No. MSD-MCH /PR/1589/24 ,dated on 24.06.2024 for the post of "Data Entry Operator (D.E.O)" purely on "temporary basis" for the period of one year at Murshidabad Medical College & Hospital. I prefer myself as a candidate.

My bio-data is given bellow: -

1	Name of the Candidate : (in capital letter)					
2	Father's /Husband's Name :					
3	Permanent Address : (including Flat No. /Block/ Road/ Town/ P.O./ District & Pin code)					
4	Present Address : (including Flat No. /Block/ Road/ Town/ P.O./ District & Pin code)					
5	Contact No : (Mobile)					
6	Email ID					
7	Date of Birth : (Self attested supporting documents)					
8	Age on 1 st January, 2024					
9	Gender :					
10	Religion :					
11	Nationality :					
12	Caste :					
13	Photo Identity proof (Give self attested supporting documents)					
14	Education Qualification : (Give self attested supporting documents)					
	Name of the Examination	Board/ University	Year of Passing	Marks obtained	Percentage of marks (%)	Grade/ Division
15	Other Qualifications : (Give self attested supporting documents)					
16	Working Experience : (Give self attested supporting documents)					

DECLARATION:

I, hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled. Further, I promise to procedure all the original documents before the Competent Authority when called for.

Date :
Place :

Yours faithfully,

Signature of the candidate