

Government of West Bengal
Department of Health and Family Welfare
Office of the Principal, Burdwan Medical College
Baburbag, Burdwan – 713104

Mail ID- burdwanmedicalcollege76@gmail.com

Memo No.- BMC/ 3244

Dated: 24/09/24

NOTICE FOR WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT

As per guidelines of the Principal Investigator (C-PI), ICMR-HBCR, TCCC, Burdwan Medical College & Hospital, Purba Bardhaman; a Walk-in-Interview is scheduled to be held for intake of **02(Two) Data Entry Operator** for Tertiary Cancer Care Centre, Burdwan Medical College & Hospital, Purba Bardhaman, **purely on contractual basis.**

Name of the Post:- Data Entry Operator

- Fixed remuneration of **Rs. 18,000/-** only per month, Total vacancy = **02**
- **Age (as on 01st October, 2024):** 18 – 40 years
- **Essential Qualification:** Higher Secondary (10+2) OR Equivalent in any stream, with Certificate/Diploma/Degree in Computer.

❖ **Points to Note before appearing for the Walk-in-Interview:-**

Eligible aspirants willing to attend the Interview should carry the following documents/testimonials along with them, at the Interview Hall:-

- An application Format duly filled in as given below in Annex (C.V.)
- Self attested proof regarding permanent residential status (Passport /Voter ID card /AADHAR card /Ration card, etc.) and all academic certificates are to be submitted along with Application.
- NOC from employer in case of candidate being employed at present in any public/private institution/establishment.
- All documents mentioned above should have to be produced before the Interview Board in Original, and the self attested copies of the same should be enclosed with the Application Format (C.V.).
- No TA/DA will be paid to the candidates for appearing in the interview procedure.
- Selection will be made on the basis of certificates, experience and Interview. Decision of the Board/Authority will be final regarding selection of candidates.
- Contract may be terminated by one month's notification from either side.

Date and Time of Interview : - All candidates are required to report for the Interview on **04th October, 2024 (Friday)** at **11:00 a.m.**

Venue for reporting at the Interview : Conference Hall, New Administrative Building, Office of the Principal, Burdwan Medical College, Purba Bardhaman.


Principal
Burdwan Medical College
Burdwan

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25/9/24

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APPLICATION FOR THE POST OF D.E.O. (CONTRACTUAL)

1. Name (in **BLOCK** letters) :- _____
2. Father's/Guardian's name :- _____
3. Address for correspondence (with PIN code) :-

_____ PIN: _____

Affix a Passport size recent colour photograph, duly signed by the applicant.

**DO NOT
STAPLE**

4. (a) Contact No.- [mandatory]
(b) E-mail ID:-
(c) Aadhar No.-
5. Date of Birth (DD/MM/YYYY):- _____
6. Age (as on 01/10/2024):- _____ years _____ months _____ days
7. Sex:- _____ Nationality :- _____

8. **EDUCATIONAL QUALIFICATION :-**

Sl. No	Name of the Exam passed	Board/Council/ University	Year of Passing	Total Marks	Marks obtd.	% of marks	Class/ Divn.
1.							
2.							
3.							
4.							

9. Other Qualifications (if any) :-

10. Experience (if any) :- _____

I solemnly declare that, (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief; (b) original documents will be produced as and when asked for; (c) I understand that the concerned authority reserves the right to reject my candidature upon short-listing of the candidates based on qualifications and experiences and (d) I have submitted no other application for this post.

**** I have informed the head of my office/department in writing regarding my application for this post.**

(Applicable only for those candidates presently serving in any Govt. / Private establishment. Strike out if not applicable)

Place:-

Dated :-

(Signature of the applicant in full)
NOT IN BLOCK LETTERS