



Government of West Bengal
Department of Health & Family Welfare
Office of the Medical Superintendent Cum Vice Principal
Medinipur Medical College & Hospital, Paschim Medinipur

Phone:- 03222-222401 / 275503, E-Mail:- msvp_midmch@wbhealth.gov.in / rks.mmch@gmail.com

Memo No:- MMCH/Mid/

7576

Date:-18-11-2021

RECRUITMENT NOTICE

In reference to order no-HFW-35099/188/2021/3244, dated 28.10.2021 of Mission Director, NHM & Secretary, H&FW Department, GoWB, for smooth functioning and monitoring of SPOKE Model (COVID Facility for younger age group under Emergency Response and Health Systems Preparedness Package, Phase-II, ECRP-II) at Midnapore Medical College & Hospital, one Co-ordinator and one Data Entry Operator will be engaged purely temporary in nature and engagement will not be extended beyond 31/03/2022.

The eligible candidates are instructed to appear before the interview board on 01-12-2021(Wednesday) at 11.30 AM at the College Board Meeting Room at Midnapore Medical College with fill up biodata as enclosed with this along with all relevant documents in original, a valid Govt. ID proof (Aadhaar/PAN/Voter ID etc.) and a sets of copies of self signed all documents.


Sl No.	Name of the position	Qualification and age as on 01.01.2021	No of vacancy	Remuneration	Mode of Selection
1	Co-Ordinator	1) Essential:- a) Post Graduate Diploma /Degree in Health Care Management / Hospital Administration. b) Proficiency in using MS-Office 2) Essential Experience: - at least 2 years experience of working with Government / Non Government organisation. 3) Age :- Minimum 21 years and Maximum 40 years	01 (One)	Rs. 45,000/- (Forty Five thousand only) per month	Walk-in-Interview
2	Data Entry Operator	1) Essential:- a) Graduate from any recognized university and have completed at least 1 year Diploma/Certificate course in Computer Application from Govt. registered Institution. b) Working knowledge of computers with operating knowledge of MS Word, MS Excell, MS Power Point, MS Access and Internet. 2) Essential Experience:- Minimum 3 years experience in Government Sector or 5 years experience in Private Sector in data recording and data analysis. 3) Age :- Minimum 21 years and Maximum 40 years.	01 (One)	Rs. 13,560/- (Thirteen Thousand Five Hundred Sixty only) per month	Computer Skill Test and Interview

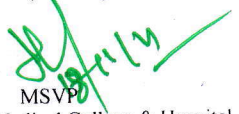
Note: Essential qualification degree through Distant Learning Course or from any open University will not be entertained in any way.


No T.A. / D.A. will be allowed for walk in interview.

All eligible candidate of above post are instructed to submit their own filled-up application in a sealed envelop with requisite documents with in 27-11-2021(Saturday) by speed post or courier service addressing to the M.S.V.P. Midnapore Medical College & Hospital, Paschim Medinipur clearing mentioning the post on the envelop.

N.B:- Candidate may visit official website of WB Health Deptt. (wbhealth.gov.in) & Official website of Midnapore Medical College, Paschim Medinipur (midnaporemcc.ac.in).


Principal
&
Chairman
Interview Board
Midnapore Medical College & Hospital


MSVP
Midnapore Medical College & Hospital


HOD (Paediatrics)
&
Convener and Member Secretary
Interview Board
Midnapore Medical College & Hospital

“স্বাস্থ্যবিধান মেনে চলুন, নির্মল জেলা গড়ে তুলুন”
“স্বার্থঘাটে আর নয়, শৌচাগারেই শৌচ করবসবাই”



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Memo No:- MMCH/Mid/ 7576 /1(13)

Date:- -11-2021

Copy forwarded for information and necessary action please to:-

- 1) The Mission Director, NHM & Secretary, H&FW Dept. GoWB, SwasthyaBhawan, Kolkata-91
- 2) The DME, H&FW Dept. GoWB, Swasthya Bhawan, Kolkata-91
- 3) The DHS, H&FW Dept. GoWB, Swasthya Bhawan, Kolkata-91
- 4) The District Magistrate, Paschim Medinipur
- 5) The Principal, Midnapore Medical College, Paschim Medinipur
- 6) The Programme Officer, NHM & Dy. Secretary, H&FW Dept. GoWB, SwasthyaBhawan, Kolkata-91
- 7) The CMOH, Paschim Medinipur
- 8) The HOD (Paediatrics), MMC&H, Paschim Medinipur
- 9) The Dy. Superintendent, MMC&H, Paschim Medinipur
- 10) The AO & Joint Secretary, Rogi Kalyan Samity, MMC&H, Paschim Medinipur
- 11) The IT Cell, H&FW Dept. GoWB, Swasthya Bhawan, Kolkata-91 with request to display in the WB Health Website for wide circulation.
- 12) The IT Cell, Midnapore Medical College, Paschim Medinipur with request to display in the Midnapore Medical College Website for wide circulation.
- 13) The Editor, Sabyasachi, Local News Paper, Midnapur, Paschim Medinipur with request to publish in your News Paper for wide circulation.
- 14) Guard File.


Medical Superintendent cum Vice Principal
Midnapore Medical College & Hospital
Paschim Medinipur

“মার্ঠেঘাটেআরনয়, শৌচাগারেইশৌচকরবসবাই”
“স্বাস্থ্যবিধান মেলে চলুন, নির্মল জেলা গড়ে তুলুন”

Proforma for appearing before Walk-In-Interview

(It should be in computerized copy)

Name of the Post (Applied for) :-**Co-ordinator**Recent clear coloured Passport
Size photograph with Self Signed

1. Full Name (in CAPITAL LETTER) :-
2. Father's Name :-
3. Date of Birth :-
4. Age (As on 01.01.2021) :-
5. Complete communicating Address with Mobile No. and mail id :-

6. Essential Educational Qualification (Attach self-signed copy of supporting):-

Sl No	Qualification	Board / University/ Institution	Year of Passing	Total Marks and Percentage	Remarks
1	HS (10+2)				
2.	Graduation				
3.	Post- Graduation				

7. Additional Educational Qualification, if, any(Attach self-signed copy of supporting):-
(may add rows if, required)

Sl No	Qualification	Board / University/ Institution	Year of Passing	Total Marks and Percentage	Remarks

8. Computer Knowledge (Attach self-signed copy of supporting) :-
(may add rows if, required)

Sl No	Qualification	Board / University/ Institution	Total Marks and Percentage	Remarks

9. Experiences in details (Attach self-signed copy of supporting):-
(may add rows if, required)

Sl No	Post	Organization	Period of work	
			From	To

10. Extracurricular activities (if any):-

The above statements furnished by me are true to the best of my knowledge.

Full Signature of the candidate

Proforma for appearing before Walk-In-Interview and Skill Test
(It should be in computerized copy)

Name of the Post (Applied for) :- **Data Entry Operator**

Recent clear coloured Passport
Size photograph with Self Signed

1. Full Name (in CAPITAL LETTER) :-
2. Father's Name :-
3. Date of Birth :-
4. Age (As on 01.01.2021) :-
5. Complete communicating Address with Mobile No. and mail id :-

6. Essential Educational Qualification (Attach self-signed copy of supporting):-

Sl No	Qualification	Board / University/ Institution	Year of Passing	Total Marks and Percentage	Remarks
1	Madhyamik (10 th)				
2	HS (10+2)				
3	Graduation				
4	Computer				

7. Additional Educational Qualification, if,any(Attach self-signed copy of supporting):-
(may add rows if, required)

Sl No	Qualification	Board / University/ Institution	Year of Passing	Total Marks and Percentage	Remarks

8. Experiences in details (Attach self-signed copy of supporting):-
(may add rows if, required)

Sl No	Post	Organization	Working Period	
			From	To

9. Extracurricular activities (if any):-

The above statements furnished by me are true to the best of my knowledge.

Full Signature of the candidate