



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE PRINCIPAL**  
**DEBEN MAHATA GOVERNMENT MEDICAL COLLEGE & HOSPITAL**

Vill.:Hatuara, P.O.:Vivekananda Nagar, P.S.:PuruliaMuffasil,PIN: 723 147  
[pgmch.edu.in](http://pgmch.edu.in); [prinpuruliagmch@gmail.com](mailto:prinpuruliagmch@gmail.com)

Memo No: DMGMCH /PRL/

Dated: November , 2021

**Notice for recruitment of Co-ordinator & Data Entry Operator on Contractual Basis**

Deben Mahata Government Medical College & Hospital, Hatuara, Purulia will engage personnel for the position of Co-ordinator and Data Entry Operator for HUB and SPOKE under COVID-19 at Hatuara campus, Purulia, purely on contractual basis up to 31/03/2022.

Eligible candidates may appear in "Walk - In- Interview" as per following schedule. Selection will be conducted based on Academic Score, Computer Test and Interview.

**I. Name of the position**

Age (as on 01-01-2021)

**: Co- ordinator (Vacancy- 01)**

: Minimum 21 years and maximum 40 years

Remuneration

: Rs 45,000/-Per Month

Essential Criteria

: 1) Post Graduate Diploma/Degree in Health care Management/Hospital Administration

: 2) Proficiency in MS-Office

: At least 2 years experience of working with Government/ Non-Government organization

: 6<sup>th</sup> December 2021 at 11 am

Essential Experience

: College Council Room, 1<sup>st</sup> floor, Academic Building, DMGMCH, Hatuara

Date of Walk - In - Interview

Venue

**II. Name of the position**

Age (as on 01-01-2021)

**: Data Entry Operator (vacancy 01)**

: Minimum 21 years and maximum 40 years

Remuneration

: Rs 13,560/- per Month

Essential Criteria

:1) Graduate from any recognized University and have completed at least1 year diploma/ certificate course in Computer Application from Govt. Registered Institution.

2) Working knowledge of computers with operating knowledge of MS- Office and Internet

Essential Experience

: Minimum 3 years experience of working with Government Sector OR 5 years experience in Private sector in data recording and data analysis

: 6<sup>th</sup> December 2021 at 11 a.m.

Date of Walk - In - Interview

Venue

: College Council Room, 1<sup>st</sup> floor, Academic Building, DMGMCH, Hatuara

*Sd-*

**Principal**

**Deben Mahata Government Medical College & Hospital**  
**Purulia**

Copy for information and necessary action to:

1. Sabhadhipati, Zila Parishad, Purulia
2. The DHS, Department of Health & Family Welfare, Government of West Bengal, Swasthya Bhawan GN-29, Salt Lake City, Kolkata-700091
3. The DME, Department of Health & Family Welfare, Government of West Bengal, Swasthya Bhawan GN-29, Salt Lake City, Kolkata-700091
4. The District Magistrate, Purulia
5. The Chairman, Purulia Municipality
6. The MSVP, DMGMCH, Purulia
7. The Chief Medical Officer of Health, Purulia
8. The Deputy Superintendent, DMGMCH, Purulia
9. District Information & Cultural Officer, Purulia
10. In-charge of IT-cell, Department of Health & Family Welfare, Government of West Bengal, GN-29, Salt lake City, Kolkata-700091 for publication in the departmental website
11. District Information Officer, NIC, Purulia with request to publish the Notice through official website of Purulia District
12. The Accounts Officer, DMGMCH, Purulia
13. All Assistant Superintendents (NM), DMGMCH, Purulia
14. The Head Clerk, DMGMCH, Purulia
15. Notice Board, DMGMCH, Purulia
16. Office copy

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Principal  
Deben Mahata Government Medical College & Hospital  
Purulia

Deben Mahata Govt. Medical College & Hospital  
Principal  
Hatuara, Purulia