



Government of West Bengal  
Office of the Director  
Institute of Post Graduate Medical Education & Research - SSKM Hospital,  
Centre of Excellence,  
244, A. J. C. Bose Road, Kolkata -700 020  
Email: director.ipgmer@gmail.com Phone: 2204-1101

Memo No: 6247

Dated: 20.12.22

Advertisement

Applications are invited from Indian citizens to fill up the following vacancy for appointment on purely contractual basis in VRDL project in IPGME&R, Kolkata-20.

**Name of the Project** (i) "Setting up of Nation-Wide Network of Laboratories for managing Epidemics and Natural Calamities" and (ii) "Prevention & Control of Disease-Development of Tools to prevent Outbreak of Epidemics"-regarding.

**Funded by** : : Central Sector Scheme entitled " PM-ABHIM Biosecurity Preparedness and Strengthening Pandemic Research and Multi Sector, National Institutions and Platforms for One Health [3992]".

**Ref. :** File No.R.15015/10/2021-HR-VRDL, Government of India, MOFHW,DHR.

**Name of the Post :** Data Entry Operator in VRDL Project,  
Department of Microbiology, IPGME&R, Kolkata.

**No. of Post :** ONE,

**Upper age limit :** 35 years as on 1<sup>st</sup> January, 2022.

**Salary :** Rs 20,000 /- only per month (Consolidated).

**Eligibility :**

**Essential Qualification :**

- Graduation degree in any subject with good knowledge of English.
- Excellent computer skill with strong command on Microsoft Office and other relevant software applications and data handling .

**Desirable Qualification :**

Three years working experience in Data Entry in HealthCare sector.

Good typing speed ( at least 40 wpm) .

**Duration of Engagement** : Appointment in the project will be purely on contractual basis for the duration of the project. Contract may be extended on yearly basis or till the project is completed, whichever is earlier, subject to performance evaluation by Project Investigator.

The application should be accompanied by complete curriculum vitae mentioning **total marks obtained with percentage** in Matriculations, H.S. & Graduation exams along with copy of supporting documents. Copy of Aadhaar card and experience certificate if any should be provided along with the application form.

Application should be sent by post or by hand to the office of -

**The Director, IPGME&R,**

**244, A.J.C. Bose Road, Kolkata-20 .**

**Last date of receiving Complete Application :** 30.12.22

**Dr(Prof) M. Bandyopadhyay**

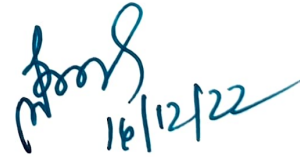
Director,  
IPGME&R, Kol.  
Centre of Excellence

Memo No: 6247/1(A)

Dated, The 20.12.2022

Copy for information and necessary action :-

1. Prof. Raja Ray , Head, Dept. of Microbiology, IPGME&R  
PI,VRDL, IPGME&R
2. Accounts section
3. Assistant Super (For upload in Institutional  
website & Swasthya Bhawan website)
4. Office Copy

  
16/12/22

Director,  
IPGME&R, Kol.  
Centre of Excellence

Director  
I.P.G.M.E.&R.  
244, AJC Bose Road  
Kolkata - 700020