



Government of West Bengal
Institute of Post Graduate Medical Education and Research, Kolkata
244 Acharya Jagadish Chandra Bose Road, Kolkata – 700020

INST/Memo No: 6550

Dated: 26/09/2025

ADVERTISEMENT

Applications are invited from motivated and eligible candidates for the positions of **Diabetes Educator** and **Full-time office assistant** for the project entitled “**Strengthen primary health care systems to control childhood Non-Communicable Diseases (NCDs) focused on Type 1 Diabetes Mellitus (T1DM)**” Memo No: **WB/CFO/Health/2024/111**, dated **14/08/2025**, PI- Prof. (Dr.) Sujoy Ghosh, DEPT. OF ENDOCRINOLOGY, IPGME&R/SSKM HOSPITAL, KOLKATA- 20.

Sl. No.	Post Name	No. of Positions	Minimum Essential Qualifications & Experience	Salary/Month	Maximum Age Limit in years
1.	Diabetes Educator	1	MSc in Nutrition (Regular) / BSc. Nursing/ GNM/ DDCT with 1 year of relevant experience. Proficiency in Bengali language (speaking, reading and writing). Demonstrated efficiency in MS Word, Excel and PowerPoint. Must be willing to travel extensively within and outside the state. Degree / diploma/ certificate in dietary or lifestyle management in Diabetes or Diabetes and mental health or other relevant areas and experience of working in a research setting would be added advantages.	Rs.22,000/- per month	30 years
2.	Office Assistant	1	Must be a Commerce graduate. Must have at least 1 year of relevant experience. Proficiency in Bengali language (speaking, reading and writing). Demonstrated efficiency in MS Word, Excel and PowerPoint. Experience of working in research setting in a scientific organization would be an added advantage.	Rs.16,000/- per month	30 years

- 1) Interested candidates may send their applications along with CV and all supporting documents (Educational certificates and educational proofs) in a sealed envelope (post or in person mentioning position applied for, memo no & date on the envelope) at the Receiving Section of Director's Office addressed to The Director, IPGME&R/SSKM Hospital, 244, AJC Bose Road, Kolkata 700020, latest by on or before **11/10/2025**.
- 2) Not all candidates fulfilling minimum criteria will be called for interview, all applicants will be pre-screened depending on the number of applications received and only few applicants will be called for interview.
- 3) The candidates must be willing to travel to all districts in the state as per the need for the project.
- 4) Preference will be given to candidates with previous work experience and command of Bengali, English & Hindi.
- 5) Candidates are requested to bring original & attested copies of all relevant documents and testimonials on the day of the interview.
- 6) It may be noted that these positions are temporary and contractual in nature and may be extended as per the need for the project.
- 7) Candidates who are not found to be suitably performing may be terminated with one-month prior notice.
- 8) No TA/DA is admissible for the interview.

[Signature]
25/09/25
Director
I.P.G.M.E&R.
IPGME&R/SSKM Hospital
Kolkata-700020

Memo No/Inst/ 6550/1(5) 26/09/2025

Copy forwarded for information and Necessary Action:

1. Dean of Students Affair, IPGME&R – Chairman
2. Prof. (Dr.) Pradip Mukhopadhyay (HOD, Dept. of Endocrinology) – Member
3. Medical Officer in Charge (Projects)
4. Office Copy
5. Mr. Atal Saha (Assistant Superintendent) (NM) for uploading the said order in the official website

[Signature]
25/09/25
Director
Director
IPGME&R/SSKM Hospital
I.P.G.M.E&R.
Kolkata-700020