

WEST BENGAL MEDICAL SERVICES CORPORATION LTD.

(Wholly Owned by the Government of West Bengal)

CIN: U85110WB2008SGC126373 Regd. Off. : Swasthya Sathi, Swasthya Bhawan Complex, GN-29, Sector-V, Salt Lake, Kolkata – 700 091

No . HFW-27011/247/2021-NHM SEC-Dept. of H&FW/3775

Date: 15 .06.2024

Recruitment Notice

Online Applications are invited for purely contractual engagement of the following temporary post under XVth Finance Commission:

| Sl no. | Name of the post | No. of vacancy | Essential Qualification | Working Experience | Consolidated Remuneration | Age (as on 1st January 2024) |
|--------|----------------------------|----------------|---|---|---|------------------------------|
| 2 | Data Entry Operator | 3(Three) | <ul style="list-style-type: none">Regular Graduate degree in any discipline from a recognized University.Minimum 1(one) year Diploma course in computer application from a Central/State Govt. recognized Institute. | After completion of Graduation, minimum 1(one) year of working experience in Government or Private sector is preferable | Rs. 15,000/- (Rupees Fifteen thousand only) per month | Maximum 30 years |

General Information for the Applicants / Candidates:

1. Only on-line Applications will be accepted. Application forms not properly filled in or incomplete are liable to be cancelled.
2. a) The candidates will be mandatorily required to upload the certificates in support of age, identity proof, essential academic qualifications and experience etc. as per **Annexure-A**;
b) Hard copy/print copy of the online application form (printed within the last date of on-line application) should be retained by all applicants for document verification purpose. Without registration form, no candidates will be entertained for original testimonials verification by the authority;
3. a) Start date of Application : **22th June,2024**;
b) Last date of submission of application : **6th July, 2024**;
4. The discretion of WBMSCL regarding appointment is final;
5. No TA/DA will be admissible for the purpose of interview.
6. For any further query and issues regarding the online application, the mode of contact as mentioned at the web portal <https://wbmsclrecruitment.in> must be followed.
7. Application fee will be Rs. 100/-

Annexure-A:

Before applying online a candidate will be required to have the following pre-requisites as per the specifications given below:

(A) Uploading of Photograph and Signature:

| Photograph Image | Signature Image |
|--|--|
| <ul style="list-style-type: none">• Photograph must be recent (not older than 6 months) passport size (4.5 cm x 3.5 cm) colour picture in jpg / jpeg format. | <ul style="list-style-type: none">• Signature must be in English with Black Ink pen in jpg / jpeg format.• Size of file should be between 10kb – 20kb |

(B) Uploading of Documents: All the requisite documents in support of age, identity proof, essential academic qualification and experience etc. must be visible, self-attested, scanned and uploaded in a single PDF file in the following manner:

- i) **Proof of Date of Birth/Age (any one):** Copy of Birth Certificate/Admit Card of 10th grade examination.
- ii) **Proof of Identity (any one):** Copy of Aadhar Card/ PAN Card/ Driving License / Voter ID card /Valid Passport;
- iii) **Proof of Address (any one):** Copy of Aadhar Card/ Driving License / Voter ID card (complete address must be mentioned) /Valid Passport;
- iv) **Proof of Educational Qualification:** Copies of both sides of Mark sheets and Certificates to be provided in sequence of 10th Class (or Madhyamik), 12th Class or Higher Secondary, Graduation or Bachelor Degree;
- v) **Proof of Working Experience:** Copies of experience certificate as per norms stipulated in the Notice.

(C) It must be noted that **correct, valid and active** email id and mobile number should be provided for future correspondences via email/SMS. Request for further rectification will not be entertained.

-Sd/-

**Managing Director, WBMSCL
& Special Commissioner to the Govt, of W.B.
H&FW Dept.**