

Government of West Bengal  
Office of the Medical Superintendent cum Vice Principal  
M.J.N. Medical College & Hospital  
Silver Jubilee Road, Cooch Behar – 736101  
Email ID: [msvpcoochbehargmch@gmail.com](mailto:msvpcoochbehargmch@gmail.com)

Memo No: 2755/MSVP/MJNMC&H/COB/21

Dated: 18/11/ 2021

**WALK – IN - INTERVIEW**

A walk in interview will be held for engagement of Coordinator & Data Entry Operator in temporary in nature and will not be extended beyond 31.03.2022 under M.J.N. Medical College & Hospital Rogi Kalyan Samiti, Cooch Behar.

Date of Interview: 14<sup>th</sup> December 2021

Time of Interview: From 11 am (Applicant should present within at 10:30 am for reporting)

Venue: Office of the Medical Superintendent cum Vice Principal, M.J.N. Medical College & Hospital,  
Cooch Behar – 736101

**GENERAL INFORMATION AND INSTRUCTIONS FOR CANDIDATES**

Candidates must read the each instruction thoroughly, carefully and check eligibility before attending interview.

1. Essential qualification degree through Distance Learning Course or from any Open University will not be entertained.
2. All the original testimonials along with photo copy with self attested have to be brought on (14.12.2021) that day.
  - a. Admit card of Madhyamik or equivalent examination.
  - b. All Mark Sheets (as per post criteria).
  - c. Photo copy of Voter card / Aadhar card / other address proof.
  - d. Clear photocopy of all experience certificates.
3. In experience certificate duration of experience, post held, nature of work, Employer signature with date must be clearly written otherwise experience certificates will be treated as invalid. Experience certificate must be as per criteria required.
4. Application form attached in Annexure-I (Application Format for Coordinator) & Annexure-II (Application Format for Date Entry Operator) with notification, candidate must fill up and submit application form with self attested passport size photo & Demand Draft in favour of **ROGI KALYAN SAMITI, MJN Hospital, Cooch Behar**.
5. **Fee:** Candidate must pay application fee (amounting to Rs. 100/- for Unreserved and Rs. 50/- for reserved categories) by crossed. Other form of payment like Money order, Cheque, Bank Draft, and Cash etc will not be acceptable.

| Sl No. | Post Name           | No of Post | Place of Posting            | Eligibility   | Age (as on date 01.01.2021)               | Remuneration/Month (Rs) |
|--------|---------------------|------------|-----------------------------|---|---|-------------------------|
| 1      | Coordinator         | 1 (One)UR  | MJNMC& Hospital Cooch Behar | Essential Qualification – 1. Post Graduation Diploma / Degree in Health Care Management/ Hospital Administration.<br>2. Proficiency in using MS-Office of Computers<br>3. Essential Experience: At least 2 years experience of working with Government / Non Government organization.   | Minimum 21 years and<br>Maximum 40 years. | Rs. 45, 000/-           |
| 2      | Data Entry Operator | 1 (One)UR  | MJNMC& Hospital Cooch Behar | Essential Qualification – 1. Graduate from any recognized university and have completed at least 1 years Diploma/ Certificate course in Computer Application from Govt. Registered Institution.<br>2. Working knowledge of computer with operating knowledge of MS-word, MS-Excel, MS-Power Point, MS-Access and Internet.<br>3. Essential Experience: At least 3 years experience of working with Government Sector or 5 years experience in Private Sector in data recording and data analysis. | Minimum 21 years and<br>Maximum 40 years. | Rs. 13, 560/-           |

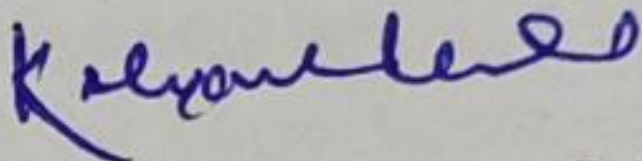


**MODE OF SELECTION FOR THE POST OF COORDINATOR**

| PARTICULARS             | MAXIMUM MARKS | REMARKS  |
|-------------------------|---------------|--|
| Class – 12              | 10            | Proportionate Marking (i.e. % of marks obtained in the examination *10/100 |
| Graduation              | 20            | Proportionate Marking (i.e. % of marks obtained in the examination *20/100 |
| Post Graduation         | 30            | Proportionate Marking (i.e. % of marks obtained in the examination *30/100 |
| Experience              | 10            | Over and above the essential experience of 2 years                         |
| Computer Test Interview | 20            | Qualifying Marks for Computer Test is 50%                                  |
| Interview               | 10            |  |
| <b>Total</b>            | <b>100</b>    | <b>Scale of scoring</b>  |

**MODE OF SELECTION FOR THE POST OF DATA ENTRY OPERATOR**

| PARTICULARS             | MAXIMUM MARKS | REMARKS  |
|-------------------------|---------------|--|
| Class – 10              | 10            | Proportionate Marking (i.e. % of marks obtained in the examination *10/100 |
| Class – 12              | 10            |  |
| Graduation              | 20            | Proportionate Marking (i.e. % of marks obtained in the examination *20/100 |
| Computer Test Interview | 50            | Qualifying Marks for Computer Test is 50%                                  |
| Interview               | 10            |  |
| <b>Total</b>            | <b>100</b>    | <b>Scale of scoring</b>  |

  
Member Secretary & HOD (Pediatrician)  
M.J.N. Medical College & Hospital  
Cooch Behar

Memo No:2755/1 (9)/MSVP/MJNMC&H/COB/21

Dated: 18/11/ 2021

**Copy forwarded for information and taking necessary action to: -**

1. The Mission Director, NHM, Swasthya Bhawan, Kol-91.
2. The DME, Swasthya Bhawan, Kol-91.
3. The Principal, MJNMC & Hospital, Cooch Behar.
4. The MSVP, MJNMC & Hospital, Cooch Behar.
5. The Accounts Officer, MJNMC & Hospital, Cooch Behar.
6. The Dy. Superintendent, MJNMC & Hospital, Cooch Behar.
7. The system coordinator, IT Cell, Swasthya Bhawan, Kol-91 with request to upload this order in the departmental website.
8. The DIO, NIC, District Magistrate Office, Cooch Behar for wide publication.
9. Office copy.

Member Secretary & HOD (Pediatrician)  
M.J.N. Medical College & Hospital  
Cooch Behar



ANNEXURE-1

AFFIX  
PASSPORT SIZE  
PHOTO

Application form for engagement of Coordinator at M.J.N.Medical College & Hospital, Cooch Behar.

(Office of the Medical Superintendent cum Vice Principal  
M.J.N.Medical College & Hospital, Silver Jubilee Road, Cooch Behar – 736101)

|   |  |
|---|--|
| Name of Candidate (Block Letter)                |  |
| Name of Father/Mother/Husband with full address |  |
| Mobile No.                                      |  |
| Date of Birth (DD/MM/YYYY)                      |  |
| E-Mail ID                                       |  |

Signature of the Candidate





Application form for engagement of Data Entry Operator at M.J.N.Medical College & Hospital, Cooch Behar.

(Office of the Medical Superintendent cum Vice Principal  
M.J.N.Medical College & Hospital, Silver Jubilee Road, Cooch Behar – 736101)

|   |  |
|---|--|
| Name of Candidate (Block Letter)                |  |
| Name of Father/Mother/Husband with full address |  |
| Mobile No.                                      |  |
| Date of Birth (DD/MM/YYYY)                      |  |
| E-Mail ID                                       |  |

Signature of the Candidate