



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
R.G.KAR MEDICAL COLLEGE & HOSPITAL**

Memo No : RKC 15177

Date - 26/10/22

**RECRUITMENT THROUGH WALK IN INTERVIEW**

Applications are invited from the eligible candidates by the Principal, R G Kar Medical College & Hospital for the post of **Course Coordinator ( contractual ) under NELS Skill Centre aided by Govt of India** through "**Walk-In-Interview**" to be held on 04-11-2022 from 12 Noon to 3 p.m in 2<sup>nd</sup> floor of Platinum Jubilee Building .

<b>Name of Post</b>	Course Coordinator ( Contractual )
<b>Total number of vacancy</b>	01
<b>Place of Posting</b>	NELS Skill Centre , R.G,Kar Medical College & Hospital
<b>Remuneration</b>	Rs 40,000 per month (Consolidated ) till 31-03-2026 (till the validity of contract agreement ) <ul style="list-style-type: none"><li>• Contract will be initially for one year which will be renewed further on the basis of Satisfactory performance .</li></ul>
<b>Eligibility Criteria</b>	1.Mimimum education criteria: <b>Graduate in any health or allied fields, BSc /GNM Nursing -preferable</b> 2. Experience in conduct of training workshops for medical personnel on life support skills under various BLS/ALS trainings under any National /State health Programme- Preferable 3. Experience in maintenance and upkeep of premises. equipment, and consumables for trainings under any National/State health programme-preferable
<b>Job description</b>	1.Drawing up and implementation of NELS training ( drawing up training calendars, making logistics and other arrangements for conduct of training workshops ) at Skill Centre, under the overall guidance of the designated NELS Nodal Officer of the institute. 2. Regular inventory management and upkeep of equipment, consumables etc at the NELS Skill Centre. 3. Collection , verification and disbursement of bills/other approved claims by the trainees under the overall guidance of designated NELS Nodal officer of the institute. 4. Prepare and submit draft quarterly progress (Physical and financial ) reports to NELS Nodal Officer of the institute. Any other Skill Center related work as and when directed by the NELS Nodal officer of the institute .
<b>General information</b>	1. Only Indian Nationals are eligible to apply 2. Candidates working in Government organization must route their application through proper channel if their department rules requires so and produce NOC at the time of Interview 3. <b>Excellent skills in oral and written expression and complete proficiency in computer operations for applicants is</b>



**absolutely**

4. Selection will be done through walk in Interview and no advance application will be accepted.
5. Interested candidates are requested to attend walk in-Interview to be held as per schedule mentioned above along with application addressed to Principal, R.G.Kar Medical College & Hospital with all essential enclosures live CV/Resume , Xerox Copy of all testimonial , one original Photograph and also carry original copy of Education Certificate , Age and address proof certificate for verification .

↓ **As per Reservation Act, GOVT. OF WEST BENGAL – Reservation Roster i.e 100 Point Roster will not be applied to a single post cadre.**

**Age-**Upper Age limit of the said contractual engagement is **maximum 40 years** as on 01/01/2022.

*[Signature]*  
26/10/22

**PRINCIPAL**  
**R.G.Kar Medical College & Hospital,**  
**Kolkata**

Memo No. RKC/ 5177/1(12)

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**Copy forwarded for information & necessary action to-**

- The Director of Medical Education & Ex- Officio Secretary , Govt. of West Bengal, Swasthya Bhavan, GN-29, Sector – V, Salt Lake ,Kolkata-91.
- The Director of Health Services , Govt. of West Bengal, Swasthya Bhavan, GN-29, Sector – V, Salt Lake . Kolkata-91.
- MSVP, R.G. KarMCH
- The Deans, Student Affairs, RGKMC.
- Nodal Officer, NELs Skill Center, R.G>kar Medical College & Hospital, Kolkata
- The IT In-charge, IT Cell. , to post the Notice in the Official Website, wbhealth.gov.in. Swasthya Bhavan, GN-29, Sector – V, Salt Lake, Kolkata-91.
- The additional Medical Superintendent, RGKMCH, Kolkata
- The Accounts Officer, RGKMC
- The Head Clerk, RGKMC
- Notice Board, RGKMCH.
- Notice Board, RGKMC
- Office copy

*[Signature]*  
26/10/22

**PRINCIPAL**  
**R.G.Kar Medical College & Hospital,**  
**Kolkata**

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