



# CALCUTTA SCHOOL OF TROPICAL MEDICINE

GOVERNMENT OF WEST BENGAL

108 Chittaranjan Avenue, Kolkata - 700073

Phone : 033 2212 3695/96/97 Fax : 033 2212 3698

Website : stmkolkata.org

Memo No.: STM/DT/01//1392022

Dated: 01.04.2022

## RECRUITMENT NOTICE

Applications are invited for purely contractual engagement of the following temporary post for “National Programme on Antimicrobial resistance Containment” launched by Government of India by cooperation and collaboration of National Centre for Disease Control (NCDC).

The duration of the program is initially for one year and may be extended depending upon the performance and continuous financial support from the NCDC. The post is-

Sl. No.	Name of posts	No. of Posts	Age Limit	Consolidated remuneration per month (fixed)
1.	Data Manager	1 (one)	Up to 35 years	Rs. 12,000/-

The details of application criteria of the above mentioned post are as follows-

### Essential Qualification:

- Graduate with 1-year Diploma course in computer application with one year work experience.

### Desirable Qualification:

- Working experience in any National Health related programme.

### Job Responsibilities:

- Provide assistance for data collection, compilation, reporting and analysis and other local action pertaining to the project.
- Assist in organizing training programme.
- Assist in the organization of technical meetings.
- Assist in compilation of monthly reviews and periodic reports and plans under the project.

**A Panel will be maintained with 12 months validity.**

### How to apply:

Interested candidates are requested to submit their applications (in prescribed format) along with self-attested copy of all required documents (photo identity card, copy of mark sheet and certificate of all education qualifications, proof of work experience and additional qualification, if any) to the Director, School of Tropical Medicine, Kolkata, 108, C. R. Avenue, Kolkata-700 073 by speed post/courier or deposited in the “Application Drop Box” kept at the Ground floor of the Office.

**Advertisement Memo Number, Serial Number and name of the post applied for, must be mentioned on the top of the envelope containing the application.**

**Last date of receiving application: 16.04.2022**

Short listed candidates will be intimated to appear for a personal interview by e-mail and/or phone call.

### **Enclosure:**

1. Application format

*Anha*  
01/04/2022  
Director

School of Tropical Medicine, Kolkata

Director  
School of Tropical Medicine  
C. R. Avenue, Kolkata

## APPLICATION FORM

**Recruitment Notice No:** .....

**Date:** .....

Name of post applied for: .....

Name of Candidate: .....

Father's name: .....

Date of Birth: .....

Gender: .....

Postal Address: .....

.....

.....

E-mail ID: .....

Mobile No.: .....

Affix Passport Size

Colour Photograph

(Self Attested)

### **Academic Qualifications:**

Examination	Subjects	Board/University	Year of Passing	% of marks obtained

### **Work experience:**

Sl. No.	Name of Organisation	Type of Work	From	To

**Declaration:** I solemnly declare that the information furnished above is true to the best of my knowledge. I further undertake that if at any stage it is discovered that an attempt has been made by me, wilfully to conceal or miss-present the facts, my candidature/appointment shall summarily rejected without any notice.

Place: .....

Date: .....

Signature of Candidate