

# OFFICE OF THE CITY TB OFFICER



**RNTCP- KOLKATA**

**15/1, Gobinda Khotick Road, Kolkata- 700046**

Email- [dtowbcal@rntcp.org](mailto:dtowbcal@rntcp.org)

Contact No: (033) - 2329-5859

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**Memo No: CTO/Kol /Adm/142/2014**

**Date: 11-12-2014**

Kolkata District TB Control Society will recruit One(UR-1) DEO (Date Entry Operator) on contractual basis for working under RNTCP – Kolkata, initially for a period of one year. Renewal of Contract will depend on programme need and performance of individual. The details is available at KMC Website ([www.kmcgov.in](http://www.kmcgov.in))

Detailed profile of the staff to be recruited, are as follows:-

1. DEO(Date Entry Operator)- 1 post( Contractual)  
(UR- 1 ). Pay Rs. 13560.00/- per month.

Age: Maximum 62 yrs.

## Essential Qualification/ Requirements :-

1. 10+2 with Diploma/Certificate ( 6 months or more durations course) in computer application from a reputed institute.
2. Typing speed of 40 w.p.m in English and local language.
3. Data entry speed minimum 8000 key depressions
4. Should be well conversant with various computer programming including MS Word, Excel and simple statistical packages.

## Preferential Qualification

1. At least one year experience in related fields.
  2. Preference will be given to the resident of Kolkata
- Willing candidates are to appear for walk-in-interview on 29/12/2014 by 9.30 AM along with their Bio data & relevant testimonials ( Original & attested photocopy) at DTC - Kolkata ( 15/1 Gobinda Khotick Road, Kol- 7000046).

**No TA/DA will be provided to the candidates for the purpose.**

Thanking you

DR. BIJOY KAR

CTO CUM MEMBER SECRETARY  
KDTCS, RNTCP-KOLKATA

*Bijay Kar 11/12/2014*  
**DR. BIJAY KAR, MD (Cal)**  
CTO cum Member Secretary  
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