



OFFICE OF THE PRINCIPAL
DIAMOND HARBOUR GOVERNMENT MEDICAL COLLEGE AND HOSPITAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE
GOVERNMENT OF WEST BENGAL

Diamond Harbour Road, New Town, Harindanga, P.O.: Diamond Harbour, District: South 24 Parganas, West Bengal - 743331

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E-mail: diaharmc@gmail.com

Memo No: DHGMC/2023/1886

Date: 17/10/2023

RECRUITMENT NOTICE

As per approval of the Director of Medical Education, Department of Health & Family Welfare, Govt. of West Bengal, vide e-file no. - HFW-46030/34/2022-MC SEC-Dept of H&FW, Dated - 17/07/2022 and as per approval from the AO, VRDL Scheme, DHR-ICMR by Department of Health Research, ICMR (Indian Council of Medical Research), New Delhi for recruitment of One (01) Laboratory Technician and One (01) Multi-Tasking Staff (MTS) due to vacancy. The office of the undersigned is going to recruit the above mentioned post for the functioning of Viral Research and Diagnostic Laboratory (VRDL) for the period of six (06) months **(Purely on contractual basis)** at the Dept. of VRDL, Diamond Harbour Govt. Medical College & Hospital, Diamond Harbour.

Interested candidate may apply to the Principal, Diamond Harbour Govt. Medical College & Hospital, Diamond Harbour with prescribed format & self-attested photo copies of all testimonials with in 31.10.2023 up to 16.00 Hrs. via registered post only.

A) Vacancies under VRDL Scheme:

Sl NO.	Number & Name of the Post	Essential Qualification	Desirable Qualification & Experience	Age as on 01/01/2022	Consolidated Remuneration/ Month (Rs)	Selection of Scoring (Total Marks - 100)
1)	Laboratory Technician 01 No	B. Sc. / Intermediate with diploma in Medical Laboratory Technology or High School with 5 years Lab. Experience.	<ol style="list-style-type: none"> Two years experience in Diagnostic Virology Laboratory especially in government labs during the COVID - 19 pandemic. Preference will be given to candidates having experience in virology / molecular diagnostics related laboratory work, NABL accreditation, application of molecular methods and knowledge of computer applications. Higher qualification & experience more than the essential qualification in the relevant Discipline will be an advantage for short listing. 	Minimum 21 Years & Maximum 40 Years.	Salary as per DHR Guidelines 20000 + HRA Increment as admissible as per DST norms	<p>Academic Marks: 70</p> <ol style="list-style-type: none"> Secondary - 20 Marks Higher Secondary - 20 Marks Graduate / DMLT - 30 <p>Experience: 15 Marks</p> <p>(For Govt. Experience 5 Marks / Year and Pvt. Experience - 2 Marks / Year, Maximum Marks - 15)</p> <p>Interview & Skill Test: 10+5 = 15 Marks</p> <p>Date of Interview- 07.11.2023</p> <p align="center">Total- 100 Marks</p>

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2)	Multi-Tasking Staff (MTS) 01 No	High School / Matric / Equivalent from a recognized board.	<ol style="list-style-type: none"> 1) Knowledge of Computer Applications with good typing skill for data entry work. 2) Experience & recommendation of working in clinical laboratories in past. 3) Two years experience in Diagnostic Virology Laboratory. 4) Knowledge of infection control & handling of biomedical waste. 5) High qualification & experience more than the essential qualification in the relevant discipline will be an advantage for short listing. 	Minimum 21 Years & Maximum 40 Years.	Salary as per DHR Guidelines 18000 Consolidated without any allowances.	<p>Academic Marks: 75 1) Secondary – 30 Marks 2) Higher Secondary – 45 Marks</p> <p>Experience – 10 Marks (For Govt. Experience 5 Marks / Year and Pvt. Experience – 2 Marks / Year, Maximum Marks – 10)</p> <p>Interview & Skill Test: 10+5 = 15 Marks</p> <p>Date of Interview- 08.11.2023</p> <p style="text-align: center;">Total- 100 Marks</p>
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12/10/23

Performa of Application

FOR OFFICE USE ONLY

Application for the post of Laboratory Technician / Multi-Tasking Staff on contractual basis for 06 (Six) months at VRD Lab of Diamond Harbour Govt. Medical College & Hospital, Diamond Harbour, South 24 Parganas.

1. Name: _____
2. Father's Name: _____
3. Residential Address: _____
District: _____, P.O: _____, P.S: _____ PIN: _____
4. Mobile Number: _____
5. Email ID: _____
6. Date of Birth: _____
7. **Educational Qualification:** (10th Standard/12th Standard / Computer / DMLT / B.Sc / M.Sc / Others)

Affix recent
color
Passport size
Photograph
with
Self-attestation

Sl. No.	Educational Qualification (in chronological order)	Passed from (Board / University)	Year of Passing	% of Marks obtained

8. Working Experience:

Sl. No.	Name of the Institute/Organization	Type of Institute/Organization (Govt. OR Private)	Total Year of Experience

Declaration:

1. I do hereby declare that the above mentioned information are true to the best of my knowledge and belief. If any of the information is found incorrect or false at any stage of recruitment process then the authority has the right to reject my candidature.
2. I am fully aware that this is a purely temporary & contractual engagement for a period of 06 (Six) months.
3. I do hereby submitting the documents (Self attested photocopy): i) DOB proof, ii) Aadhaar / Epic card, iii) All relevant Mark sheets and certificates, iv) Working Experiences.
4. I hope you will give me an opportunity to serve you to the best of my ability and knowledge.

Place:
Date:

(Signature of the Applicant)



19/10/23

General rules & information for the applicants:

1. Only Indian national are eligible to apply.
2. Eligible candidate should apply in the prescribed format as given in the website <https://www.dhgm.edu.in> / www.wbhealth.gov.in
3. Only offline application will be accepted, application forms not properly filled in or incomplete application forms are liable to be cancelled.
4. The age calculation will be done as on **01/01/2023**.
5. Candidates will submit the duly filled application form along with all relevant supporting self-attested documents in a sealed envelope to the **Office of The Principal, Diamond Harbour Govt. Medical College & Hospital, Newtown, Harindanga, Diamond Harbour Road, South 24 Parganas, Pin - 743331** (All working days between 11:00 AM to 04:00 PM except Sunday & Holidays) within 31/08/2022 up to 04:00 PM through **Registered Post / Speed Post (Others communication not accepted)**. Application submitted beyond **31/08/2022 will be rejected**. The envelop should be accepted only if it's found superscripted with "Application for the post of". Application received after last due date & time will not be accepted & will automatically returned back. The department will not be responsible for any postal delay.
6. Last date of application **31/10/2023 up to 16:00 hrs**.
7. One envelop must not contain more than one application.
8. Date of Walk- In-Interview on 7th & 8th November, 2023 as mentioned above.
9. No separate admit card will be issued for eligible candidates. Only short listed candidates will be web posted at <https://www.dhgm.edu.in> & <https://www.wbhealth.gov.in> for Computer Skill Test / Interview as the case may be. Candidates are instructed to follow the websites regularly for any future communication. Copy of the offline application to be kept properly at candidate's end for the documents verification / interview / computer skill test / as the case may be.
10. The Recruitment Committee reserve the right to cancel the recruitment process at any stage without assigning any reason whatsoever.
11. Original testimonials will be verified once the applicant will be selected or eligible in the selected panel. The marks given by the candidate in the offline application procedure is considered for preparation of the entire process of recruitment.
12. No TA/DA will be paid to the candidates for appearing in the Skill Test / Interview process.
13. The original of each of the following documents stated below must be brought for verification whenever asked for:
 - Photo proof identity card (Any one- Passport/ Voter card/ AADHAR Card/ PAN card/ Driving License)
 - Proof of address (Any one- Passport/ Voter card/ AADHAR Card/ Driving License)
 - Age proof certificate [Admit card of Madhyamik (Secondary) OR equivalent examination]
 - Mark sheets with certificates of all examination quoted by the candidate.
 - Computer Application certificate should be submitted as per requirement
 - All the experience certificate issued and stamped by the appropriate authority of recognized institution starting from oldest to latest.
14. If the application details submitted by the applicant differ with the original testimonials, that application shall liable to be cancelled.
15. The decision of the Selection Committee will be final.
16. During the recruitment process, if new vacancies created for above mention post, selection of candidates will be made from the panel prepared for this recruitment notice.
17. If the performance of any selected candidate is found to be not satisfactory, the appointing authority may terminate the service without any prior intimation and next candidate from the panel will be called.

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17/10/2023

Principal

**Diamond Harbour Medical College and Hospital
Diamond Harbour, South 24 Pgs**



Copy forwarded for NA please:

1. The Director of Medical Education, Dept. of H& FW, Govt. of WB, Swasthya Bhawan, Kolkata – 91.
2. The Director of Health Services, Dept. of H& FW, Govt. of WB, Swasthya Bhawan, Kolkata - 91
3. The District Magistrate, South 24 Parganas.
4. The MSVP, Diamond Harbour Govt. Medical College & Hospital, Diamond Harbour.
5. The CMOH, DHHD, Diamond Harbour.
6. The SDO, Diamond Harbour Sub Division, Diamond Harbour.
7. The HOD, Dept. of Microbiology, Diamond Harbour Govt. Medical College, Diamond Harbour, South 24 Parganas.
8. The Accounts Officer, Diamond Harbour Govt. Medical College, Diamond Harbour, South 24 Parganas.
9. The In-Charge of IT Cell of the Department of Health & Family Welfare, Government of West Bengal: with request to upload the recruitment notice in the departmental website.
10. The District Information Officer, South 24 Parganas: with request to upload the recruitment notice in the departmental website.
11. Notice Board of DHGMC, Diamond Harbour.
12. Official website of DHGMCH, Diamond Harbour:
13. Office copy.



17/10/2023

Principal

Diamond Harbour Medical College and Hospital
Diamond Harbour, South 24 Parganas

