



Government of West Bengal
Office of the Principal: Burdwan Medical College
Baburbag, Burdwan - 713104
Phone-0342-2658646/ Fax-0342-2658646,
e-mail-burdwanmedicalcollege76@gmail.com

Memo No. BMC

3064

Dated:-

29/08/25

N O T I C E

Applications are invited in prescribed format, as enclosed herewith, from Indian Citizens for recruitment to the post of Data Manager at the ART Centre, Burdwan Medical College & Hospital, Purba Bardhaman, PIN-713104 for the ART Centre, in existing vacancy for the year 2025-26.

The eligibility criteria to be followed while appointing **Data Manager** for ART Centre are as follows:-

Position	Vacancy	Essential Qualification	Desirable	Essential Experience
Data Manager	1(One)	Graduate in any discipline with Diploma/Certificate in Computer Applications (from a recognized institute or university)	Working experience in data management and working knowledge of health-related software	Graduate or Masters in Statistics/Mathematics will be preferred. Work Experience in HIV/AIDS Programme in field settings


The relevant rules and necessary modalities are stated in the following paragraphs:

1. The upper age limit for the applying post will be followed as per the NACO guidelines.
2. Submission of Application only through Speed Post/Registered Post to the below mentioned address: -
"The Principal, Office of the Principal, Burdwan Medical College, Baburbag, PO: Rajbati, Purba Bardhaman, PIN - 713104"
3. Please note that the initial contract period is up to 31.03.2026 and it may be renewed for further period depending on the performance of the candidate or as per programme needs.
4. Pay- Rs.21000/- per month (consolidated)
5. The Selection Committee (comprising members as prescribed by NACO/SACEP) will hold written examination and interviews of the shortlisted applicants.
6. General Information and Instruction
 - a) The post is not transferable from one Centre to any other Centre.
 - b) The Institution reserves the right to cancel any position at any stage of recruitment process.
 - c) At any stage of recruitment, if it is found that candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect or false information /certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled.
 - d) The decision of the Institute in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates. No correspondence or personal queries in this regard shall be entertained.

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- e) A written Test/Interview will be conducted for the position as per the guidelines laid down by Dept. of Health & Family Welfare, Govt. of West Bengal.
- f) As the above post is purely contractual basis, no claim for regularization by the candidate will be entertained at any stage.
- g) On the envelope of the Application form must mentioned "Application for the post of
(Name of the post) for ART Centre, Burdwan Medical College & Hospital, otherwise Application may not be accepted.
- h) The date of written Test/Interview will be notified to the candidates by the respective Institutions.
- i) Attach self-attested copies of all relevant certificates and documents.
- j) No TA/DA will be paid to the candidates for appearing in the exam.
- k) Applicants need to take print-out of the application form, and send one copy along with supportive documents via Speed post and bring another hard copy for submission at the time of interview process along with all original copy of relevant documents.

Candidates are requested to follow the website (<https://bmcbgov.com/>) from time to time for any update information.


Principal
Burdwan Medical College
Purba Bardhaman

Application Form
(To be filled in by the candidate in BLOCK LETTER)

Application for the post of

Self attested
Passport size
colour photo

1. Name of the Candidate (in BLOCK Letter):
2. Father's / Guardian's Name:
3. Date of birth:...../...../.....(DD/MM/YYYY)
4. Age as on 31/07/2025 : Years Months Days
5. Caste & Categories: Sex :-.....
6. PAN:-..... Aadhar.....
Address for communication: Permanent Address:
P.O.: P.O.:
P.S.: P.S.:
PIN: PIN:
District: District:

7. Mobile Number (Mandatory):.....
8. E-mail Id (Mandatory):
9. Academic Qualification: (Self attested copy must be submitted with the application)

Examination	Subject / Qualification	Board/Univers ity	Year of Passing	Marks Obtained	Out of Total Marks	% of Marks
Madhyamik or Equiv.						
H.S. or Equiv.						
Graduation						
Other Qualifications						

10. Computer Qualification:

Course Name	Institute Name	Course Duration	Passing Year	Course Contains	Percentage / Grade

10. Experience in Govt. Sector / Reputed Organization only (must have appointment letter and experience certificate):

Organization	Govt. / Private / NGOs	Designation	Period From (Date)	Period To (Date)	Total Year & Month as on 01.04.2025

Declaration

I,..... (Name), Son/Daughter of Shri/Smt./Dr.
..... hereby solemnly affirm that all the particulars furnished by me above and all the service
experience claimed are very true. In case any inconsistencies are detected in future or if any incorrect information has
been furnished by me, then my candidature for the post of Data Manager, ART Centre, Burdwan Medical College &
Hospital, Purba Bardhaman PIN-713104 shall be cancelled forthwith without any intimation to me. I would also be
liable to criminal proceedings being drawn up against me.

Date:
Place:

.....
Signature of the Applicant in full

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General Instructions to the Candidates

- Application to be send through Speed Post/Registered only(Courier and by hand will not be accepted) addressing to the“Principal, Office of the Principal, Burdwan Medical College, Baburbag, Post-Rajbati, PurbaBardhaman PIN-713104.
- Last date for receiving application is on **10th of September 2025 till 4:00 P.M.** after that no application will be received.
- **The category of post (APPLICATION FOR THE POST OF DATA MANAGER AT THE ART CENTRE, BURDWAN MEDICAL COLLEGE & HOSPITAL) should be superscripted in the Capital Letters on the top of the left side of the envelope** along-with attested (self) photocopies of all testimonials including proof of age, mark sheets &certificates of all examinations passed (Educational & Computer Applications), cast certificate, working experience certificates on the related fields, voter photo ID card / ration card /Adhar Card for proof of residence.
- One self-addressed envelope should be given along-with the application.
- **Application must as per prescribed format only.**
- Only short-listed candidates (based on the marks obtained in academic qualification and experience) will be called for the Written/Interview.
- A panel will be prepared for posting in future vacancy if any within next one year.

Principal
Burdwan Medical College
Purba Bardhaman

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