



# 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/01/304/2023

Dated. 19.09.2023

## RECRUITMENT NOTICE

Applications are invited for purely contractual engagement for one **Data Manager** at a consolidated remuneration of **Rs. 20,000/- (Rupees Twenty thousand)** only per month in the "**National Programme on Antimicrobial Resistance Containment**" in collaboration of **National Centre for Disease Control (NCDC)** at **School of Tropical Medicine, Kolkata**. The duration of engagement is of one year.

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

- **Age limit:** Not more than **40** years

### **Essential Qualification:**

- Graduate/Diploma in Computer Applications from Govt. recognized institution.
- Computer Proficiency including MS Office (Word/ Excel/ Power Point), E-mail and internet.
- Experience of minimum 1 year in Data Management preferably in Public Health Sector.

### **Desirable Qualification:**

- Post Graduate with Degree.

### **Roles and responsibilities:**

- Accurate entry of antimicrobial susceptibility data in WHONET software, weekly check of data completeness and sending quarterly report to the centre
- Official correspondence, record keeping and documentation of relevant tests/information.
- Preparation of presentation and slides as required.
- Dissemination of data analysis reports and responding to specific requests concerning the database.
- Any other duties assigned by the HOD/AMR Nodal Officer.

### **How to Apply:**

Interested candidates are requested to submit their application (in prescribed format) along with self-attested copy of all required documents (Photo Identity Card, mark sheet and certificate of all educational qualification, proof of work experience and additional qualification, if any) to **The Director, School of Tropical Medicine, Kolkata, 108, C R Avenue, Kolkata – 700073** by speed post/courier or deposited in the "**Application Drop Box**" kept at the ground floor of the office.

**Advertisement memo 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: 5<sup>th</sup> October 2023**

Short listed candidates will be intimated further about date, time and place of MCQ based written test and Interview by e-mail and/or phone call.

  
19/09/2023  
Director

School of Tropical Medicine  
Kolkata

**Enclosure:**

1. Application form

Director  
School of tropical Medicine  
Kolkata - 700 073

## 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: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Affix Passport Size  
Colour Photograph  
(Self attested)

### Academic Qualification:

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

### Work experience:

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

Declaration: I solemnly declare that the information furnished above are 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, will fully to conceal or mis-present the facts, my candidature/appointment shall be summarily rejected without any notice.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Candidate