



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DIRECTOR**  
**INSTITUTE OF POST GRADUATE MEDICAL RESEARCH AND RESEARCH, KOLKATA**  
**244 A. J. C BOSE ROAD, KOLKATA – 700 020**  
**E-MAIL : DIRECTOR.IPGMER@GMAIL.COM PHONE :2204 1101. FAX : 2223 5181**

Memo No: Inst./ 6324

Dated: 19/09/2025

**ADVERTISEMENT NOTICE**

A Walk -in- Interview will be held for the contractual engagement of the following posts on a purely temporary basis for the Extramural Research Project titled **"Physiological Postnatal Weight Loss Nomograms in Exclusively Breastfed Healthy Term Infants: A Multi-Centric Prospective Cohort Study"** funded by ICMR in the Department of Neonatology, IPGME&R, Kolkata. This is a multicentric project with six-sites initiated from AIIMS, Jodhpur. This recruitment is for Department of Neonatology , IPGME&R , Kolkata only.

The details of the Posts are given below :

Name of the Post	Project Nurse-II
Number of post	2 ( Two)
Monthly consolidated salary	Rs 24000/-
Upper Age limit	30 years
Essential Qualification	1.Female candidate with Minimum second class or equivalent CGPA in three-year General Nursing and Mid Wife (GNM) course
Desirable Qualification	1.Two years Working experience in Pediatric/ Neonatology/ SNCU in any Government or private hospital 2.Proficiency in Computer - Microsoft Office application.
Job description	1.Daily round at Delivery Point ( Labour Room/OT) Post Natal ward ,NICU/ SNCU and annex hospitals of the study hospital where newborns are delivered and admitted for recruitment of newborns 2.Collection of all relevant information, weight recording and monitoring of the newborn as per the guideline of the project in prescribed format and entry of data regularly in digital and physical format 3.Counselling of parents and guardians of the newborns 4.Follow up of discharged newborn as per the project guideline. 5.Any other tasks related to project assigned by the Investigators 6.Candidate should speak in Regional/local language.
Date of Interview	14.10.2025

Designation of the Post	Data Entry Operator
Number of post	1 ( one )
Monthly consolidated salary	Rs 29200/-
Upper age limit	30 years
Essential Qualification	<ol style="list-style-type: none"> <li>1. Graduate from a recognized university with Certificate in Computer Applications</li> <li>2. A speed test of not less than 8000 key depressions per hour through speed test on Computer (Certificate Required)</li> <li>3. Proficiency in Microsoft Word, Excel and basic applications of Internet.</li> </ol>
Desirable Qualification	<ol style="list-style-type: none"> <li>1. 2 (two) years of working experience of data entry and electronic data processing in research project/ National Programme in Government / PSU Organisation.</li> <li>2. Knowledge of basic statistical analysis ( certificate required )</li> </ol>
Job Descriptions	<ol style="list-style-type: none"> <li>1. Data entry, storage of data securely and processing of the data</li> <li>2. To collect project related data from SNCU/NICU/Post natal ward / Delivery point of the study hospital and annex of the study hospital )</li> <li>3. To maintain entries in MS-office skills: Word, Excel, Power point, Google documents: Google sheets, Google forms or any other software or web plat form</li> <li>4. Preparation of reports.</li> <li>5. Any other task assigned by Investigators</li> <li>6. Candidate should speak in Regional/local language.</li> </ol>
Date of Interview	14.10.2025

#### GENERAL TERMS & CONDITIONS:

1. Reporting time for candidates starts at 10:00 AM and the closing time to report for the interview is 11:00 AM on the same day of the interview , after which no additional candidates would be entertained for the interview.
2. The above posts are filled on purely on a temporary basis, co-terminus with the project & the candidate will have NO right to claim for permanent Employment under IPGME&R or continuation of his/her services in any other project.
3. No enquiries shall be entertained in this regard after the due date and time
4. Post may increase/decrease as per requirement and at the sole discretion of the in site Principal Investigator, IPGME&R , Kolkata
5. All educational professional and technical qualifications should be from a recognized Board/University and full-time.



6. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
7. Persons working in Govt. or Public Sector undertaking should produce a "No Objection Certificate" at the time of the Interview.
8. No TA/DA will be admissible to appear in the interview.
9. This position will be purely on a temporary/contractual basis for the specified period of time and based on the project.
10. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
11. Canvassing in any form will be a disqualification.
12. Education qualification / Experience will be considered till the last date of the advertisement.
13. This is full time job and Candidates should be prepared for flexible working hours.
14. The Competent Authority reserves the right to conduct a Screening/Scrutiny Test depending on the number of applicants. The competent authority's decision regarding the selection of the candidate will be final and no representation will be entertained in this regard.
15. Tenure of the project is 30 months, the recruitment is for initial for 6 months and then may be extended every six-monthly based on the work performance.
16. All candidates should submit the filled application in the prescribed format on the day of Walk-In-Interview and should appear in person for Walk-In-Interview along with all relevant original documents and one set of self-attested photocopies of documents regarding age, qualifications and relevant experience along with a recent colour passport size photograph.
17. Candidate will only be allowed for the walk in interview only after verification of the Application form and original documents fulfilling the qualification criteria for the specific interview.
18. The engagement of selected candidates will be terminated under the following situation :a) Expiry of contract period, if not renewed.b) Forthwith under insubordination & improper behaviour, inefficiency, negligence etc.
19. No accommodation facility will be provided to the selected persons by this office.
20. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service, and any action taken as deemed fit by the appointing authority.
21. He / She is expected to conform to the rules of conduct and discipline as applicable to the institute employees
22. The applicants are advised to check the website of IPGME&R, Kolkata for any updated information regarding the recruitment process.

**Place of interview:**

Department of Neonatology  
8<sup>th</sup> Floor Seminar Room  
Institute of Post Graduate Medical Education & Research and SSKM Hospital  
244, AJC Bose Road , Kolkata -700020

**Date and time of the Interview :**

14<sup>th</sup> October, 2025, from 11:30 AM onwards.

*for*  
19/09/25  
Director  
IPGME&R  
Director  
I.P.G.M.E&R.  
Kolkata-700020

Memo No: Inst./

6324/1(7)

Dated: 19/09/2025

**Copy forwarded for information and necessary actions to:**

1. The Dean of Student Affairs, IPGME&R, Kolkata.
2. The MSVP, SSKM Hospital, Kolkata.
3. The Accounts Officer , IPGME& R and SSKM Hospital
4. The Medical Officer in Charge, Project, IPGME& R and SSKM Hospital.
5. The Head of the Department, Department of Neonatology, IPGME&R, Kolkata
- ✓ 6. Mr. Atal Saha, Assistant Superintendent, SSKM Hospital, for uploading the notice in the institute website.
7. Guard File

*for*  
19/09/25  
Director  
IPGME&R  
Director  
I.P.G.M.E&R.  
Kolkata-700020

**FORMATFORAPPLICATION**  
**( To be filled up in Block letters )**

1. Name of the Post:
2. Advertisement Notice No .& Date:
3. Name of the Candidate:
4. Father's Name:
5. Date of Birth:
6. Age:
7. Permanent Address:

**PassportSize  
Photo**

8. Address of Correspondence:
9. Email Address:
10. Phone No. Mobile
11. Qualification from Madhyamik or equivalent standard and above:

S. No.	Qualification	Name of Board/ University	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				
5.				

12. Experience (Post Qualification):

S. No.	Post	Name of the Institution	From (DD/MM/YY)	To (DD/MM/YY)	Total Experience	Duties & Responsibility
1.						
2.						
3.						
4.						
5.						

13. Have you ever been tried/ convicted for any crime by any Court of Law: Yes/ No .....  
If yes, provide details.

14. Have you ever been declared unfit by any medical board: Yes/ No .....  
If yes, provide details.

I hereby declare that above information provided by me is correct to my knowledge and belief.

.....  
(Signature of the Candidate)

(Please submit the following photocopies of documents (self-attested) with this form and Originals to be shown at the time of verification)

1. Photo ID issued by Government.
2. Proof of age
3. Proof of address.
4. AADHAR Card ,
5. PAN CARD
6. Mark sheets and certificates (According to the qualification desired for the interview ).
7. Experience certificates.