Job Description & Job Specification	
Designation:	Data Entry Operator
Qualification:	BHM / MHM
Date of Joining:	Immediate
Duty Timing	9:00-5:30 pm

No	Description / of jobs in details	Frequency
Cancer Registry		
1	Collection of patient's medical history	Daily
2	Making entries of initial data in excel sheet with complete accuracy	Daily
3	Ensuring data completeness and timely submission	Once in every Month
4	Effective utilization of HIS and other software applications (MS Excel, PowerPoint etc.)	Daily
5	Team coordination, patient handling, ensuring patient satisfaction,	Daily
6	Other works assigned by HOD	When required
7.	Qualification: Minimum: BHM / MHA	
8.	Monthly salary:	15000 per month. No other benefits. Subject to TDS

*For more details and application forms, please log on to our website today: www.tmckolkata.com.
Last date of receiving application: 20/10/25

You may also Email or Post applications to:
Mr. Suvasish Mukherjee, Head-
Human Resources,
Tata Medical Center, 14 MAR (EW),
New Town, Kolkata – 700156.
Email – suvashishmukherjee@tmckolkata.com