



Data Entry Operator

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighbouring countries, the Tata Medical Center (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. It is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and the most contemporary medical equipment. The hospital was designed by Cannon Design, a renowned architectural firm from North America. It is located on 13 acres of land at New Town in Kolkata, West Bengal. The hospital is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and contemporary medical equipment. The Hospital, with a capacity of 437 beds, serves all sections of the society, with 75% of the infrastructure earmarked for subsidized treatment for the underprivileged sections. It provides a wide spectrum of services from diagnosis and therapy to rehabilitation and palliative support. The Institution's objective is to excel in service, education and research.

Recently has entered into a Project Study with Intuitive Inc. looking into outcome of treatment of Endometrial Cancer. It is purely a temporary position initial for a position of six months from the start date of the project.

To conduct this project study, TMC invites applications for the position of:

Name of the Study:

A Retrospective Multicenter real world Evidence study of Open, Laparoscopic and Robotic-assisted Staging Surgery for Endometrial Cancer.

Data Entry Operator

Position : One

Nature of engagement:

Position is contractual in nature. Initial for a period six months under the said project.

Educational qualifications:

Graduate from a recognized university. Preference will be given to the Bio-Science Graduate.

Experience:

- Proficiency in usage of computers (Basic use of a windows operating system, Basic use of Microsoft office, Word, Power Point , excel and Email) –
- Proficient in speaking and writing English, Bengali & Hindi
- Able to manage data management software (eg: RedCap, Google forms, Excel)



Duration of the Employment:

Six months from the date of engagement selected candidate will have to join on 27th May, 2024.

Last date of application:

9th May, 2024.

Apply to your resume to :

Submission of applications by post or by e-mail to:

Mr Suvasish Mukherjee; Head, Human Resources; Tata Medical Center; 14 Major Arterial Road (East-West); Newtown, Rajarhat; Kolkata 700 160

e-mail: suvashish.mukherjee@tmckolkata.com