

Data Entry Operator – (Off Roll)

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighboring 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.

To fulfil the above objectives TMC invites applications for the position of:

Data Entry Operator – The position will be under third party payroll

Qualification – Minimum Graduate

Desired Qualification - Knowledge of MS Office, basic computer operations, ability to read and type English. Good typing speed with accuracy is required.

Experience – Fresher may also apply.

The remuneration will be commensurate with years of experience.

***For more details and application forms, please log on to our website today:
www.tmckolkata.com**

Please Email or Post applications by 30th April 2021 to:

Mr. Suvasish Mukherjee, Head-Human Resources, Tata Medical Center, 14 MAR (EW), New Town, Kolkata – 700160.

Email – suvashish.mukherjee@tmckolkata.com