

<b>Job Description &amp; Job Specification</b>		
Designation:		Data Entry Operator
Qualification:		BHM / MHM
Date of Joining:		Immediate
Duty Timing		9:00-5:30 pm
<b>No</b>	<b>Description / of jobs in details</b>	<b>Frequency</b>
<b>Cancer Registry</b>		
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](http://www.tmckolkata.com).**

**Last date of receiving application: ~~20/10/25~~ 25/4/2026**

**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](mailto:suvashishmukherjee@tmckolkata.com)

