

NOTICE

This is for your kind information that a walk-in interview would be conducted at Uttarpara Kotrung Municipality on 10th May, 2022 Tuesday at 2 PM for the following post.

Name Of The Post	Number
Medical Transcripctor	1+ Panel

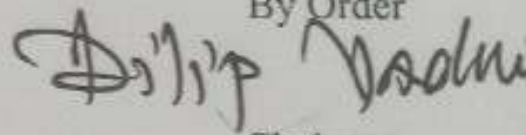
Place Of Job: Mahamaya Sishu O Matrimangal Kendra, Bhadrakali, Hooghly & Other Health Facility of UKM.

Educational Qualifications: Bachelor Degree in any field. Certification for Medical Transcript is preferred.

Other Criterias: Male or Female, Less than 40 years of age.
Proficient in English Language with good typing skill on computer.
Conversant with medical terms and experience in working in hospital or Nursing Home is preferable.
Ready to work in Morning Evening or Night Shifts, 8 hours a day.
May need to work on weekends on rotation basis.
Have to be good natured and have necessary soft skills to interact with the service seekers at the hospital.

Salary: Negotiable

Interested Candidates are hereby requested to send their CV @ sumipg2006@gmail.com & come to the Municipality Office within 1.30PM on that day with all relevant papers for the interview.

By Order

Chairman
Uttarpara Kotrung Municipality