Memo No. DH&FWS/NHM/2014/L4I/223

Dated: 8th December, 2014

Sub: Notification for recruitment for Data Entry Operators under National Programme for Control of Blindness

Applications are hereby invited in the prescribed application proforma (Annexure-B) from the interested & eligible candidates for the post of Data Entry Operators on purely contractual basis under National Programme for Control of Blindness. The Monthly remuneration for the mentioned post will be Rs.8000/-. Application should be reached to the office of the undersigned 20th December, 2014 through registered post only. No application will be considered as valid after stipulated date as mentioned above.

An application fees of Rs. 100/- (Rupees One Hundred) only (50% for reserved categories) in form of Demand Draft drawn in favour of District Health & Family Welfare Samiti, North 24 Parganas must be submitted along with the application by all the applicants against any post advertised.

The details for the post are given below:-

**ESSENTIAL:-**
1) Graduate degree from any recognised university
2) Candidates must have diploma/certificate in computer/it for minimum duration of 1 year form any recognised institute/organisation.
3) Must be well conversant with typing on computer
4) Must be well conversant computer accounting process.

**DESIRABLE:** 1 year experience in data collection, compilation and data entry

**AGE LIMIT (As on date of advertisement)**:- minimum age 20 years and maximum age 40 Years (relaxable in case of SC/ST/OBC and other categories as per Govt. norms)

**Scoring for distribution of marks:**

<table>
<thead>
<tr>
<th>Secondary(10)</th>
<th>Higher Secondary (10)</th>
<th>Graduation (15)</th>
<th>Computer Test (40)</th>
<th>Experience or Knowledge in Accounts (10)</th>
<th>Interview (15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above 70% (10)</td>
<td>Below 70% (5)</td>
<td>Above 60% (10)</td>
<td>Below 60% (5)</td>
<td>Pass (10)</td>
<td>Honours (15)</td>
</tr>
</tbody>
</table>

Dy. Chief Medical Officer of Health-II
North 24 Parganas

Secretary
District Health & Family Welfare Samiti & Chief Medical Officer of Health
North 24 Parganas
To
The Secretary
District Health & Family Welfare Samiti &
Chief Medical Officer of Health
Banamalipur, (District Hospital Campus)
Barasat, North 24 Parganas
Kol - 700124

Sub:- Application for the post of .................................................................

1. Name: .................................................................................................

2. Fathers Name: ....................................................................................

3. Address: ............................................................................................

4. Date of Birth: ......................................................................................

5. Sex: ......................................................................................................


7. Mobile No. ..................................................

8. Qualification (self-attested copy must be submitted with the application):

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Educational Qualification</th>
<th>Year of Passing</th>
<th>Total marks</th>
<th>Marks obtained</th>
<th>Percentage of Marks (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Secondary</td>
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<tr>
<td>b)</td>
<td>Higher Secondary</td>
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<tr>
<td>c)</td>
<td>Graduation</td>
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<tr>
<td>d)</td>
<td>Knowledge in Computer</td>
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<tr>
<td></td>
<td>(Minimum 1 year Diploma in Computer Application)</td>
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</tbody>
</table>

N.B. Experience /knowledge (self-attested copy of appointment letter /experience certificate etc. be submitted) [Experience/Knowledge in Accounts will be preferred]

I do hereby declare that a particular furnished above is correct.

Place:-
Date:-

Signature of Applicant