



Government of West Bengal
District Health & Family Welfare Samiti
Office of the Chief Medical Officer of Health
North 24 Parganas, Barasat



Memo. No.DH&FWS/NHM/2015/1437

Date: 24.11.15

**Sub: Recruitment notification for different purely contractual posts under NUHM,
North 24 Parganas & Basirhat Health District**

Applications are hereby sought from the eligible candidates for the following purely contractual posts of different national programme under NUHM. Henceforth, all the eligible and interested candidates are being requested to submit their application as per prescribed format (ANNEXURE-I) in accordance with the eligibility criteria noted below:

Post	Programme	No. of vacancy	Reservation status	Place of Posting	Monthly consolidated remuneration per month
Computer Assistant	NUHM	2	UR-1, SC-1	District HQ	Rs. 13,560/-
Lab Technician	NUHM	99	UR-71, SC-22, ST-6	UPHC	Rs. 9,380/-

Eligibility Criteria of Computer Assistant

a	Educational Qualification	Graduate from any recognised university and having at least 1(one) year Diploma/Certificate Course in Computer Application from Govt. Registered institution.
b	Technical Knowledge	Working knowledge of Computers with Operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet and having minimum typing speed of 30 words per minute.
c	Working Experience	Minimum 3 years' experience in Govt. Sector or 5 years' experience in Data Recording and Data Analysis in Private Sector and preferably having experience in handling of official correspondence.
d	Age	40 years or less as on the 1 st date of years of publication of the advertisement with relaxation for SC/ST/OBC candidates as per Govt. norms.

Eligibility Criteria of Lab Technician

a	Educational Qualification	Higher Secondary passed (10+2) from a recognised Board / Institute with Physics, Chemistry and Biology / Mathematics and Diploma in Medical Laboratory Technology recognized by the West Bengal State Medical Faculty / AICTE
b	Technical Knowledge	Knowledge in computer, MS Office, Internet is required
c	Age	40 years or less as on the 1 st date of years of publication of the advertisement with relaxation for SC/ST/OBC candidates as per Govt. norms.

NB:

- i) Candidate applying for the post should have the requisite qualification and experience as on last date of application.

Handwritten signature and date: 24/11/15

Mode of Selection of Computer Assistant

It would be 2 (two) stage selection process. Candidates will be shortlisted on the basis of Academic Qualification in the ratio of 1:5. Shortlisted candidates would have to appear for the Computer test. Final selection will be made on the basis of total marks obtained in both Academic Qualification and Computer test. If the marks are equal then preference is to be given to the candidate inter senior in age as on the 1st date of the year of publication of the advertisement.

Mode of Selection of Lab Technician

On the basis of marks obtained for educational qualification a merit list will be prepared. From this merit list, candidates for Laboratory Technicians will be called for computer test and selection will be done on the basis of marks obtained on merit and computer test according to vacancy. Candidate for Laboratory Technician will have to obtain at least 50% marks in computer test; failing which the candidature will be treated as cancelled.

General instruction:

- Application should reach to the office of the **Chief Medical Officer of Health, Banamalipur, (District Hospital Campus) Barasat, North 24 Parganas Kolkata – 700124** within **9th December' 2015** by **5.00 PM** through **registered post or speed post only**. No application will be considered after stipulated date.
- Candidate must submit the application Fees of **Rs. 100 /-** (50% less in case of reserved categories category) for the above mentioned posts, in the form of Demand Draft to be issued from any Nationalized Bank in favour of **District Health & Family Welfare Samiti, North 24 Parganas** payable at **Service Branch Barasat, North 24 Parganas** which should reach within stipulated along the application. Use of stapler pin or stitching in case of demand draft, will not be allowed.
- The DH&FWS, North 24 Parganas will not be responsible for any postal delay.
- The **ENVELOPE** containing the application with self-attested supporting documents should be **super-scribed with "Post Applied for"**
- Incomplete application / application without supporting documents is liable to be rejected.

M. Anand
24/11/15

Secretary

District Health & Family Welfare Samiti &
Chief Medical Officer of Health
North 24 Parganas

ANNEXURE-I

APPLICATION NO.
(FOR OFFICE USE ONLY)

To
Chief Medical Officer of Health
Banamalipur, (District Hospital Campus)
Barasat, North 24 Parganas
Kol - 700124

Space for pasting
recent colour
passport size
PHOTOGRAPH
of the candidate
with his / her full
signature thereon.

Sub: Application for the post of

1. Name in full (in BLOCK letter):
2. Sex (Put a tick) : Male Female
3. Father's / Guardian's Name :
4. Caste (SC/ST/OBC)
5. Date of Birth : DD MM YYYY
6. Age (as on Date of Advertisement)
7. Nationality
8. Address Phone/Mobile:

Permanent Address

Village / City/ Town

Post Office

Police Station

District

State:

PIN Code.....

9. Essential Qualifications

Qualification	Year of Passing	University / Board /Institute	Total Marks	Marks Obtained	Percentage of Marks Obtained
Secondary					
Higher Secondary					
Graduation					
One year Diploma / Certificate Course on computer application for the post of Computer Assistant					
Diploma in Medical Laboratory Technology for the post of Lab Technician					

10. Details of post qualification experiences:

Organization	Govt. / private / NGOs	Period		Total years
		From (date)	To (date)	

12. List of Self-attested Photocopies- documents enclosed (No other document except mentioned below is required) [Put '✓' mark in box]:

Sl. No.	Documents	Yes	No	Sl. No.	Documents	Yes	No
1.	Age proof certificate			2.	Mark-sheets & certificate of educational qualifications as per eligibility criterion		
3.	Ration Card / Electricity bill for verification of residential Proof			4.	Post qualification experience		
5.	Mark-sheets & certificate of computers knowledge			5.			
6.	Voter I.D. Card / Aadhaar card for verification of Identity						

DECLARATION:

I solemnly declare that (a) all statements made in this application are true, complete and correct to the best of my knowledge; (b) Original documents will be produced on demand; (c) I understand that the concerned authority reserve the right to reject my candidature upon short listing of the candidates based on qualifications and experiences as desired by the competent authority.

Place

Date

Signature of the candidate in full