

Govt. of West Bengal
Office of the Member Secretary & Chief Medical Officer of Health
District Health and Family Welfare Samity,
Birbhum

Dated: 21 / 08/ 2008

Memo. No. DHFWS/advertisement/BDEO-AM/2053

ADVERTISEMENT

Applications are invited for the following posts from the candidates fulfilling the requisite criteria.

Name of the Post & number of vacancies:

<u>Category</u>	<u>Name of the Post</u>	<u>No. of Vacancies</u>	<u>Consolidated monthly Remuneration</u>
<u>A</u>	<u>Block Data Entry Operator</u>	<u>2</u>	<u>Rs. 4000/-</u>
<u>B</u>	<u>Data Entry Operator for Suri Sadar Hospital/Bolpur SDH/Rampurhat SDH</u>	<u>3</u>	<u>Rs. 4000/-</u>
<u>C</u>	<u>Data Entry Operator for ACMOH Office Suri/Bolpur/Rampurhat</u>	<u>3</u>	<u>Rs. 4000/-</u>
<u>D</u>	<u>Data Entry Operator for Suri Sadar Hospital Adolescent Clinics</u>	<u>1</u>	<u>Rs. 4500/-</u>
<u>E</u>	<u>Accounts Manager for Suri Sadar Hospital/Rampurhat SDH/Bolpur SDH</u>	<u>3</u>	<u>Rs. 8000/-</u>

Requirements for A,B,C, D post:

- Educational Qualification:** Minimum Bachelor Degree (B.SC, B.Com & BA) with diploma in Computer Application (DCA) from WBUTE, DOECC,IGNOU or any recognized University or CMC Ltd. Or WEBEL Ltd. Of West Bengal or any other reputed private organization like APTECH, GNIIT, BRAINWARE, DATAPRO etc.
- Typing Speed:** Minimum **30 words** per minute.
- Technical Knowledge:** Knowledge of Computer Hardware, Working skill in LAN Environment/Software understanding of Health Information Management System will be treated as additional advantage.
- Age:** 30 years or less as on 30.06.08 relaxable for 5 years in case of SC/ST and 3 years in case of OBC.
- Working Experience:** Minimum 2 years experience a Technical Support person, IT Assistant/ Programme etc.
- Preference will be given to the candidates from the same Subdivision in case of Post B & C, D.**

The Posts are purely contractual in nature, renewable for further period depending upon their performance. The selection will be done on the basis of merit i.e. educational qualification, technical knowledge, practical test and Interview.

Requirements for the Post of E) Accounts Manager:

- Educational Qualification:** Minimum Bachelors Degree in Commerce from any reputed university with advance knowledge of computer- specially MS word, Excel, PowerPoint, internet browsing and accounting software eg Tally.
- Age:** 35 years as on 30.06.2008
- Working Experience:** Minimum 2 years experience in Accounts related field or computer accounting.
- Preference will be given to the candidates from same sub division.**

The post is purely contractual in nature, renewable for further period depending upon their satisfactory performance. The selection will be done on the basis of merit i.e. on the basis of aggregate marks obtained in Graduation Examination and interview.

The desiring candidates fulfilling the above criteria should apply as per following format.

		PHOTO (Right Corner)				
1	Name of the post applied for:-					
2	Name of the applicant (In capital letter)					
3	Address with C/o-, Pin, contact no.					
4	Name of the Block					
5	Name of the sub-division					
6	Date of birth					
7	AGE as on 30.06.2008					
8	Caste					
9	Educational Qualification					
	Name of the examination	Year of passing	Name of Board	Total Marks obtained	Grand Total	% age of marks.
	Madhyamik (10+)					
	Higher Secondary (12+)					
	Graduation					
10	Computer knowledge;					
11	Working Experience with mentioning years of experience:					
12	List of enclosures:					
					Signature of the Candidate	

Separate application should be submitted for each post.

Candidates should write the name of the Post applied for on the top of the Envelop and should send their applications only by **Registered Post or Courier** to the **Member Secretary & CMOH, Office of the District Health and Family Welfare Samity**, Old outdoor Campus, Suri- Birbhum, 731101 along with all necessary attested documents in support of Age, caste, Educational Qualification, Computer proficiency, Experiences, Residential Certificate and one self addressed stamped envelop on or before **10/09/2008**.

Only short listed candidates will be called for interview.

The decision of the selection committee in all matters will be final.

[Signature]
Member Secretary & CMOH
Birbhum

Dated: 21 / 08 / 2008

Memo. No. DHFWS/advertisement/BDEO-AM/2053/1(20)

Copy forwarded for information and with the request to display in notice board:

1. CA to Sabhadhipati, Birbhum
2. CA to District Magistrate, Birbhum
3. CA to ADM, Development, Birbhum
4. OC HEALTH, Birbhum
5. Nodal Officer CHCMI Cell, BZP
- 6-8. The Sub Divisional Officer Suri/Bolpur/Rampurhat
- 9-11. The Superintendent Suri/Bolpur/Rampurhat SDH
- 12-14. The Post Master Suri/Bolpur/Rampurhat
- 15-17. The Employment Exchange Officer, Suri/Bolpur/Rampurhat
18. The DIO/NIC, DM Building, Birbhum with the request to publish in web site.
19. The ACMOH MA
20. The Programme Coordinator, PMU
21. Notice board in this office

[Signature]
Member Secretary & CMOH
Birbhum

Dated: 21 / 08 / 2008

Memo. No. DHFWS/advertisement/BDEO-AM/2053/2(1)

Copy forwarded for information and with the request to publish the advertisement in leading two local news paper (preferable Nayaprajanmo) covering whole District, necessary fund for publication will be reimbursed by the District Health and Family Welfare Samity, Birbhum.

1. The District Information and cultural officer, Sidhu Kanhu campus. Near Circuit house, Suri.
Birbhum

[Signature]
Member Secretary & CMOH
Birbhum