

West Bengal State Health & Family Welfare Samiti

Swasthya Bhawan, Wing-'B', 3rd Floor

GN-29, Sector-V, Bidhannagar

Kolkata – 700091

Recruitment Notice No. SH FWS/56

Date: 27.05.15

West Bengal State Health & Family Welfare Samiti will engage personnel as mentioned below under **National Urban Health Mission**, Department of Health and Family Welfare, Government of West Bengal for State Programme Management Unit purely on contractual basis.

Eligible candidates should apply online in the prescribed format as given in Department's Website from 11 am of 2nd June, 2015 to 5 pm of 16th June, 2015 for the mentioned posts. Only online application will be accepted. Application forms not properly filled in or incomplete application forms are liable to be cancelled.

Application fees of Rs.100/ for unreserved category and Rs. 50/ for Reserve categories (SC, ST, OBC-A & B and PWD) in the form of Demand Draft to be issued from any Nationalised Bank in favour of West Bengal State Health & Family Welfare Samiti payable at Service Branch, Kolkata.

1. **Name of the Post** : **Consultant (Epidemiologist)**
Number of Post : **29 (SC-7, ST-2, OBC-A-3, OBC-B-3, UR-13 and PWD-1) (Vacancies are likely to increase)**
Remuneration : **Rs. 37,000 per month.**
Place of Posting : Any where in West Bengal
Essential Qualification and Experience : 1) M.Sc. in Life Science with 2 years Masters in Public Health. preferably 3 years experience in the relevant field. **OR**
2) M.Sc. (Epidemiology). preferably 2 years experience in Public Health field. **OR**
3) Post Graduate degree in Hospital Management and minimum 3 years experience in relevant field.
Age (as on 1.4.2015) : 40 years (relaxation in age will be given for SC/ST/OBC/PWD candidates as per extant rule & order in this regard).
2. **Name of the Post** : **Accounts Manager**
Number of Post : **27 (SC-6, ST-2, OBC-A-3, OBC-B-2, UR-13 and PWD-1) (Vacancies are likely to increase)**
Remuneration : **Rs. 23,270 per month.**
Place of Posting : Anywhere in West Bengal
Essential Qualification : M.Com/ICWA/CA



Experience

Should have knowledge of double entry accounting system and knowledge of Tally 7.2 / 8.1 version

: 2 years experience in accounting system

Age (as on 1.4.2015)

: 40 years (relaxation in age will be given for SC/ST/OBC/PWD candidates as per extant rule & order in this regard).

MODE OF SELECTION

: Total 100 Marks

SL No	Name of the Post	Basic Qualification	PG Degree/Diploma		Computer Test	Experience	Interview
			Degree	Diploma			
1	Consultant (Epidemiologist)	60 (based on % of marks obtained in the final examination)	NA	NA	15	10	15
2	Accounts Manager	60 (based on % of marks obtained in the final examination)	NA	NA	15	10	15

Selection will be done on merit, interview and practical examination. Applications will be shortlisted on the basis of obtaining marks in the final examination (highest basic qualification). From the short list, candidates will be called in 1:10 ratio against the declared post. That is, for one declared post 10 candidates will be called for viva and practical from the prepared shortlist. In Computer Test which will count as practical, candidates will have to obtain at least 50% marks to qualify for the post.


Executive Director
West Bengal State Health
& Family Welfare Samiti


General Information for the Applicants / Candidates

1. Only online Applications will be accepted. **Application forms not properly filled in or incomplete Application forms are liable to be cancelled.** If the online application details submitted by the applicant differ with the original testimonials, that application shall liable to be cancelled.
2. If proper signature and photograph is not uploaded at the time of online application that application shall also liable to be cancelled.
3. The Essential Qualifications mentioned are the minimum and mere possession of the same does not entitles the candidate to claim selection. All the essential qualification must be completed within the last date of online application.
4. The originals of each of the following documents stated below must be brought at the time of original testimonial verification:
 - Photo proof identity card (Passport or Voter ID Card or ADHAR Card or Pan Card).
 - Proof of Address (Passport or Voter ID Card or ADHAR Card).

- Age Proof Certificate (Madhyamik or equivalent examination certificate)
 - Caste Category Certificate (if any) issued before the last date of online application by the competent authority. **In case of OBC candidates, category 'A' or 'B' must be mentioned specifically in the caste certificate**
 - All marksheets & pass certificates of all the essential academic qualification.
 - All the experience certificates issued and stamped by the appropriate authority starting from oldest to latest.
 - **Experience will be calculated after obtaining the required qualification for above mentioned post, till the last date of online application.**
 - **Experience certificates must consist of Name of the post, Employer's Name, Employee's Name, Date of joining (DOJ) and Date of Leaving (DOL) otherwise her experience will be treated as invalid. No appointment letter/joining letter will be treated as experience certificate.**
5. **On-line registration No. should be retained by all applicants for future reference. Employer is not liable to give any information regarding the on-line registration no. in future.**
6. Claim and/or change of place of posting from the side of the applicant shall not be entertained before /after issuance of appointment letter.
7. **No rounding off** of marks will be granted. Proportionate marking upto 2 decimal points will be considered.
8. Application fees of Rs.100/ for unreserved category and Rs. 50/ for Reserve categories (SC, ST, OBC-A & B and PWD) in the form of Demand Draft to be issued from any Nationalised Bank in favour of West Bengal State Health & Family Welfare Samiti payable at Service Branch, Kolkata. The Demand Draft must be purchased on or after date of advertisement and should be sent to the office of the undersigned **within 23rd June, 2015 by speed post only**. Use of stapler pin or stitching in case of demand draft, will not be allowed.

Address for sending Demand Draft
HR Cell, 1st Floor, GTZ Building, Swasthya Bhawan,
GN-29, Sector-V, Saltlake City, Kolkata – 700091.

9. Applicant must mention their On-line registration No, Date of birth, Name, Guardian's name and caste category at the back of the Draft and in front of the envelope. The hard copy/print copy of the filled up on-line application form of the candidate, after self attestation with date should also be enclosed with the Demand Draft. **No application will be accepted without submission of the required Demand Draft.** The amount taken in the form of Demand Draft will not be refunded.
10. The decision of the Competent Authority regarding the recruitment is final.


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