

West Bengal State Health & Family Welfare Samiti

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

GN-29, Sector-V, Bidhannagar

Kolkata – 700091

Recruitment Notice No. SHFWS/2017/111

Dated: 22/08/2017

West Bengal State Health & Family Welfare Samiti intends to engage on contractual basis for the position of **State Coordination Officer** in State Blood Cell under **National Health Mission**, Department of Health and Family Welfare, Government of West Bengal and to be placed in State Headquarter.

Eligible candidates should apply online in the prescribed format as given in Department's Website from 11 am of 28th August, 2017 to Midnight of 8th September, 2017, for the mentioned position.

Only online applications will be accepted. Application forms not properly filled in or incomplete Application forms are liable to be cancelled. Application fees of ₹100/ have to be deposited through on-line/off-line mode. The amount is non-refundable (Details of on-line/off-line mode is given in General Information point no. 8 &9)

All the essential and desirable qualification must be completed on or before the last date of online application.

The details are given below:

Name of the Position : State Coordination Officer

Total Vacancy : 1 (Unreserved)

Place of Posting : State Headquarter

Essential Qualification : Any Bachelor's degree
with
Master's Degree in Logistics / Statistics / Social Work
or Management in Logistics / Hospital Administration / Human Resource
Working Knowledge in Computer (MS Office and Internet)
Strong communication & documentation skills in English.

The degrees being from a University / Institution recognized by the Central Government or State Government/UGC.

Desirable Experience : 1. 4 years experience in Blood Transfusion Services
2. Minimum 6 months Experience in Blood Transfusion Services of Govt. Sector / PSU / Social sector.

Age limit as on 01.04.2017 : Maximum 40 years and Minimum 22 Years

Remuneration : Rs. 40,000 per month

All the above mentioned qualification and experience should be completed before the closing date of on-line application.

Process of engagement: As mentioned below

Sankhmita Chatterjee

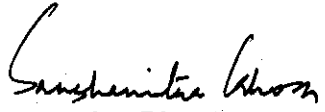
Total Marks	-	100
1) Written Test - MCQ	-	70 Marks
Topics-		
• General Knowledge	- 20 Marks	
• Communication & documentation skill in English	- 20 Marks	
• Blood Transfusion Services	- 20 Marks	
• Computer applications like MS-Office and Internet	- 10 Marks	
2) Interview	-	15 Marks
3) Experience in Blood Transfusion Services	-	10 Marks (Maximum)
• For completed 4 years experience in Blood Transfusion Services	- 5 Marks	
• Thereafter, additional 1 marks for every completed year of experience upto a maximum of 10 marks		
4) Experience in Blood Transfusion Services of Govt. Sector / PSU / Social sector	-	5 Marks (Maximum)
• For Minimum 6 months	- 2 Marks	
• Thereafter, additional 1 marks for every completed 6 months of experience upto a maximum of 5 marks		

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 be liable to be cancelled.
2. If proper signature and photograph are not uploaded at the time of online application that application shall also be liable to be cancelled.
3. The Essential Qualifications mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. **All the essential qualification must be completed within the last date of online application.**
4. Experience will be calculated after obtaining the required qualification for the above mentioned positions, till the starting date of online application.
5. **Hard copy/print copy of the online registration form (printed within the last date of on-line application), should be retained by all applicants for document verification purpose.** Without registration form, no candidates will be entertained for original testimonials verification by the authority. No need to send Hard copy/print copy of the online registration form by post.
6. 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.

Sanchaitan Kumar

7. No **rounding off** of marks will be granted. Proportionate marking upto 2 decimal points will be considered.
8. i) Last date of Registration : Midnight of 5th September, 2017
ii) Last date of Submission of off-line application Fees : 6th September, 2017 (upto banking hours)
iii) Last date of full Submission of form : Midnight of 8th September, 2017
9. The online deposition of application fees can be done through net banking or credit/debit card system through an online interface. If the payment is successful, the candidate will be immediately reverted back to the link for final submission of the application form by using the application id already received at the time of Registration.
- If the candidate wants to submit the requisite fee through offline mode he/she can do so with system generated e-challan. The fee can be deposited in any branch of United Bank of India (UBI) with the print out of the system generated e-challan after duly filling up the three parts of the challan. Out of the three parts of the challan, bank will keep one part and hand over the other two parts to the candidate. Candidates must preserve both copies with him/her for future reference.
- The candidates can complete the procedure of final submission of application form within 2 subsequent working days from the date of deposition of the offline fees by using the application id already received at the time of Registration along with the transaction id obtained from the bank.
- Please do not deposit fee in more than one mode or more than once in one mode.
10. The candidates, if found ineligible after verification process, will not be called for the subsequent stages of the selection process.
11. The decision of the competent authorities regarding the recruitment is final.


Executive Director
West Bengal State Health
& Family Welfare Samiti
