

West Bengal State Health & Family Welfare Samiti

Swasthya Bhawan, Wing-'B', 3rd Floor
GN-29, Sector-V, Bidhannagar
Kolkata – 700091

Recruitment Notice No. SHFWB/2017/115

Dated: 18.09.2017

West Bengal State Health & Family Welfare Samiti intends to engage on contractual basis for the position of Finance and Administration Officer under Rashtriya Swasthya Bima Yojana (RSBY), Department of Health and Family Welfare, Government of West Bengal for State Nodal Agency 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 21st September, 2017 to Midnight of 12th October, 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. 7 & 8)

The details are given below:

Name of the Post	: Finance and Administration Officer
Number of Post	: 1(Unreserved)
Remuneration	: Rs. 35,000 per month.
Place of Posting	: State Nodal Agency at the State Head Quarter
Required Qualification	: 1) Passed CA Final OR 2) Passed ICWA Final
Desirable Qualification	: Minimum 1 year Diploma in Computer Application from any recognised University / Institution or with "A" level certification from DOEACC
Desirable Experience	: 5 years experience in similar nature of work
Age (as on 1.4.2017)	: Maximum 40 years
Process of engagement	: Applications found correct in all respect on the basis of on-line data submitted by the candidates will be screened and shortlisted in the following manner.

Academic Score	Total 50 Marks
Class 10 or equivalent	10 Marks (Proportionate marking i.e. % obtained in the exam x 10/100)
Class 12 or equivalent	15 Marks (Proportionate marking i.e. % obtained in the exam excluding additional subject x 15/100)
ICWA/CA FINAL	25 Marks (Proportionate marking i.e. % obtained in the final exam x 25/100)

Sankar Kumar

Candidates will be shortlisted on the basis of marks obtained in the academic score and will be called in 1:20 ratio for the further recruitment process as mentioned below, i.e., for the declared post, 20 candidates will be shortlisted after screening and will be called for verification, written Test, computer Test and Interview.

Scale of Scoring: Total Marks – 100

1	Written Test	60 Marks
2	Computer Test	20 Marks
3	Minimum 1 year Diploma in Computer Application from any recognised University / Institution or with "A" level certification from DOEACC	5 Marks
4	5 years experience and above	5 Marks
5	Interview	10 Marks
	Grand-Total	100 Marks

The candidates, who are found ineligible and or are absent at the time of testimonial verification, will not be allowed for the written Test, computer Test and Interview.

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 position, 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.
7. i) Registration Period : 11 am of 21st September, 2017
upto Midnight of 5th October, 2017
ii) Last date of Submission of off-line application Fees : upto 9th October, 2017 (banking hours)
iii) Last date of full Submission of form : upto Midnight of 12th October, 2017
8. 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


Sanghamitra Mishra

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, who will pay the application fees by offline mode, can complete the procedure of final submission of application form on or after 9th October, 2017 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.

9. The decision of the competent authorities regarding the engagement is final.


Executive Director
WBSH&FW Samiti



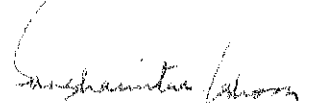
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Kolkata – 700 091**

Brief Recruitment notice

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Visit www.wbhealth.gov.in at the URL "Recruitment" for details.



**Executive Director
West Bengal State Health
& Family Welfare Samiti**