

West Bengal State Health & Family Welfare Samiti
Swasthya Bhawan, Wing-'B', 3rd Floor
GN-29, Sector-V, Bidhannagar
Kolkata – 700091

Recruitment Notice No. SHFWS/ 2018/170

Date: 29.10.2018

West Bengal State Health & Family Welfare Samiti will engage for the position of **Executive Assistant** for State Head Quarter purely on contractual basis in **National Mental Health Programme (NMHP)** under **National Health Mission**, Department of Health and Family Welfare, Government of West Bengal.

Eligible candidates should apply online in the prescribed format as given in Department's Website from 11 am of 1st November, 2018 to Midnight of 17th November, 2018, 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, payment details and important dates are given in General Information point no. 8 &9)

All the essential criteria must be completed on or before the first date of online application.

The details for the position are as given below:

| | |
|-------------------------|--|
| Name of the Position | : Executive Assistant |
| Number of Vacancy | : 1 (Unreserved) |
| Remuneration | : ₹17,220 per month. |
| Place of Posting | : State Head Quarter. |
| Essential Qualification | : 1. Minimum 50% marks in Graduation 2. Fluency in MS Office and Internet |
| Desirable Qualification | : Knowledge of Accountancy – B. Com (Hons.) Drafting skills |
| Essential Experience | : At least 1 year experience of working in Health Sector (Govt./Pvt.) |
| Age (as on 1.1.2018) | : Maximum 40 years |

Scale of Scoring - Total 100 Marks

- **Educational Qualification -50 Marks**
 - Class 10 - 10 Marks** (Proportionate Marking i.e % obtained in the exam *10/100)
 - Class 12 - 15 Marks** (Proportionate Marking i.e % obtained in the exam *15/100)
 - Graduation - 20 Marks** (Proportionate Marking i.e % obtained in the exam *20/100)
 - Knowledge of Accountancy – Additional 5 Marks**
 - B. Com (Hons.)
- **Experience – 5 Marks** (At least 1 year experience of working in Health Sector – Government / Private Institution)
- **Computer Test - 35 Marks**
- **Interview - 10 Marks**


Applications found correct in all respect on the basis of on-line data submitted by the candidates will be shortlisted based on the essential qualification for verification. Thereafter, candidates who fulfil all the criteria may be called for computer test and Interview.

Candidates must obtain at least 60% marks in Computer Test to qualify for the interview.

Applicants are requested to visit www.wbhealth.gov.in at the URL "On-line Recruitment" for on-line applications and URL "Recruitment" for information/instruction issued from time to time.

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 first 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. 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 10th November, 2018
ii) Last date of Submission of application Fees : 14th November, 2018 (upto banking hours for off-line payment mode)
iii) Last date of full Submission of form : Midnight of 17th November, 2018
9. The online deposition of application fees can be done through net banking or 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
WBSH&FW Samiti