

West Bengal State Health & Family Welfare Samiti

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

GN-29, Sector-V, Bidhannagar

Kolkata – 700 091

Recruitment Notice No. SHFWB/2019/181

Date: 01/03/2019

West Bengal State Health & Family Welfare Samiti intends to engage on contractual basis for the position of **Budget and Finance Officer - NPCB** under National Health Mission, Department of Health and Family Welfare, Government of West Bengal and to be posted at Swasthya Bhawan, Kolkata.

Eligible candidates should apply online in the prescribed format as given in Department's Website from 11 am of 11th March, 2019 to Midnight of 28th March, 2019 for the mentioned position. Only online application 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 and 9).

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

The details are given below:

Name of the position	: Budget and Finance Officer - NPCB
No. Of Vacancies	: 1 (Unreserved)
Place of posting	: State NPCB Cell, Swasthya Bhawan, Kolkata
Remuneration	: Rs. 23,270 per month
Age (as on 1.1.2019)	: Minimum 21 years and Maximum 40 years
Essential Qualification	: 1. M.Com (from UGC recognised universities) or Chartered Accountant or Cost Accountant. Should have knowledge of double entry accounting system. 2. Must have proficiency in using MS Word, MS Excel, MS-Powerpoint, Internet and knowledge of latest Tally Accounting Package
Essential Experience	: Completed 2 years experience of accounting job in Govt. Sector or Completed 3 years experience of accounting job in Pvt. Sector

MODE OF SELECTION

Applicants will be short listed on the basis of marks obtained in the educational qualification and experience, as per on-line details submitted by the candidates. The shortlisted candidates after original testimonial verification, in the ratio of 1:20, will be called for written test, computer test and interview. Final selection will be done on the basis of weighted marks obtained on educational qualifications, experience, written test, computer & tally test and interview taken together.

Scale of Scoring: Total 100 Marks

- 1) Educational Qualification** : 40 marks
[Proportionate marking based on the percentage (%) of marks obtained in the examinations mentioned below]
 - a) Graduation – B.Com. : 10 marks
 - b) Graduation – B.Com (Hons.) : 5 Additional Marks
 - c) M.Com/ CA/ Costing : 25 marks
- 2) Experience (Beyond essential experience)** : 5 Marks (1 mark for each completed year upto a maximum of 5 years.)
- 3) Written Test** : 20 marks (50% Qualifying Marks)
- 4) Computer & Tally Test** : 20 marks (60% Qualifying Marks)

5) Interview

: 15 marks

In Written Test and Computer Test, candidates must obtain at least 50 % and 60% marks respectively to qualify for interview.

Notes:

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 entitles the candidate to claim selection. All the essential qualifications 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 first 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. Marking after rounding off upto 2 decimal points will be considered.
8. i) Last date of Registration : Midnight of 21st March, 2019
ii) Last date of Submission of application Fees : 25th March, 2019 (upto banking hours for off-line payment mode)
iii) Last date of full Submission of form : Midnight of 28th March, 2019
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
WBSH&FW Samiti