

WEST BENGAL AYUSH SAMITY
Registration No.S/M/1901 of 2014-15
SWASTHYA BHAWAN, WING -A, 6th FLOOR
GN-29, SECTOR-V, SALT LAKE CITY,
KOLKATA-700091
Email Id.- wbayushsamity@gmail.com

Recruitment notice No. 320 /HF/AYUSH/Samity-24/2021

Date 27.10.2021

West Bengal AYUSH Samity intends to engage in the various posts of State Programme Management Unit & District Programme Management Unit under West Bengal AYUSH Samity, Department of Health & Family Welfare on purely contractual basis. Eligible candidates should apply online in prescribed format as given in Department's Website from **11am of 1st November 2021 to midnight of 20th November of 2021** for the positions mentioned below.

Only online applications will be accepted. Application forms not properly filled in or incomplete Application forms are liable to be cancelled.

Application fees of Rs. 100/- have to be deposited through on-line mode. The amount is non refundable (Details of on-line mode, payment details and important dates are given in General Information point no. 8 & 9)

All the qualification must be acquired on or before the first date of on-line application.

The details of all the positions are given below

FOR SPMU

Sl. No.	Name of the position	Qualification
1.	<p><u>Programme Manager</u> Total Vacancy: 01 (Unreserved) Age as on 01.01.2021 Minimum- 21 Years Maximum- 40 Years Remuneration- Rs. 60,000/- Per month</p> <p style="text-align: center;"><u>Scope of Work</u></p> <p>1. The Programme Manager shall be the overall in charge in administering /supervising the work of SPMU & monitoring of all AYUSH related activities in the state; maintaining regular liaison with the CPMU division of NAM; and shall work as a team leader. 2. Any other work assigned by officers of the State Govt in the AYUSH Branch.</p>	<p><u>Essential Criteria:-</u> A. Post Graduation degree in any discipline including AYUSH with- (i) MBA in Healthcare Management/Human Resource (HR); or (ii) Masters in Health/Hospital administration; or (iii) Post Graduation Degree in Hospital & Healthcare Management (Two years) from AICTE recognized institute. B. Computer knowledge including MS Office - MS Word, MS Power Point, MS Excel.</p> <p><u>Essential Experience:-</u> Minimum 5 years post qualification working experience in Public Health Programmes in Government/ PSU or reputed private sector organizations.</p> <p><u>Desirable:-</u> Exposure in social sector schemes/Govt. missions at national, State and district level. Preference may be given to persons having experience of working in Health sector including AYUSH.</p> <p>[N.B: i) All courses must be full time regular course. ii) All the qualification/experience must be acquired on or before the first date of online application.]</p>

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Sl. No.	Name of the position	Qualification
2.	<p><u>Consultant – NAM (Homoeopathy)</u></p> <p>Total Vacancy: 01 (Unreserved) Age as on 01.01.2021 Minimum- 21 Years Maximum- 50 Years Remuneration- Rs. 50,000/- Per month</p> <p style="text-align: center;"><u>Scope of Work</u></p> <p>1. Consultant (NAM) shall work as a technical support to PMU team. 2. Any other work assigned by officers of the State Govt in the AYUSH Branch.</p>	<p><u>Essential qualification:-</u></p> <p>(i) Minimum Post Graduate degree in Homoeopathy from recognized university. (ii) Computer knowledge including MS Office - MS Word, MS Power Point, MS Excel.</p> <p><u>Essential Experience:-</u> Minimum 03 years post qualification working experience in Public Health Programmes of Government/ PSUs or reputed private organization.</p> <p><u>Desirable:-</u> Exposure in social sector schemes/Govt. missions at national, State and district level.</p> <p>Preference will be given to person having Post Doctoral in Homoeopathy and working in Health sector including AYUSH.</p> <p>[N.B: i) All courses must be full time regular course. ii) All the qualification/experience must be acquired on or before the first date of online application.]</p>
3.	<p><u>Consultant – NAM (Ayurveda)</u></p> <p>Total Vacancy: 01 (Unreserved) Age as on 01.01.2021 Minimum- 21 Years Maximum- 50 Years Remuneration- Rs. 50,000/- Per month</p> <p style="text-align: center;"><u>Scope of Work</u></p> <p>1. Consultant (NAM) shall work as a technical support to PMU team. 2. Any other work assigned by officers of the State Govt in the AYUSH Branch.</p>	<p><u>Essential qualification:-</u></p> <p>(i) Minimum Post Graduate degree in Ayurveda from recognized university. (ii) Computer knowledge including MS Office - MS Word, MS Power Point, MS Excel.</p> <p><u>Essential Experience:-</u> Minimum 03 years post qualification working experience in Public Health Programmes of Government/ PSUs or reputed private organization.</p> <p><u>Desirable:-</u> Exposure in social sector schemes/Mission of Government at national, State and District Level.</p> <p>Preference will be given to person having Post Doctoral in Ayurveda and working in Health sector including AYUSH.</p> <p>[N.B: i) All courses must be full time regular course. ii) All the qualification/experience must be acquired on or before the first date of online application.]</p>

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Sl. No.	Name of the position	Qualification
4.	<p><u>Finance Manager</u> Total Vacancy: 01 (Unreserved) Age as on 01.01.2021 Minimum- 21 Years Maximum- 40 Years Remuneration- Rs.50,000/- Per month</p> <p style="text-align: center;"><u>Scope of Work</u></p> <p>1.To handle all financial matters of the National AYUSH Mission; Financial management, tracking and monitoring of funds for AYUSH up to the lower level; use of accounting software. 2. Any other work assigned by officers of the State Govt in the AYUSH Branch.</p>	<p><u>Essential qualification:-</u> MBA-Finance/M.Com/C.A/ICWA from AICTE recognized institute or university.</p> <p><u>Essential Experience:-</u> Minimum 3 years post qualification experience in government or any other reputed organization in finance management of major programme/project.</p> <p><u>Desirable:-</u></p> <p>(i) Computer knowledge including MS Office- MS Word, MS Power Point, MS Excel. (ii) Exposure to development of accounting package. (iii) Exposure to financial management operations, Government accounting, funds flow management, utilization certificates and scheme-wise expenditure reporting in a Govt. set up and exposure in social sector schemes/Govt. Missions at national, State and district level.</p> <p>[N.B: i) All courses must be full time regular course. ii) All the qualification/experience must be acquired on or before the first date of online application.]</p>
5.	<p><u>Accounts Manager</u> Total Vacancy: 01 (Unreserved) Age as on 01.01.2021 Minimum- 21 Years Maximum- 40 Years Remuneration- Rs. 35,000/- Per month</p> <p style="text-align: center;"><u>Scope of Work</u></p> <p>1.Managing the accounts of National AYUSH Mission. 2.To assist the Finance Manager in preparation of all the financial data/MIS related to grant in aid received from Govt. of India and its expenditure as well as utilisation certificate submitted to Govt of India. 3.Any other work assigned by officers of the State Govt in the AYUSH Branch.</p>	<p><u>Essential qualification:-</u></p> <p>(i) M. Com/ICWA (Inter)/CA (Inter) from UGC recognized universities. (ii) Computer knowledge including MS Office - MS Word, MS Power Point, MS Excel. (iii) Knowledge of Tally accounting package.</p> <p><u>Essential Experience:-</u> Minimum 2 years post qualification experience in a Government or any other reputed organization in account management including Tally accounting package.</p> <p><u>Desirable:-</u> Exposure in social sector schemes at national, state and district level.</p> <p>[N.B: i) All courses must be full time regular course. ii) All the qualification/experience must be acquired on or before the first date of online application.]</p>

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Sl. No.	Name of the position	Qualification
6.	<p><u>HMIS Manager</u> Total Vacancy: 01 (Unreserved) Age as on 01.01.2021 Minimum- 21 Years Maximum- 40 Years Remuneration- Rs. 40,000/- Per month</p> <p style="text-align: center;"><u>Scope of Work</u></p> <p>1. Preparation and maintenance of data in terms of physical & financial support provided under NAM for different activities. 2. Data handling of software (HMIS-AYUSH), data incorporation, retrieval of data. 3. To upload the contents related to NAM on its website. 4. Any other work assigned by officers of the State Govt. in the AYUSH Branch.</p>	<p><u>Essential qualification:-</u> (i) MBA-IT/ MCA/ M.Sc.-IT/BCA from recognized institute. (ii) Working skill on</p> <ul style="list-style-type: none"> • Basic Designing Tools, • UX/UL And Visual Design, • HTML&CSS, • Programming Languages, • Web Server Management, • Search Engine Optimisation (SEO) • Content Management System (CMS) <p><u>Essential Experience:-</u> 2 years post qualification experience in handling information system, data analysis and reporting in a Government or any other reputed organization for Master Degree holder & 3 years Post qualification experience in the same fields as mentioned above for BCA candidates.</p> <p>Exposure in social sector schemes at national, state and district level.</p> <p>[N.B: i) All courses must be full time regular course. ii) All the qualification/experience must be acquired on or before the first date of online application.]</p>
7.	<p><u>Data Entry Operator</u> Total Vacancy: 01 (Unreserved) Age as on 01.01.2021 Minimum- 21 Years Maximum- 40 Years Remuneration- Rs. 20,000/- Per month</p> <p style="text-align: center;"><u>Scope of Work</u></p> <p>1. To provide assistance in maintaining periodic reports on the status of the AYUSH Sector and to provide assistance to all the officers of SPMU. 2. Any other work assigned by officers of the State Govt in the AYUSH Branch.</p>	<p><u>Essential qualification:-</u> (i) Graduation in Computer Application/ IT/ Business Administration/ B.Tech (C.S) or (I.T)/ BCA/ BBA/ BSC – IT/ Graduation with one year Diploma/ Certificate course in Computer Application from government registered institute or University. (ii) Working knowledge of computer with operating knowledge of MS Word-MS Power Point, MS Excel, MS Access and Internet.</p> <p><u>Essential Experience:-</u> Minimum 1 year of post qualification experience in a Government or any other reputed organization.</p> <p><u>Desirable :-</u> (i) Typing Speed of English (30 WPM) and Bengali (25 WPM) (ii) Exposure in social sector schemes at National, State and District level.</p> <p>[N.B: i) All courses must be full time regular course. ii) All the qualification/experience must be acquired on or before the first date of online application.]</p>

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FOR DPMU IN 22 DISTRICTS

Sl. No.	Name of the post	Essential qualification
1.	<p><u>District Programme Manager</u> Total Vacancy: 01 (Unreserved) in each the district of Alipurduar, Bankura, Birbhum, Cooch Behar, Dakshin Dinajpur, Darjeeling, Hooghly, Howrah, Jalpaiguri, Jhargram, Kalimpong, Malda, Murshidabad, Nadia, North 24 Paraganas, Paschim Bardhaman, Paschim Medinipur, Purba Bardhaman, Purba Medinipur, Purulia, South 24 Paraganas, Uttar Dinajpur. Age as on 01.01.2021 Minimum- 21 Years Maximum- 40 Years Remuneration- Rs. 42,000/- Per month</p> <p style="text-align: center;"><u>Scope of Work</u></p> <p>1. To provide support for planning and implementation of National AYUSH Mission including AYUSH Health & Wellness Centres in the District; monitoring of different activities in the field. 2. Preparation and finalization of District Annual Action Plans of NAM in coordination with relevant program divisions. 3. Any other work assigned by DMO(AYUSH) & Officers of SPMU.</p>	<p><u>Essential Criteria:-</u> A. Graduation degree in any discipline including AYUSH and (i) MBA in Healthcare Management/Human Resource (HR); or (ii) Masters in Health/Hospital administration; or (iii) Post Graduation diploma in Hospital & Healthcare Management (Two years) from AICTE recognized institute. B. Computer knowledge including MS Office – MS Word, MS Power Point, MS Excel.</p> <p><u>Essential Experience:-</u> Minimum 3 years post qualification working experience in Public health programme.</p> <p><u>Desirable:-</u> Exposure in social sector schemes/Govt. missions at national, State and district level. Preference may be given to persons having experience of working in Health sector including AYUSH.</p> <p>Candidates shall be the permanent resident of the district concerned or within the same Revenue Division.</p> <p>[N.B: i) All courses must be full time regular course. ii) All the qualification/experience must be acquired on or before the first date of online application.]</p>
2.	<p><u>Data Entry Operator</u> Total Vacancy: 01 (Unreserved) in each 22 districts Alipurduar, Bankura, Birbhum, Cooch Behar, Dakshin Dinajpur, Darjeeling, Hooghly, Howrah, Jalpaiguri, Jhargram, Kalimpong, Malda, Murshidabad, Nadia, North 24 Paraganas, Paschim Bardhaman, Paschim Medinipur, Purba Bardhaman, Purba Medinipur, Purulia, South 24 Paraganas, Uttar Dinajpur. Age as on 01.01.2021 Minimum- 21 Years</p>	<p><u>Essential qualification:-</u> (i) Graduation in Computer Application/ IT/ Business Administration/ B.Tech (C.S) or (I.T)/ BCA/ BBA/ BSC – IT/ Graduation with one year Diploma/ Certificate course in Computer Application from government registered institute or University. (ii) Working knowledge of computer with operating knowledge of MS Word, MS Power Point, MS Excel, MS Access and Internet.</p> <p><u>Essential Experience:-</u> Minimum 1 year of post qualification experience in a Government or any other reputed organization.</p> <p><u>Desirable :-</u> (i) Typing Speed of English (30 WPM) and Bengali (25 WPM) (ii) Exposure in social sector schemes at National, State and District level.</p>

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<p>Maximum- 40 Years Remuneration- Rs. 20,000/- Per month</p> <p style="text-align: center;"><u>Scope of Work</u></p> <p>1. To provide assistance in maintaining periodic reports on the status of the AYUSH Sector and to provide assistance to all the officers of DPMU. 2. Any other work assigned by DMO (AYUSH) & District Programme Manager.</p>	<p>Candidates shall be the permanent resident of the district concerned or within the same Revenue Division.</p> <p>[N.B: i) All courses must be full time regular course. ii) All the qualification/experience must be acquired on or before the first date of online application.]</p>
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MODE OF SELECTION

Scale of Scoring:- Total 100 marks

(A) Common for all the posts of SPMU and DPMU

Particulars (Educational Qualification)	Maximum Marks	Remarks
Class 10	5	Proportionate Marking (i.e. % of marks obtained in the examination * 5/100)
Class 12	5	Proportionate Marking (i.e. % of marks obtained in the examination * 5/100)
Graduation	10	Proportionate Marking (i.e. % of marks obtained in the examination * 10/100)
Post Graduation	10	Proportionate Marking (i.e. % of marks obtained in the examination * 10/100)
Experience	10	* 2 marks for the desirable experience for all the positions. * Additional 2 marks for each completed years of experience over and above the desirable experience for all the positions.
Total	40	

AND

(B) For the posts Programme Manager, Consultant-NAM (Homoeopathy), Consultant-NAM (Ayurveda), Finance Manager and Accounts Manager in the SPMU and District Programme Manager in the DPMU

Particulars	Maximum Marks
Written Test	25
Computer Test	25
Interview	10

Total:- (A + B): 100 (40 + 60)

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C) For the posts of HMIS Manager in the SPMU

Particulars	Maximum Marks
Computer test including Web based application & Portal based work	50
Interview	10

Total (A + C): 100 (40 + 60)

(D) For the post of Data Entry Operator in DPMU & SPMU

Particulars	Maximum Marks
Computer Test	50
Interview	10

Total (A + D): 100 (40 + 60)

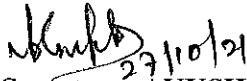
General information for the applicants of all the SPMU/DPMU positions:-

- * Relaxation of age for all the posts will be given to the person as per Govt. rules.
 - * **For the posts of (i) Programme Manager (ii) Consultant-NAM (Homoeopathy) (iii) Consultant-NAM (Ayurveda) (iv) Finance Manager (v) Accounts Manager in the SPMU and for the posts of District Programme Manager in DPMU:-**
 - Candidates will be shortlisted for Written Test on the basis of Academic Qualification and experience in the ratio 1:50. Qualifying marks for Written Test shall be 60%. Thereafter the Qualifying Candidates of Written Test will appear in the Computer Test in the ratio 1:25. Qualifying Marks for Computer Test shall be 50%. Qualifying Candidates after Computer Test will be allowed to appear for Interview in the ratio 1:10.
 - Final selection will be made on the basis of total marks obtained in Written Test, Computer Test, Interview and Academic and Experience Score.
 - * **For the posts of HMIS Manager (in SPMU) and Data Entry Operator (in SPMU & DPMU) :-**
 - Candidates will be shortlisted for Computer Test on the basis of Academic Qualification and experience in the ratio 1:25. Qualifying Marks for Computer Test shall be 60%. Qualifying Candidates after Computer Test will be allowed to appear for Interview in the ratio 1:10.
 - Final Selection will be made on the basis of total Marks obtained in Computer Test, Interview and Academic and Experience Score.
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.

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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 Criteria mentioned are the minimum and mere possession of the same does not entitles the candidate to claim selection. **All the essential criteria must be completed within the first date of online application.**
4. Experience will be calculated after obtaining the essential academic qualification for the above mentioned position, till the first date of online application.
5. **Hard copy/print copy of the online registration form, 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 up to 2 decimal points will be considered.
8. (i) Last date of Registration : Midnight of 15th November' 2021
(ii) Last date of Submission of application Fees : 17th November'2021
(iii) Last date of full Submission of form : Midnight of 20th November, 2021
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.**
10. The Candidates, if found ineligible at any stage of recruitment 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.
12. The competent authorities may cancel the recruitment process at any stage of the selection process.

Note: Applicants are requested to visit www.wbhealth.gov.in at the URL "ONLINE RECRUITMENT FOR AYUSH" for online Applications.


Joint Secretary, AYUSH
&
Addl. Executive Director
West Bengal AYUSH Samity

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