

**Government of West Bengal
Directorate of Health Services
SBHI Branch, Ground Floor
Swasthya Bhaban, Kolkata**

Recruitment notice no. SBHI/2R-2-2021/ 347

Date: 28.02.2022

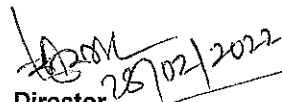
Department of Health & Family Welfare, West Bengal intends to engage on contract basis for 1 (One) State Co-ordinator for State Head Quarter & 1 (One) Data Processing Assistant for Nadia district under Civil Registration System, West Bengal.

The details of the posts are as given below:

SL NO	NAME OF CONTRACTUAL POSTS	NO OF POST	PLACE OF POSTING	REMUNERATION (RS)	AGE (AS ON 1/2/2022)	QUALIFICATION
1	STATE CO-ORDINATOR	1 (UR)	STATE HEAD QUARTER	20,000 /- per month	Maximum Age -40 YRS Minimum Age - 21 YRS	ii) ESSENTIAL: i) POST GRADUATE WITH STATISTICS /BIO-STATISTICS/ HEALTH STATISTICS/ ECONOMICS/ MATHEMATICS/ COMPUTER SCIENCE/ IT/ MASTER OF SOCIAL WORK / SOCIOLOGY iii) SHOULD HAVE GOOD COMMAND OVER BENGALI / ENGLISH/ HINDI iv) WELL CONVERTER WITH BASIC COMPUTER KNOWLEDGE IN MS-OFFICE/C++, JAVA, STATISTICAL TOOLS ETC 1. DESIRABLE: 5 YEARS EXPERIENCE IN CIVIL REGISTRATION SYSTEM & STATISTICAL ANALYSIS
2	DATA PROCESSING ASSISTANT	1 (UR)	NADIA	15,000 /- per month	Maximum Age -40 YRS Minimum Age - 20 YRS	1. ESSENTIAL i) BACHELOR IN COMPUTER APPLICATION/ B. TECH / ANY BACHELOR DEGREE IN COMPUTER SCIENCE/GRADUATE DEGREE FROM ANY RECOGNIZED UNIVERSITY WITH DIPLOMA IN COMPUTER/IT FOR MINIMUM DURATION OF ONE YEAR FROM ANY INSTITUTE/ORGANIZATION OF REPUTE. ii) MUST BE WELL CONVERSANT WITH TYPING ON COMPUTER v) GOOD COMMAND OVER BENGALI / ENGLISH/ HINDI 2. DESIRABLE: 1 YEAR EXPERIENCE IN DATA COLLECTION, COMPILATION AND DATA ENTRY

Eligible candidates should apply online in the prescribed format as given in the Department's website from 11 am of 7th March, 2022 to 5 pm of 17th March, 2022 for the mentioned posts. Only online Applications will be accepted. Application forms not properly filled in or incomplete Application forms are liable to be cancelled.

Process of Recruitment: Academic Scoring, Computer Test and Interview


Director

State Bureau of Health Intelligence
West Bengal

Scale of Scoring:

State Co-ordinator: Total 100 Marks

- **Scoring for Educational Qualification - 25 Marks**
Graduation -10 Marks (Proportionate Marking i.e % obtained in the exam *10/100)
Post Graduation-15 Marks (Proportionate Marking i.e % obtained in the exam *15/100)
- **Computer Test - 35 Marks**
- **Interview -10 Marks**
- **Post Qualification Experience - 30**

Period of service	Govt.	Private
1 year and less than 2 years	10	5
2 years and less than 3 years	15	8
3 years and less than 4 years	20	10
4 years and less than 5 years	25	13
5 years and above	30	15

In case, total marks of more than one person are same, the candidate with more marks in post-graduation should be given weightage.

Data processing Assistant : Total 100 Marks

- **Scoring for Educational Qualification - 45 Marks**
- Madhyamik-10 Marks (Proportionate Marking i.e % obtained in the exam excluding additional & EVS subject *10/100)
- Higher Secondary-15 Marks (Proportionate Marking i.e % obtained in the exam excluding additional & EVS subject *15/100)
- Graduation - 20 Marks (Proportionate Marking, i.e % obtained in the exam *20/100)
- **Computer Test - 35 Marks**
- **Interview -10 Marks**
- **Post Qualification Experience -10**

Period of service	Govt.	Private
1 year and less than 2 years	2	1
2 years and less than 3 years	4	2
3 years and less than 4 years	6	3
4 years and less than 5 years	8	4
5 years and above	10	5

In case, total marks of more than one person are same, candidate with more marks in graduation should be given weightage.

General Information for the Applicants/Candidates

1. Only online Applicationis 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 liable to be cancelled.
2. The Essential Qualifications mentioned are the minimum and mere possession of the same does not entitles the candidate to claim selection.
3. The originals of each of the following documents stated below must be brought at the time of verification:
 - Photo proof identity card (Passport or Voter ID Card or ADHAR Card or Pan Card).
 - Proof of Address (Passport or Voter ID Card or ADHAR Card or Ration Card). -
 - Age Proof Certificate (Madhyamik or equivalent examination certificate)
 - Caste Category Certificate (if any) obtained before the application closing date.
 - All marksheets and certificates starting from Secondary onwards.
 - All the experience certificates issued and stamped by the appropriate authority starting from oldest to latest.
 - **Experience certificates must consist of Name of the post, Employer's Name, Employee's Name, Date of joining (DOJ) and Date of Leaving (DOL) otherwise his/her experience will be treated as invalid. No appointment letter will be treated as experience certificate.**
4. 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
5. **All the above mentioned qualification and experience should be completed before the application closing date and time.**
6. Relaxation for age will be given for SC/ST/OBC candidates as per norms

Applicants are requested to visit www.wbhealth.gov.in at the URL "Recruitment" regularly for further details.


Director

State Bureau of Health Intelligence
West Bengal