

Government of West Bengal
Office of the Chief Medical Officer of Health
Diamond Harbour Health District
Diamond Harbour, South 24 Parganas, PIN 743331
Phone: 03174 – 256310. Fax: 03174-256311. E mail ID: cmohdhhd@gmail.com

Memo No. CMOH/DHHD/3668

Date: 10.08.17

Applications are invited from eligible candidates for engagement as Block ASHA Facilitator for Diamond Harbour Health District (Diamond Harbour & Kakdwip Sub Division) on contractual purely on temporary basis, for a period of one year renewable based on performance & budgetary sanction.

Eligible candidates should apply in the prescribed format attached herewith (Annexure –A).

The application must reach the office of the respective office of the Sub Divisional Officer where candidate resides & would apply through Registered Post/ Speed Post only. The last date of receiving of application is 22/09/2017 (up to 4.00 pm).

Details are as follows:

1. Name of the post : Block ASHA Facilitator
2. Total no of post : 8 (Diamond Harbour Sub Division & Kakdwip Sub Division)
3. Application Fees: Application Fee in form of Demand Draft of Rs. 100/- for Unreserved Category & Rs. 50/- for reserved categories (SC, ST, OBC – A&B) to be issued from any Nationalised Bank in favour of "Member Secretary District Health & Family Welfare Samity Diamond Harbour Health District " payable at Service Branch, which must be enclosed with the application. Otherwise the application will be treated as cancelled. Use of stapler pin or stitching in case of Demand Draft, will not be allowed. The Demand Draft is non refundable.
4. Monthly Remuneration: Rs 7500 + Rs 1500 as mobility support.
5. Selection Criteria :
 - a) Master's degree in Social Science/ Sociology / Social Anthropology / Social Work (MSW) / Business Administration (MBA) / Economics / Rural Development / Mass Communication or Graduate degree in any discipline with minimum 2 years experience in health project .
 - b) Preference will be given to candidates having working experience in ASHA Programme.
 - c) Knowledge in MS office& Internet.
 - d) Ability to communicate effectively.
 - e) Should be a resident of the same Sub-Division where he /she is applying.
 - f) Ability to work hard.
 - g) Willing to travel extensively.
6. Age limit: Not more than 40 years as on 1st January, 2017. Upper age relaxation will be 5 years for SC/ST and 3 years for OBC.
7. Mode of Application :
 - a) Candidates should submit applications in the format "Annexure – A" to this notification.
 - b) The application should be on good quality paper using one side only. News paper cutting used as application will be rejected.
 - c) Candidate can also download the application format from the website - www.spghealth.gov.in & www.wbhealth.gov.in .
 - d) Candidates using printed application form obtained from any other source should ensure that it conforms to the prescribed format.
 - e) Candidate should fill up the application form in his/ her own hand writing in English with blue or black ball point pen only. Candidate should send their application sufficiently in advance to reach the respective office of Sub Divisional Officer, on or before the closing date and time. The authority will not be responsible for any postal delay or wrong delivery of applications.

8. To whom apply :

The candidates must submit their application with self attested copies of testimonials by Registered Post / Speed Post only to the respective SDO Office. Details given below:

SI No	Sub Division	Post Details	Address for Application to be submitted
1	Diamond Harbour : Diamond Harbour – I Diamond Harbour –II Magrahat -I, Mathurapur -I & Mathurapur -II	Total Post : 6 Unreserved : 4 Scheduled Caste : 1 Schedule Tribe : 1 (Unreserved EC category may also apply as unreserved category)	Office of the Sub Divisional Officer, Diamond Harbour, P.O + P.S – Diamond Harbour, Dist – South 24 Parganas . Pin – 743331
2	Kakdwip : Pathar Protima & Sagar	Total Post : 2 Unreserved : 1 Schedule Tribe : 1	Office of the Sub Divisional Officer, Kakdwip , Vill – Paschim Berar Chak (School More) P.O – Kak- Kalinagar , P.S –Hardwood Point Costal (Kakdwip) , Dist – South 24 Parganas Pin - 743347

On the envelope containing the application, it should be clearly written –“**Application for the post of Block ASHA Facilitator**”.

9. Mode of Selection:

- Candidates who fulfill the eligibility criteria will be called for a written test and computer skill test and Admit Card for written test and computer skill test, indicating date, time & venue will be issued.
- No TA/DA will be given to attend the written test and computer skill test.

10. Selection Criteria: The selection will be strictly based on merit (weight age of academic qualification & academic result) and experience in health projects , along with marks obtained by the candidate in the written test and computer skill test.

11. General conditions:

- Candidates before applying should carefully read the instructions and ensure that he /she fulfils all eligibility criteria at the time of submission of application.
- Mere selection and empanelment does not confer any right of engagement to the candidates.
- Admission of a candidate at all stages of engagement procedure will be purely provisional, subject to satisfying prescribed conditions & verification of original documents.
- Sub Divisional level selection committees of Block ASHA Facilitators, reserve the right to alter the modus of examinations or conduct, re-interview or cancel part or whole of any process of engagement at any stage, if needed. The decision of the Competent Authority regarding the recruitment is final.

12. Enclosures to the applications:

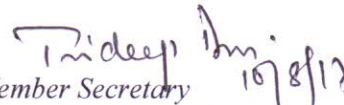
Candidates should enclose photocopies of the relevant certificate as mentioned below. Original certificates should not be enclosed.

- Original demand draft of required value ,
- Self attested photocopy of admit card of Board examination as age proof.
- Self attested photocopy of Mark sheets of Higher Secondary or its equivalent examination, Graduation, Master's degree, as applicable.
- Self attested photocopy of computer knowing Certificate.
- Self attested photocopy of Voter's Identity card / Aadhar card as proof of residence.
- Proof of experience if any – Experience certificate must contain the 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 / joining letter will be treated as experience certificate.
- Certificates as proof of SC,ST,OBC-A&B, Ex Serviceman category issued by competent authority, wherever applicable .
- A recent passport size colour photograph without cap, borkha or colour glass is to be pasted on the application form.
- Two standard size (22cm x10cm) self addressed envelope.

12. Invalid applications:

Applications with below mentioned deficiencies will be rejected. (The list is only illustrative and not exhaustive)

- a) Application received after the closing date & time.
- b) Application not in prescribed format or which is incomplete in any manner.
- c) Candidate is not in possession of the required education qualification on the date of applying or is over age as on 01.01. 2017
- d) More than one application submitted by the same candidate.
- e) Application without the recent photograph affixed.
- f) Application without signature or with signatures in capital letters or with different signatures at different places or smudged signature.
- g) Copies of required enclosures as mentioned above not enclosed.
- h) More than one application submitted in one envelopes.
- i) Application which are not properly addressed.
- j) Application which are filled in a language other than English.
- k) Any other irregularity noticed and considered invalid by the selection committee.
- l) Candidature shall be liable to rejection for use of unfair or unethical means and for any sort of canvassing at any stage of engagement procedure.

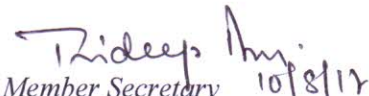

Member Secretary
District Health & Family Welfare Samity
Diamond Harbour Health District

Memo No. CMOH/DHHD/3668/1(10)

Date: 10.08.17

Copy forwarded for information:

1. Sri Sovan Chatterjee, Hon'ble MIC, Fire & Engineering, Housing environment, Mayor Kolkata Municipal Corporation & Chairperson, ASHA Selection Committee, Diamond Harbour Health District.
2. The Mission Director, National Health Mission, Government of West Bengal.
3. The District Magistrate, South 24 Parganas.
4. The ADM (Development) , South 24 Parganas
5. The SDO, Diamond Harbour ,& Kakdwip .(With request wide publicity& taking necessary action)
6. The BDO, Diamond Harbour I & II, Magrahat I, Mathurapur I & II, Pathar Protima & Sagar. (With request wide publicity & taking necessary action).
7. The ACOH, Diamond Harbour & Kakdwip.
8. The BMOH/Superintendents - Diamond Harbour I & II , Magrahat I , Mathurapur I & II , Pathar Protima & Sagar.
9. IT- Co-ordinator, Swasthya Bhawan , with request to upload the notice in - www.wbhealth.gov.in web- site.
10. DSM, South 24 paraganas with request to upload the notice in- www.spghealth.gov.in web- site.


Member Secretary
District Health & Family Welfare Samity
Diamond Harbour Health District

