

**DISTRICT HEALTH AND FAMILY WELFARE SAMITI  
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH  
PATPUR ROAD, POST+DISTRICT-BANKURA, 722101**

No. : 4615

Dated: 22/12/2021

**RECRUITMENT NOTICE**

Applications in prescribed format are invited from eligible candidates for engagement in the following posts on purely contractual basis in the different programmes in Bankura District. **The eligible candidates should read the general conditions before filling up the application.** The engagement of Co-ordinator and Data Entry Operator will be temporary in nature and will not be extended beyond 31/03/2022.

Sl. No	Name of the Post	Programme	Total Post	Name of the Hospital	Consolidated Remuneration / month
1.	Co-ordinator	NHM	3	Khatra SDH, Onda SSH, Barjora SSH	45000/-
2.	Data Entry Operator	NHM	3	Khatra SDH, Onda SSH, Barjora SSH	13560/-

- 1) Name of the Position : **Co-ordinator**  
 Place of Posting : HUB and SPOKE  
 Age (as on 01.01.2021) : Minimum 21 years and Maximum 40 years  
 Remuneration : Rs.45,000 per month  
 Essential Criteria : 1. Post Graduation Diploma / Degree in Health Care Management / Hospital Administration  
 : 2. Proficiency in using MS-Office.  
 Essential Experience : At least 2 years experience of working with Government / Non-Government organization.  
 Mode of Selection : Computer Skill Test and Interview.  
 Scale of Scoring – Total 100 Marks

Particulars	Maximum Marks	Remarks
Class 12	10	Proportionate Marking (i.e.% of marks obtained in the examination * 10/100)
Graduation	20	Proportionate Marking (i.e.% of marks obtained in the examination * 20/100)
Post Graduation	30	Proportionate Marking (i.e.% of marks obtained in the examination * 30/100)
Experience	10	Over and above the essential experience of 2 years
Computer Test	20	<b>Qualifying Marks for Computer Test is 50%</b>
Interview	10	
Total	100	

**Note : Essential qualification degree through Distant Learning Course or from any Open University will not be entertained.**

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- 2) Name of the Position : **Data Entry Operator**  
 Place of Posting : HUB and SPOKE  
 Age (as on 01.01.2021) : Minimum 21 years and Maximum 40 years  
 Remuneration : Rs.13,560 per month  
 Essential Qualification : **1. Graduate from any recognized university and have completed at least 1 year Diploma / Certificate Course in Computer Application from Govt registered Institution.**  
**2. Working Knowledge of Computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet.**  
 Essential Experience : Minimum 3 years experience in Government Sector or 5 years experience in Private Sector in data recording and data analysis.  
 Mode of Selection : Computer Skill Test and Interview.  
 Scale of Scoring – Total 100 Marks

Particulars	Maximum Marks	Remarks
Class 10	10	Academics : Proportionate Marking (i.e.% obtained in the exam) Rounded off to 2 decimals
Class 12	10	
Graduation	20	
Computer Test	50	<b>Qualifying Marks for Computer Test is 50%</b>
Interview	10	
Total	100	



**Note :** Essential qualification degree through Distant Learning Course or from any Open University will not be entertained.



**General Conditions:**

- i. Prescribed Application Forms & other details i.e. eligibility etc. is available by downloading from the website [www.wbhealth.gov.in](http://www.wbhealth.gov.in). No other format of application form will be entertained / accepted.
- ii. **Only Short Listed Candidate as per academic qualification and Experience will call for Computer test and interview.**
- iii. Application has to be submitted at the time of application, failing which the candidature will be rejected.
- iv. Complete application along with self attested all testimonials in support of age, qualification, experiences, residence etc. must be submitted to **The Chief Medical Officer of Health, Bankura, Tamlibandh, Patpur Road, Post+Dist- Bankura - 722101** by **Speed Post only** so that the same must reach the CMOH Office on or before **06/01/2022 up to 1.00 p.m** No application will be received thereafter.
- v. The Envelop must be super scribed on the top of CAPITAL LETTER as Sl.No, & Name of the post in **CAPITAL LETTER**.
- vi. Incomplete application in any respect is liable to be rejected. No representation against such rejection shall be entertained.
- vii. For ELIGIBILITY CRITERIA, APPLICATION FORM and OTHER DETAILS please visit [www.wbhealth.gov.in](http://www.wbhealth.gov.in) or Notice Board at the office of the undersigned.
- viii. Appointment / joining letter will not be treated as Experience Certificate.




- ix. The list of eligible candidates, Call letter, Admit Card, Merit list etc, will be published time to time as per decision of the District Level Selection Committee in the website [www.wbhealth.gov.in](http://www.wbhealth.gov.in) only. Call letters are to be downloaded from the website mentioned above. No other mode of communication with the candidate shall be made.
- x. Selected candidate/s may be placed anywhere in Bankura Districts.
- xi. The Recruitment Committee reserves the right to cancel the candidature of any applicant or entire engagement process without assigning any reason.

  
 Dy. Chief Medical Officer of Health-III  
 Convener and Member Secretary,  
 Bankura 


  
 Chief Medical Officer of Health  
 Chairman, Selection Committee,  
 Bankura   
 22.12.2021

No.-4615

Date-22/12/2021

**Copy forwarded for information and necessary action to:**

1. The Mission Director, NHM, Deptt. of Health & Family Welfare, Government of West Bengal.
2. The Additional Mission Director, NHM, Deptt. of Health & Family Welfare, Government of West Bengal.
3. The District Magistrate, Bankura.
4. The Programme Officer, NHM-I, Swasthya Bhavan, Kolkata – 91.
5. The ADM (ZP), Bankura.
- 6-10. The Dy. CMOH-I, Dy. CMOH-II, Dy. CMOH-III, DMCHO, DPHNO, CMOH Office, Bankura.
11. The Treasurer, DH&FW Samiti, Bankura.
12. The, HR Cell, Swasthya Bhawan, Kolkata, Bankura.
13. The In charge of IT Cell Swasthya Bhawan, Kolkata for web posting.
14. The DIO, NIC, Bankura for web posting.
15. The DICO, Bankura.
16. The Post Master, Bankura Head Post Office, Bankura.
15. Office Notice Board.

  
 Dy. Chief Medical Officer of Health-III,  
 Convener and Member Secretary  
 Bankura 