

**Government of West Bengal**  
**Office of the Chief Medical Officer of Health**  
**District Health & Family Welfare Samity**  
**Purba Bardhaman**

Memo No.: 573 /DH&FWS/ I-47

Dated Purba Bardhaman, the 4<sup>th</sup> September, 2018

Applications are invited for engagement (on contractual basis) of 1 Programme cum Administrative Assistant at district level under National Quality Assurance Programme in Purba Bardhaman district.

Name of the Post	Upper Age Limit	No. of Post	Essential Qualifications	Remuneration
Programme cum Administrative Assistant	40 Years as on 01/01/18	Total-1 (UR)	Recognised Graduate Degree with fluency in MS Office package with one-year experience of managing office and providing support to Health Programme / NHM. Knowledge of Accountancy would be an added advantage. Candidates having drafting skills would be preferred.	Rs. 12,000/- P.M. Consolidated

Age will be relaxable in case of SC/ST/OBC & other categories as per Government norms.


The initial contract period is up to 31/03/2019 and it may be renewed for further period depending on need and performance of the candidates.

For the post of Programme cum Administrative Assistant, desiring candidates will visit [www.wbhealth.gov.in](http://www.wbhealth.gov.in). / online recruitment to fill up online application. Last date to fill up the online application is on 30/09/2018.

On the basis of on-line application data, a provisional list for original testimonial verification will be prepared. A notice for original testimonial verification along with the provisional list will be published with in 9<sup>th</sup> October'18 in the website of [www.bardhaman.nic.in](http://www.bardhaman.nic.in) and [www.wbhealth.gov.in](http://www.wbhealth.gov.in). An application fee of Rs. 100/- (Rs.50/- for reserved categories) in the form of DD will have to be submitted with print copy of the on-line application form, during checking and verification.

Only valid & short listed candidates (based on the marks obtained in academic qualification) will be called for viva-voce & practical examination conducted for computer proficiency.

A panel will be prepared for posting in future vacancy if any within next one year.


  
0410 9118  
Chief Medical Officer of Health & Secretary  
DH&FWS, Purba Bardhaman

Memo No.:- 573/1(2)/ DH&FWS/ I-47

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Copy forwarded for information and taking necessary action to the:-

- 1) DIO, NIC, Burdwan with a requested to publish the Engagement notice in the website [www.bardhaman.nic.in](http://www.bardhaman.nic.in).
- 2) System Coordinator, IT Cell, Dept. of Health & Family Welfare, Swasthya Bhawan, Kolkata with a requested to publish the Engagement notice in the website [www.wbhealth.gov.in](http://www.wbhealth.gov.in).

  
0410 948  
Chief Medical Officer of Health & Secretary  
DH&FWS, Purba Bardhaman