



Government of West Bengal
District Health & Family Welfare Samiti
Office of the Chief Medical Officer of Health
Basirhat Health District

District Hospital Compound, Badartala, Basirhat-743292

Phone : 03217 265671; Email : cmoh_bsrt@wbhealth.gov.in; dpmu.bhd@gr



Memo. No. DHFWS/BSRHT/724/18

Dated: 29-03-2018

RECRUITMENT NOTICE

Applications are invited in prescribed format attached herewith (Annexure-A) from the eligible candidates for engagement of different post under the District Health & Family Welfare Samiti, Basirhat Health District on purely contractual basis.

SL No.	Post Name	Programme Name	Vacancies	Age	Remuneration per Month
01	Dental Assistant	NOHP	UR - 1	Lower age 22 Years and Upper age limit 40 Years	Rs. 8000/-
02	Counsellor District NCD Clinic	NPCDCS	UR - 1	40 Years	Rs. 12,000/-
03	District Finance & Logistics Officer (FLO)	NPCDCS	UR - 1	40 Years	Rs. 22,700/-
04	Staff Nurse	RCH (CH)	UR - 1, SC-1	21 Yrs. to 40 Yrs.	Rs. 17220/-
05	District Consultant, Quality Assurance	Quality Assurance Programme	UR - 1	40 Years	Rs. 40,000/-
06	District Consultant, Public Health	Quality Assurance Programme	UR - 1	40 Years	Rs. 40,000/-
07	District Consultant, Quality Monitoring	Quality Assurance Programme	UR - 1	40 Years	Rs. 30000/-
08	Programme cum Administrative Assistant	Quality Assurance Programme	UR - 1	40 Years	Rs. 12000/-

Post wise details criteria attached in Annexure-M

DOCUMENTS REQUIRED:

1. Filled up application form as per prescribed format
2. Self attested photo copy of Admit card of Madhyamik or equivalent examination (Age proof)
3. Self Attested photocopies of mark sheets MP,HS, Certificate, Degree and Master Degree as per post criteria
4. Self attested computer course certificate (If any as per post criteria)
5. Application fees of Rs.100/- for unreserved category and Rs. 50/- for Reserved categories (SC,ST, OBC-A & OBC-B) for the above mentioned posts, through cash deposit/transfer in favor of "District Health & Family Welfare Samiti, Basirhat Health District", A/c no. : 1469104000013217, IFSC Code : IBKL0001469 Basirhat Branch.

Receipt copy of cash deposit/transfer to be attached with the application form.

6. Experience Certificate: 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 experience certificates will be treated as invalid.
7. Age relaxation for SC/ST/OBC candidates as per Govt. norms.

Application in prescribed format with self attested copy of testimonials and Receipt copy of application fee in an envelope superscript with the 'Post applied for _____' should reach to the :

CMOH & Secretary,

DISTRICT HEALTH & FAMILY WELFARE SAMITI, BASIRHAT HEALTH DISTRICT
1ST FLOOR, CMOH OFFICE, BASIRHAT DISTRICT HOSPITAL COMPOUND,
P.O.- BADARTALA, BASIRHAT, PIN-743292

Last date of received of Application:

26th April 2018, upto 5:00PM through Registered post/Speed post/By hand.

- Candidates are requested to mention the Name of the Post, Self Address, Ph No. on the envelope
- Candidature will be cancelled if candidate fails to submit any requisite document(s).
- The DH & FW Samiti, Basirhat Health District will not be responsible for any postal delay.


Chief Medical Officer of Health
DH & FW Samiti, Basirhat Health District

Memo. No. DHFWS/BSRHT/724/18(1/9)

Dated: 29-03-2018

Copy forwarded for information and publication on Notice Board to the:

- 1) District Magistrate , N-24 Paragans
- 2) Sub-Divisional Officer, Basirhat
- 3) Chairman Basirhat Municipality/Baduria Municipality/ Taki Municipality
- 4) Superintendent, Basirhat District Hospital
- 5) BDO/ Block Sabhadhipati,..... (All Block)
- 6) DPMU, Basirhat Health Distric
- 7) DSM with request to arrange to publish recruitment notice to the website www.wbhealth.gov.in
- 8) Notice Board of this office.
- 9) Office copy.


Chief Medical Officer of Health
DH & FW Samiti, Basirhat Health District

Post No. : 01 Dental Assistant

Name of the Post	Qualification	Experience (25) in a Dental College/Clinic			Interview
Dental Assistant	Matriculation from recognized Board	Essential experience: 02 yr.			
		02 Yrs.	>02Yrs but <04 Yrs	>04 yrs.	
		10	20	25	
	60	25			15

Remuneration: - Rs. 8000/per month

Responsibilities:-

- Maintain a sterile and neat working environment according to current infection control procedure.
- Stop operatories and maintain clinical supply inventory.
- Maintain record of the patients and schedule appointments

Selection process for the post:-

1. Application may be invited offline with all self attested documents.
2. Screening of application as per eligibility criteria
3. Scoring as per academic qualification and experience as given in TOR
4. Shortlisted candidates will be called for interview
5. Based on the aggregate of 100 marks, a merit list of candidates may be drawn up with a panel of 1:5 candidates for every post

Post No. : 02 Counsellor District NCD Clinic**Essential Qualifications:**

Bachelor's degree in social sciences or Degree/Diploma in counselling /Health Education/ Mass Communication

Experience :

At least 2 years experience of working as a counselor in a health care facility.

Age Limit : 40 years.

Job requirements / responsibilities :

- a. To provide counseling on life style diseases and their risk factors to patients and their family members.
- b. To plan IEC activities vis-à-vis Non Communicable Diseases or life style diseases.
- c. To make domiciliary visits for providing counselling to bed ridden cases and attendants.

Monthly Remuneration per Month : Rs. 12,000/-

Post No. : 03 District Finance & Logistics Officer (FLO)

Qualifications: Essential

1. Inter CA/Inter ICWA/M.Com or MBA (Finance/ Material Management) with knowledge of computer.

Desirable:-

- a. At least 3 years experience for accounting including analysis Financial Reporting Budgeting Financial Software & reporting System.
- b. Experience of Working in Health Care Financing / National Health Account.

Age Limit: Up to 40 year

Job requirements/responsibilities: General:-

- 1) All matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NPCDCS in the District.
- 2) To maintain the fund flow mechanism from State to Districts and Districts to below.
- 3) Accurate and timely submission of monthly report on expenditure to State, annual audited statement of accounts and intensively monitoring the financial management in each District Health Society.
- 4) Any other job assigned by concerned officers.
- 5) Financial aspects of activities in Cancer, Diabetes, CVD & Stroke and Elderly.
- 6) Any other job assigned by Concerned officers.

Specific:

- 1) Preparing annual and quarterly budgets for the District.
- 2) Ensuring that adequate internal controls are in place to support the payments and receipts.
- 3) Ensuring timely consolidation of accounts/financial statements at the District.
- 4) Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the District.
- 5) Coordinating with District and below to address the audit objection/internal control weaknesses issues of disallowances, if any.
- 6) Preparing Consolidated FMR of NPCDCS and NPHCE on a monthly basis.

Remuneration: Rs. 22,700/month (consolidated)

Post No. : 04 Staff Nurse

- 1) **Name of the Post:** GNM (Only for Female Candidates)
- 2) **Consolidated Remuneration:** Rs. 17,220/- (Rupees Seventeen Thousand Two Hundred Twenty Only) per month
- 3) **Age limit (as on 1.1.2016):** Not exceeding 40 years, and not less than 21 years (relaxation in age will be given for SC/ST/OBC candidates as per extant rule and order in this regard)
- 4) **Essential Qualification:** The candidate should have completed B.SC nursing course/GNM training Course from any recognized institution.
- 5) The candidate should be able to read, write and speak in Bengali or Nepali for Darjeeling District
- 6) **The candidate must be the permanent resident of the district.**