

Govt. of West Bengal
O/O the Chief Medical Officer of Health, Hooghly
D.R.S Campus, New Administrative Building
Barabazar, Chinsurah, Hooghly. 712101

Memo No:- 6498

Dated: 17/11/21

Recruitment Notice

An Walk-in - interview will be held on 27.11.2021 from 10.30 AM at the Office of the CMOH, Hooghly for engagement for a period up to 31.03.2022 on contractual basis of 05 (five) Coordinator and 05 (five) Data Entry Operator for different major hospital under CMOH, Hooghly. The remuneration (consolidated) will be applicable as per the Order of MD NHM, vide Memo No HFW-35099/188/2021/3244 Dated 28.10.2021

| Designation | Vacant Posts | Essential Criteria | Essential Experience | Remuneration /month | Age limit |
|---------------------|---|---|--|---------------------|------------------------------|
| Coordinator | Total 05 (five) 01 for each Major Hospital of the Dist. | 1) Post Graduation Diploma/ Degree in Health Care Management/ Hospital Administration 2) Proficiency in using MS Office | 1. At least 2 years' experience of working with Government / Non-Government organization. | Rs. 45,000/- | 21-40 years as on 01/01/2021 |
| Data Entry Operator | Total 05 (five) 01 for each Major Hospital of the Dist. | 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, operating Knowledge of MS Word, MS Excel, MS Power Point, MS Access | 1. Minimum 3 years' experience in Government Sector or 5 years' experience in Private Sector in Data recording and Data analysis | Rs. 13,560/- | 21-40 years as on 01/01/2021 |

General Instructions: -

- 1) Essential qualification degree through Distant Learning Course or from any Open University will not be entertained.
- 2) The engagement contract period will be valid up to 31-Mar-2022 only.
- 3) Mode of Selection
 - a) Screening of documents, b) Computer Test, c) InterviewNote- Final selection will be made on the basis of total marks obtained in academic-qualification (weightage) experience and interview.
- 4) Candidate are instructed to bring all the original documents along with one photo copy of the testimonials to be submitted at the time of registration on that day i.e 27.11.2021.
- 5) Candidates are instructed to make registration within 10.30 AM to 12.30 PM at the venue on 27.11.2021. No registration will be allowed after 1.00 PM.
- 6) Place of Interview/ Computer Test/ Document verification will be done at the office of the CMOH, Barabazar, Chinsurah, Hooghly, 712101 or the above mentioned posts.
- 7) All the above-mentioned qualification should be completed before the date of advertisement for the post.
- 8) The essential qualifications mentioned are the minimum and mere possession of the same does not entitles the candidates to claim selection.
- 9) Applicants are requested to visit www.wbhealth.gov.in at the URL "Recruitment" regularly for instruction / information issued from time to time.


17.11.21


Chief Medical Officer of Health & Secretary
DH& FWS, Hooghly

Memo No. 6498/1 (9)

Dated 17.11.21

Copy forwarded for information please to -

1. The Mission Director, NHM & Secretary, GoWB, Swasthya Bhawan, GN- 29, Sec- V , Kol - 91.
2. The District Magistrate, Hooghly.
3. The Addl. District Magistrate (Dev & Incharge of Health), Hooghly.
4. Dy. CMOH - I /II/AO, Hooghly.
5. Supdt., Imambara Dist. Hospital/Chandannagar SDH/Arambagh SDH/Serampore SDH/Uttarpara SGH, Hooghly.
6. The Admin Officer, o/o the CMOH, Hooghly.
7. Guard file.
8. System Coordinator, IT Cell, Swasthya Bhawan, Kolkata - 700 091.
9. DIO, NTC, Collectrate Hooghly, with request to publish notice in district website.


Dy. Chief Medical Officer of Health - III
&
Member Secretary , DLSC under ECRP - II,
Hooghly.