

DEPARTMENT OF HEALTH & FAMILY WELFARE
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH
ASANSOL, KALYANPUR SATELITE TOWN, PO: R K MISSION, PIN-713305
PASCHIM BARDHAMAN

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Memo No:- DH&FWS/ ASL/21-22/ 594

Dated: 03.11.2021

Recruitment Notice

Application are invited for engagement on contractual basis of **01 (One)** Coordinator and **01 (One)** Data Entry Operator for District Hospital Asansol and Sub Divisional Hospital Durgapur, under CMOH, Paschim Bardhaman. 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	Age limit
Coordinator	01 (One) (UR-1) each for Asansol DH and Durgapur SDH	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. 45000/-	21-40 years as on 01/01/2021
Data Entry Operator	01 (One) (UR-1) each for Asansol DH and Durgapur SDH	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	1. Minimum 3 years' experience in Government Sector or 5 years experience in Private Sector in Data recording and Data analysis	Rs. 13560/-	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 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 (weighted) experience and interview.
- 4) Applicants are requested to visit www.wbhealth.gov.in at the URL "Recruitment" for online application on and from 04th November 2021 onwards. The Last date of Online Registration will be upto 15.11.2021.
- 5) After submission, the printed applied form duly signed by the applicant along with necessary self attested documents and credentials **photocopies** of all testimonials including proof of age, mark sheet & educational certificates of all examination passed (Educational & Computer Applications), working experience certificates (with appointment letter) on the health or health related activities, voter photo ID card/ ration card / Adhar Card for proof of residence, and one passport size photograph duly signed by the candidate, must be borne by the candidate in the Walk in Interview
- 6) Place of Interview/ Computer Test/ Document verification will be done at the **Office of the CMOH, Paschim Bardhaman Kalyanpur Satellite Township, Asansol Paschim Bardhaman, Pin 713305**, for the above mentioned posts.
- 7) All the above-mentioned qualification should be completed before the date of advertisement for the post. The applicant must carry the printed application form along with them.
- 8) The date of Computer Test & Documents verification for the post of "Coordinator" will be on 16.11.2021 and for the Post of "Data Entry Operator" will be on 17.11.2021.
- 9) The essential qualifications mentioned are the minimum and mere possession of the same does not entitles the candidates to claim selection.
- 10) Applicants are requested to visit www.wbhealth.gov.in at the URL "Recruitment" regularly for instruction / information issued from time to time.


Chief Medical Officer of Health & Secretary
DH& FWS, Paschim Bardhaman