

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH & MEMBER SECRETARY**  
**DISTRICT HEALTH & FAMILY WELFARE SAMITY**  
**ALIPURDUAR**

Memo No. DH&FWS/APD No. 332

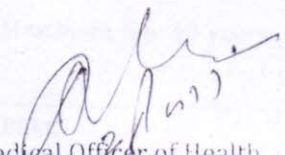
Date:

**RECRUITMENT NOTICE**

Applications are invited from eligible candidates for recruitment to various contractual posts under different programmes schemes under National Health Mission (NHM) as per format/ as per Terms of Reference (TOR) provided in details in the State Health Website ([www.wbhealth.gov.com](http://www.wbhealth.gov.com)), District website ([www.alipurduar.org/www.mgnregaalipurduar.org](http://www.alipurduar.org/www.mgnregaalipurduar.org)) and the office notice boards of the District Magistrate, Alipurduar; Zilla Parishad, Alipurduar; Office the Chief Medical Officer of Health, Alipurduar and the Superintendents of District Hospital, Alipurduar and State General Hospital, Birpara.

1. **Technical Assistant for AES-JE (UR-1)** under NVBDCP at the district level
2. **Data Processing Assistant (UR-1)** for Civil Registration System at district level.
3. **ICTC Counselor (UR-1; OBC-B-1)** under WBSAP&CS at the Block level.
4. **ICTC Lab Tech (UR-3; SC-2)** under WBSAP&CS at the Block level.
5. **Data Entry Operator (UR-1)** under National Health Mission at Alipurduar
6. **Block ASHA Facilitator (UR-1)** under National Health Mission at block level
7. **Counselor (Male RCH) (UR-1; SC-1)** under National Health Mission (RKSK) at block level

The applications with attested copies of all relevant supportive documents in the specified format along with the Demand Draft of Rs. 100/- (Rs. 50/- for reserve category candidates) in favour of CHIEF MEDICAL OFFICER OF HEALTH, ALIPURDUAR are to reach the office of the Chief Medical Officer of Health & Member Secretary, DH&FWS, Matrisadan (1<sup>st</sup> floor), Ward No. XVI, New Alipurduar, Alipurduar, Pin code: 736121 by 10-03-2017 at 4 PM only by Registered post/speed post/courier. The name of the post applied for must be written in bold letter on the envelop.

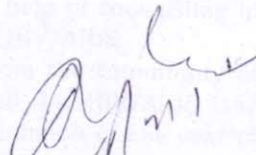
  
Chief Medical Officer of Health  
Alipurduar

Memo No. DH&FWS/APD No.

Date:

Copy for information with a request to display in the office notice board along with the TOR:

1. The Hon'ble Sabhadipati, Zilla Parishad, Alipurduar
2. The District Magistrate, Alipurduar
3. The ADM (Health) & AEO, Zilla Parishad, Alipurduar
4. The SDO, Alipurduar Sub Division.
5. The Superintendent, District Hospital, Alipurduar/SGH, Birpara

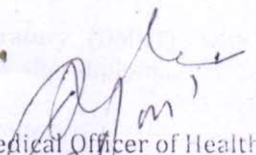
  
Chief Medical Officer of Health  
Alipurduar

Memo No. DH&FWS/APD No.

Date:

Copy for information to:

1. The Director of Health Services & e.o. Secretary, Govt of West Bengal
2. The Mission Director, NHM & Commissioner (FW) & Secretary of the Govt of WB
3. The Additional Mission Director, NHM, Govt of WB, Kolkata

  
Chief Medical Officer of Health  
Alipurduar

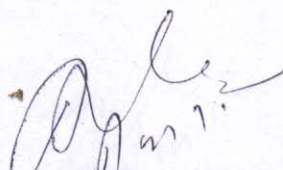
**TERMS OF REFERENCE FOR RECRUITMENT**

Sl. No.	Designation & consolidated salary (in Rs.)	No. Of Posts	Criteria/qualifications
1	Technical Assistant for AES-JE (15670.00)	1 UR	<p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>Graduate (in any discipline) from a recognized university</li> <li>Diploma course in Computer science from any recognized Institution</li> <li>Minimum typing speed of 30 words/minute &amp; ability to type in Bengali</li> </ol> <p><b>Desirable Qualification:</b></p> <ol style="list-style-type: none"> <li>Minimum six months of working experience in handholding office</li> </ol> <p><b>Age:</b> Up to 40 Years (As on 01.03.2017)</p>
2	Data Processing Assistant (13560.00)	1 UR	<p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>Graduate degree from any recognized university</li> <li>Non-computer degree candidates must have diploma/certificate in computer/it for minimum duration of 1yr from any recognized institute/organization</li> <li>Must be well conversant with typing on computer</li> <li>Good command over Hindi/English &amp; local language of the state</li> </ol> <p><b>Desirable Qualification:</b></p> <p>1 year experience in data collection, compilation and data entry</p> <p><b>Age:</b> Minimum Age 20 years and Maximum Age 40 years (As on 01.03.2017)</p>
3	ICTC Counselor	UR-1; OBC-B-1	<p><b>Essential Qualification &amp; Experience:</b></p> <ol style="list-style-type: none"> <li>Post Graduate degree/diploma in Psychology/ Social Work/Sociology/Anthropology/Human Development/Nursing; with minimum 1 year experience after PG degree/diploma, of working in field of counselling in health sector; preferably in HIV/AIDS</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>Graduate in Psychology/Social Work/Sociology /Anthropology/Human Development/Nursing; with minimum 3 years experience after graduation, of working in field of counselling in health sector; preferably in HIV/AIDS.</li> </ol> <p>In the case of those recruited from the community of people infected with or affected by HIV/AIDS, the experience will be relaxed to a minimum of one year of experience in the field of HIV/AIDS.</p> <p><b>Other experience required:</b></p> <ol style="list-style-type: none"> <li>Working knowledge of computers</li> </ol> <p><b>Age:</b> Up to 40 Years (As on 01.03.2017)</p>
4	ICTC Lab Tech	UR-3; SC-2	<p><b>Essential Qualification &amp; Experience:</b></p> <ol style="list-style-type: none"> <li>Graduate in Medical Laboratory Technology (B.Sc); with minimum 1 year experience after graduation.</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>Diploma in Medical Laboratory (DMLT); with minimum 2 years experience after diploma.</li> </ol> <p><b>Other experience required:</b></p> <ol style="list-style-type: none"> <li>Working knowledge of computers</li> </ol> <p><b>Age:</b> Up to 40 Years (As on 01.03.2017)</p>

5	Data Entry Operator (13560.00)	1 UR	<ul style="list-style-type: none"> <li>a. Graduate from any recognized university</li> <li>b. 1 (one) year Diploma/Certificate course in Computer Application from Government Registered Institution</li> <li>c. Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access, Internet and minimum typing speed of 30 words per minute</li> <li>d. Minimum experience of 3 years in Government sector or 5 years in data recording and data analysis in Private sector</li> <li>e. 40 years or less on the date of publication of the advertisement; relaxation for SC/ST &amp; OBC candidate as per government norms</li> <li>f. Preferably with experience in handling official correspondence</li> </ul>
6	Block ASHA Facilitator (7500.00)	1 UR	<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>a. Master's degree in Social Science/Sociology/Social Anthropology/Social Work (MSW)/Business Administration (MBA)/Economics/Rural Development/Mass Communication</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>b. Graduate degree in any discipline with minimum 2 years experience in health projects</li> <li>c. Minimum typing speed of 30 words/minute &amp; ability to type in Bengali</li> </ul> <p>Preference will be given to candidates having working experience in ASHA programme</p> <p><b>Others:</b></p> <ul style="list-style-type: none"> <li>1. Knowledge in MS Office &amp; Internet</li> <li>2. Ability to communicate effectively</li> <li>3. Ability to work hard</li> <li>4. Willing to travel extensively</li> <li>5. Should be a resident of the same sub-division where he/she is applying</li> </ul>
7	Counselor Male (RCH) (13560.00)	UR-1; SC-1	<p><b>Essential Qualification &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>a. Graduate in Psychology/Social Work/Sociology/Anthropology/Human Development.</li> </ul> <p><b>Experience/Preferential Qualification:</b></p> <ul style="list-style-type: none"> <li>a. Post graduate in (MA/M.Sc), Psychology, Social Work, Sociology, Anthropology, Human Development.</li> <li>b. Conversant in MS-Office</li> </ul> <p>Age (as on 01.03.2017): Upto 40 years</p>

The applications with attested copies of educational/training qualifications, experience, bonafide SC/ST/OBC certificate, Residential certificate, Birth certificate or Madhyamik or equivalent examination admit card for proof of date of birth, and in the specified format are to reach the office of the Chief Medical Officer of Health & Member Secretary, DH&FWS, Alipurduar by 10-03-2017 at 4 PM only by Registered post/speed post/courier.

The envelopes containing the application with supporting documents should be sealed, addressed to the Chief Medical Officer of Health & Member Secretary, DH&FWS, Matrisadan (1<sup>st</sup> floor), Ward No. XVI, New Alipurduar, Pin code: 736121 Alipurduar and the name of the post applied for written in bold letters on the envelope.

  
 Chief Medical Officer of Health  
 Alipurduar