

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

Memo No: 20


Date: 25-01-16

**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. **Programme cum Administrative Assistant (UR-1)** under NHM at the district level
2. **Nutritionist (UR-1)** for Nutritional Rehabilitation Centre (NRC) at DH Alipurduar
3. **Staff Nurse (UR-1; SC-1)** for Nutritional Rehabilitation Centre at DH, Alipurduar
4. **Data Entry Operator/Computer Assistant (ST-1; OBC-A)**, under NHM at Uttar Latabari BPHC, Kalchini & NUHM at Alipurduar
5. **Lower Division Clerk (UR-1)** under National Urban Health Mission at Alipurduar
6. **ASHA (UR-2 - Ward Nos 8 & 9; SC-1 - Ward No. 11) of Alipurduar Municipality**
7. **Group D (UR-1)**

The applications with attested copies of all relevant supportive documents in the specified format 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 05-02-16 at 4 PM only by email ([cmohapd@gmail.com](mailto:cmohapd@gmail.com))/registered post/speed post/courier.

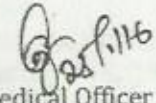
  
Chief Medical Officer of Health  
Alipurduar

Memo No:

Date: 25-01-16

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 Superintendent, District Hospital, Alipurduar/SGH, Birpara

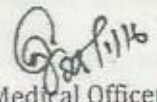
  
Chief Medical Officer of Health  
Alipurduar

Memo No:

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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	Programme cum Administrative Assitant at district level (12,000.00)	1 UR	<ol style="list-style-type: none"> <li>1. Recognized Graduate degree</li> <li>2. Fluency in MS Office package</li> <li>3. 1 (one) year experience of managing office and providing support to Health Programme/NHM</li> <li>4. Knowledge in Accountancy</li> <li>5. Candidates having drafting skills would be preferred</li> <li>6. Upper age limit for the post is 40 (forty) years</li> </ol>
2	Data Entry Operator/Computer Assistant for Uttar Latabari BPHC, Kalchini & Alipurduar Municipality (13,560)	2 (ST-1; OBC-A-1)	<ol style="list-style-type: none"> <li>1. Graduate from any recognized university</li> <li>2. 1 (one) year Diploma/Certificate course in Computer Application from Government Registered Institution</li> <li>3. 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>4. Minimum experience of 3 years in Government sector or 5 years in data recording and data analysis in Private sector</li> <li>5. 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>6. Preferably with experience in handling official correspondence</li> </ol>
3	Nutritionist for NRC, Alipurduar	1 (UR)	<ol style="list-style-type: none"> <li>1. Female</li> <li>2. Age: Not exceeding 40 years and not below 21 as on 01-01-16; relaxation for SC/ST &amp; OBC candidates as per government norms</li> <li>3. B.Sc. or M.Sc. in Foods &amp; Nutrition or equivalent course with computer knowledge</li> <li>4. Should be able to read, write and speak Bengali</li> </ol>
3	Staff Nurse (GNM) for NRC	1 UR; 1 SC;	<ol style="list-style-type: none"> <li>1. Female</li> <li>2. Age: Not exceeding 40 years and not below 21 as on 01-01-16; relaxation for SC/ST &amp; OBC candidates as per government norms</li> <li>3. Should have completed B.Sc. or GNM course from recognized institution</li> <li>4. Must be permanent resident of the district (<u>Residential certificate from Chairman, Alipurduar Municipality /Sub-Divisional Officer, Alipurduar/Block Development Officer/other bonafide Government Officer</u>)</li> <li>5. Should be able to read, write and speak Bengali</li> </ol>

5	Lower Division Clerk (9000.00)	1 UR	<ol style="list-style-type: none"> <li>1. Graduate in any discipline from a recognized university</li> <li>2. Must have knowledge in Computer in MS Office &amp; Internet</li> </ol>
6	Group D (5000.00)	1 UR	Madhyamik pass or equivalent
7	ASHA (Performance based & Fixed incentive)	3 (2 UR; 1 SC)	<ol style="list-style-type: none"> <li>1. Should be married/divorced or widow women</li> <li>2. Should a resident of the same ward for which she will be selected. Proof of residence in terms of Voter Identity Card/Ration Card or certificate from Chairman Municipality is required</li> <li>3. Should within the age group of 30- 40 years. In case of SC &amp; ST candidates, the lower age group limit may be relaxed to 22 years</li> <li>4. <u>Should be Madhyamik appeared or equivalent</u></li> <li>5. Women candidates who are Madhyamik pass or possessing higher qualification are also eligible. However, in case of candidates possessing higher qualification, only marks of Madhyamik or equivalent will be considered.</li> <li>6. Copy of Madhyamik certificate or Mark sheet even in case of failure in the examination is to be submitted</li> </ol>

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 **05-02-16 at 4 PM only by Email/registered post/speed post/courier**. The email id to which the applications along with scanned documents are be sent is [cmohapd@gmail.com](mailto:cmohapd@gmail.com)

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, 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

# APPLICATION FORMAT

**( USE BLACK/BLUE BALL PEN FOR FILLING UP THE APPLICATION )**

To  
The Chief Medical Officer of Health  
&  
Member Secretary, District Health & Family Welfare Samity  
New Alipurduar, Matri Sadan Building 1<sup>st</sup> Floor,  
Ward No. XVI, Alipurduar, Pin: 736121  
West Bengal

Affix a recent Passport size  
colour Photograph

**Application for the post of** \_\_\_\_\_

1. Name in Full (In Block Letters) : \_\_\_\_\_

2. Name of the Father / Husband : \_\_\_\_\_

3. Date of Birth : 

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4. Age as on 01.01.2016 : \_\_\_\_\_

5. Sex (Please tick the suitable) :  Male  Female

6. Nationality : \_\_\_\_\_

7. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_

P.S. \_\_\_\_\_ P.O. \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Pin: \_\_\_\_\_

8. Present Postal Address : : \_\_\_\_\_  
\_\_\_\_\_

P.S. \_\_\_\_\_ P.O. \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Pin: \_\_\_\_\_

9. Contact No : \_\_\_\_\_

10. Mail-Id : \_\_\_\_\_

11. Caste :

(Please enclose self attested  
Photocopy of caste certificate)

12. Educational Qualification : (Self attested photocopies of marksheets/certificates must be enclosed)

Sl. No.	Examination Passed	Year of Passing	Board / University	Total Marks	Marks Obtained	% of Marks

13. Computer Qualification :  
(Please enclose self attested  
Photocopy of certificate in computer works)

13. Details of Work Experience :  
(Please enclose self attested  
Photocopy of work experience)

14. Residential Proof :  
(In case of ASHA,  
Proof of residence in terms of Voter  
Identity Card/Ration Card  
or certificate from Chairman  
Municipality is required)

### **DECLARATION**

"I hereby declared that all statements made in this application are correct to the best of my knowledge and belief and in the event of my information being found false my candidature is liable to be cancelled."

Place:

Date:

\_\_\_\_\_  
(Full Signature of the Applicant)