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),

District website (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.

- 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
- 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
- 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 (1st floor), Ward No. XVI, New Alipurduar, Alipurduar, Pin code: 736121 by 05-02-16 at 4 PM only by email (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:

- 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

Date: 25-01-16

Memo No:

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

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 Asssitant at district level (12,000.00)	1 ÜR	 Recognized Graduate degree Fluency in MS Office package 1 (one) year experience of managing office and providing support to Health Programme/NHM Knowledge in Accountancy Candidates having drafting skills would be preferred Upper age limit for the post is 40 (forty) years
2	Data Entry Operator/Compu ter Assistant for Uttar Latabari BPHC, Kalchini & Alipurduar Municipality (13,560)	2 (ST-1; OBC-A-1	 Graduate from any recognized university 1 (one) year Diploma/Certificate course in Computer Application from Government Registered Institution 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 Minimum experience of 3 years in Government sector or 5 years in data recording and data analysis in Private sector 40 years or less on the date of publication of the advertisement; relaxation for SC/ST & OBC candidate as per government norms Preferably with experience in handling official correspondence
3	Nutritionist for NRC, Alipurduar	1 (UR)	Female Age: Not exceeding 40 years and not below 21 as on 01-01-16; relaxation for SC/ST & OBC candidates as per government norms B.Sc. or M.Sc. in Foods & Nutrition or equivalent course with computer knowledge Should be able to read, write and speak Bengali
3	Staff Nurse (GNM) for NRC	1 UR; 1 SC;	 Female Age: Not exceeding 40 years and not below 21 as on 01-01-16; relaxation for SC/ST & OBC candidates as per government norms Should have completed B.Sc. or GNM course from recognized institution Must be permanent resident of the district (Residential certificate from Chairman, Alipurduar Municipality /Sub-Divisional Officer, Alipurduar/Block Development Officer/other bonafide Government Officer Should be able to read, write and speak Bengali

5	Lower Division Clerk (9000.00)	1 UR	Graduate in any discipline from a recognized university Must have knowledge in Computer in MS Office & Internet
6	Group D (5000.00)	1 UR	Madhyamik pass or equivalent
7	ASHA (Performance based & Fixed incentive) 3 (2 UR; 1 SC)	3 (2 UR; 1 SC)	 Should be married/divorced or widow women 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 Should within the age group of 30- 40 years. In case of SC & ST candidates, the lower age group limit may be relaxed to 22 years Should be Madhyamik appeared or equivalent 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. Copy of Madhyamik certificate or Mark sheet even in case of failure in the examination is to be submitted

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

The envelopes containing the application with supporting documents should be sealed, addressed to the Chief Medical Officer of Health & Member Secretary, DH&FWS, Matrisadan (1st 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 Vedical 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 1st Floor,
Ward No. XVI, Alipurduar, Pin: 736121
West Bengal

Affix a recent Passport size colour Photograph

	Bar					1100	coloui	inote	grapii	
										100
Ар	plication for the post of _									
	Name in Full (In Block Letters)					T COL				
	Name of the Father / Husband									
3.	Date of Birth	:								
4.	Age as on 01.01.2016	:								
5.	Sex (Please tick the suitable)	:	Male		Fen	nale				
6.	Nationality	:								
7.	Permanent Address	:			5/6					
					Health					
		P.S		-13361	P.O					
		District:			St	ate:				
		Pin:								
8.	Present Postal Address	::								
		P.S			P.O	Lieb	i back	pin,	inequi.	e _{su}
		District:			St	ate:				
		Pin:								
9.	Contact No	:								

10.	Mail-ld						
11.	Caste						
(Ple	ease enclose s	elf attested					
1.500.00		te certificate)					
12.	Educational Q	ualification : (Self a	ttested photo	copies of marksh	eets/certificates n	nust be enclose	d)
Γ	Sl. No.	Examination	Year of	Board /	Total Marks	Marks	0/ 500 1
-	31. NO.	Passed	Passing	University	Total Marks	Obtained	% of Marks
		- 02 THE					
+					The Section of		
		100000					
L							
Pho 13.	Details of Wor (Please enclos Photocopy of Residential Pr (In case of ASI Proof of resid Identity Card/	rk Experience se self attested work experience) roof HA, dence in terms of Virkation Card from Chairman					
				CLARATION			
		ared that all state the event of my i					
Plac		•					
Dat	e:						
					(Full Signa	ature of the App	olicant)