Memo no. DHFWS/adv/J-26/2923

Dated: 22.01.2020

RECRUITMENT NOTICE-2020
(Contractual basis)

District Health and Family Welfare Samity invited applications for recruitment on contractual basis under different Health Programme for Birbhum district. Eligible candidates may apply in the prescribed format attached herewith. Application fee Rs. 100/- for General Caste & Rs. 50/- for reserved category (SC/ST/OBC/PH) must be enclosed with application in form of DD/Banker’s Cheque in favour of DHFWS, Birbhum payable at Suri otherwise application will be treated as cancelled. The application must reach to this office through Registered post/courier within 13.02.2020 (upto 4 pm).

The Name of the post should be superscripted in the top of the envelop otherwise application will be treated as cancelled.

<table>
<thead>
<tr>
<th>A</th>
<th>Name of the post</th>
<th>PROGRAMME ASSOCIATE (RBSK)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of post</td>
<td>Total Post : 1 (UR)</td>
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<tr>
<td></td>
<td>Place of posting</td>
<td>CMOH OFFICE, SURI BIRBHUM</td>
</tr>
<tr>
<td></td>
<td>Remuneration</td>
<td>RS. 13560/- per month</td>
</tr>
</tbody>
</table>

TERMS & CONDITIONS

Age as on 01.01.2020
40 years or less as on 01.01.2020 with relaxation for SC/ST/OBC candidate as per Govt. Norms

Qualification
Graduate from any recognized university and having at least 1 (one) year Diploma/Certificate course in Computer Application from Govt. Registered institution.

Technical Knowledge
Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet and having a minimum Typing Speed 30 word per minute.

Working Experience (Compulsory)
Minimum 3 years experience in Government Sector or 5 years experience in data recording and data analysis in Private Sector and preferably having experience in handling of official correspondence.

Residence
The candidate must be the permanent resident of Birbhum District

Scale of Scoring:
Total marks : 100 marks
- Academic qualification : 30 marks
  - Class X or Equivalent : 5 Marks (Proportionate marking i.e. % obtained in the Exam * 5/100)
  - Class XII or equivalent : 10 marks (Proportionate marking i.e. % obtained in the Exam * 10/100)
  - Graduation : 15 marks ((Proportionate marking i.e. % obtained in the Exam * 15/100)
- Computer Test : 70 marks
### Mode of Selection & process of short listing

It would be 2 stages selection process: candidates will be shortlisted on the basis of academic qualification in the ratio of 1:5 that means only 5 candidates will be called for next round i.e., Typing Test & Computer Test. Shortlisted Candidates must have 30 wpm typing speed otherwise his/her candidature will be treated as cancelled. Final selection will be made on the basis of total marks obtained in both academic qualification & computer test.

### N.B.

Candidates applying for the post should have the requisite qualification and experience as on last date of application

### Short listing method

Candidates will be undergone typing test after that candidates will be called for interview.

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### B Name of the post

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>DISTRICT CONSULTANT- QUALITY ASSURANCE (NHM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of post &amp; category</td>
<td>1 (One) Unreserved</td>
</tr>
<tr>
<td>Remuneration</td>
<td>Rs. 40000/- per month</td>
</tr>
<tr>
<td>Age as on 01.01.2020</td>
<td>Upper age limit 40 years (relaxation of age will be given for SC/ST/OBC candidate as per Govt. Norms)</td>
</tr>
</tbody>
</table>

#### Qualification & Selection criteria:

- MBBS/Dental/AYUSH/Nursing Graduate with Master in Hospital Administration/Health Management (MHA-full time or equivalent) with 2 years experience in Public Health/Hospital Administration. Training and experience on implementing a recognize quality system like NABH/ISO 9001:2008/Six Sigma/Lean/Kaizen would be preferred
- Previous experience in the field of Health quality would be added advantage

#### Scale of Scoring

- Total marks : 100 marks
  - Written test - 50 marks
  - Computer test -40 marks
  - Interview marks- 10 marks

#### Method of short listing

Written test & computer test result

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### C Name of the post

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>PHYSIOTHERAPIST NPHCE &amp; NPCDCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of post</td>
<td>2</td>
</tr>
<tr>
<td>Place of posting</td>
<td>District Hospital Suri</td>
</tr>
<tr>
<td>Remuneration</td>
<td>Rs. 20000/- per month</td>
</tr>
<tr>
<td>Age as on 01.01.2020</td>
<td>Upper age limit 40 years (relaxation of age will be given for SC/ST/OBC candidate as per Govt. Norms)</td>
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</tbody>
</table>

#### Qualification

- Bachelor in physiotherapy & at least 2 years working experience in a Hospital.

#### Scale of Scoring

- Total Marks: 50
  - Madhyamik- 10 marks
  - HS - 10 marks
  - Bachelor of Physiotherapy -10 marks **

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iv) Master of Physiotherapy - 5 marks**
v) Experience - 10 marks***
vi) Interview - 5 marks

*In proportion to the marks actually awarded (Excluding marks of Additional Subject) in each examination as percentage up to two decimal points

** Proportionate BPT marks + 5 for MPT

*** Experience scoring

<table>
<thead>
<tr>
<th>Experience</th>
<th>Govt.</th>
<th>Private</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 yrs &amp; &gt;</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>4 yrs &gt; &amp; &lt; 5 yrs</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>3 yrs &gt; &amp; &lt; 4 yrs</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>2 yrs &gt; &amp; &lt; 3 yrs</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

Mode of Selection

Candidates will be shortlisted as per 1:10 ratio and will be called for interview as per highest marks obtained within 45 marks (from sl.no. i to v)

**Experience certificate must consist of:**
- i) Name of the organization
- ii) Employee’s Name
- iii) Name of the post
- iv) place of posting
- v) Nature/type of work (part time/fulltime etc.)
- vi) Date of Joining in the post
- vii) Date of living or still continuing otherwise his/her experience will be treated as invalid. No appointment letter will be treated as experience certificate. Voluntary service will not be treated as experience.

**Basic guidelines:**
1) Only banker’s cheque or Demand Draft will be considered
2) Experience :- will be calculated after completion of requisite qualification
3) Age:- relaxation of age will be given for SC/ST/OBC/PH candidate as per Govt. Norms
4) Name of the post should be Superscripted in the enveloped
5) Only registered post or Courier will be accepted
6) All photocopies should be self attested
7) Incomplete application, missing of required documents will be treated as cancelled.

**Documents required (Xerox copy)**
- Application as per proforma
- Admit card of Madhyamik Examination
- Mark sheet of MP, HS, Graduation, technical qualification & Post Graduation (As applicable)
- Residence Proof certificate
- Caste proof certificate (if need)
- Computer Knowledge certificate
- Experience certificate as mentioned above

Application with superscripted the name of the post must be submitted to the following address by Courier/Registered post only. No applications will be received by hand.

**Last date for submission of application is 13.02.2020 up to 4 pm. (13.02.2020)**
Correspondence Address:
Office of the chief Medical Officer of Health (DPMU section)
New Administrative Building
Old Out Door Campus
PO- Suri, District :: Birbhum
Pin – 731101
West Bengal

Memo no.DHFWs/adv/J-26/2923/1(19)

Copy forwarded for information to:-
1. Hon’ble Mr. Chandranath Sinha, MOS, MLA & Chairman of Selection Committee
2. The Sabhadhipati, Birbhum Zilla Parishad
3. The Mission Director, NHM
4. The Project Director, WBSACS, Swasthya Bhavan, Kolkata
5. The AMD (NHM) Swasthya Bhavan, Kolkata
6. The Executive Director, WBHFWS
7. The Jt. Director, Blood Safety, Swasthya Bhavan, Kolkata
8. The PO NHM, Swasthya Bhavan, Kolkata
9. The Addl District Magistrate, (Gen), Birbhum
10. The Swasthya Karmadkshya, Birbhum Zilla Parishad
11. The SDO Suri/Bolpur/Rampurhat Sub division.
12. The BDOs all
13. The DICO- Sidhu Kanhu Mancha, Birbhum
14. The Dy.CMOH-I/II/III/ DMCHO/ZLO/ DTO/DPHNO
15. The ACMOH all
16. The HR Cell, State Health & Family Welfare Samity, Kolkata -91
17. The DIO, NIC – with the request to publish advertisement in the official webpage of Birbhum
18. IT Specialist, Dept. of Health and Family Welfare, Swasthya Bhavan, Kolkata-91 – he is requested to publish this advertisement in the wbhealth.gov.in website.
19. The DPMU Section for overall management of recruitment process.

Chief Medical Officer of Health
Birbhum

DPC/Recruitment/2020/notice 01.01.2020
1. Name (Block letter)  
2. Father's Name/Husband's Name  
3. Address (in details)  
   - Village/Town: .................................................................
   - P.O.: ................................................................. Pin:  
   - Block: ................................................................. District: ................................
4. Contact number (Mobile)
5. Email Id (mandatory)
6. Date of birth as on 01.01.2020
7. Age  
8. Sex
9. Caste:  
   - General  
   - SC  
   - ST  
   - OBC-A  
   - OBC-B
10. Educational Qualification:

<table>
<thead>
<tr>
<th>Exam Passed</th>
<th>Board/University</th>
<th>Full Marks</th>
<th>Marks obtained</th>
<th>% age of marks</th>
<th>Year of passing</th>
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Documents required (Xerox copy)
- Application as per proforma
- Admit card of Madhyamik Examination
- Mark sheet of MP, HS, Graduation, technical qualification & Post Graduation (As applicable)
- Residence Proof certificate
- Computer Knowledge certificate
- Experience certificate
- Others

I declare that the information furnished above are true. I also understand that if any information furnished is found to be materially incorrect or incomplete my candidature is liable to be cancelled without any further intimation to me.

Dated: .................................................................

Signature of Applicant