Memo no. DHFWS/ 1028

To
The District Magistrate
Birbhum

Subject: Request for upload the advertisement notice for different posts under NHM

Respected Sir,

The undersigned would like to request you kindly arrange to upload the annexed notification for recruitment of Different Categories of Staff on contract basis in the official webpage of Birbhum District.

<table>
<thead>
<tr>
<th>Sl.no.</th>
<th>Name of contractual post</th>
<th>Number of post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounts Personnel for Block/Hospital</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>2</td>
<td>Male Counsellor</td>
<td>3 (1 ST, UR)</td>
</tr>
<tr>
<td>3</td>
<td>Social Worker for NRC</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>4</td>
<td>Programme Associate RBSK</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>5</td>
<td>Technical Supervisor, Blood Bank</td>
<td>1 (SC)</td>
</tr>
<tr>
<td>6</td>
<td>District Consultant Quality Assurance</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>7</td>
<td>Walk in interview for Medical Officer- Thalassemia Control Unit</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>8</td>
<td>Walk in interview for Medical Officer- NUHM Suri</td>
<td>1 (UR)</td>
</tr>
</tbody>
</table>

Enclosure: Details of notification & application proforma

Chief Medical Officer of Health & Secretary, DHFWS, Birbhum

Memo no. DHFWS/ 1028/1(38)

Copy forwarded for information and with the request to display in the notice board for wide circulation to:

1. The CA to the Subdivisional, BZP
2. The CA to the District Magistrate, Birbhum
3. The CA to the Add. District Magistrate Birbhum (Gen)
4-10. The Station Master Suri/Bolpur/Rampurhat Rly. Station
7-13. The PA to the Chairman, Suri/Bolpur/Rampurhat Municipality
10-15. The Superintendent Suri/Bolpur/Rampurhat SD Hospital
16-38. The BMOs All

Chief Medical Officer of Health & Secretary, DHFWS, Birbhum

Memo no. DHFWS/ 1028/2(2-8)

Copy forwarded for information to:

1. Hon’ble Mr. Chandranath Sinha, MOS, MLA & Chairman of Selection Committee
2. The Mission Director, NHM

3. The AMD (NHM) Swasthya Bhavan, Kolkata
4. The Addl. Secretary in Dept of Health & Family Welfare, & Project Director WBSAP&CS
5. The Sabhadhipati, Birbhum Zilla Parishad
6. The Executive Director, WBSHFWS
7. The SFWO, Swasthya Bhavan, Kolkata
8. The Jt. Director, BSD, WBSAP&CS
9. The PO NHM, Swasthya Bhavan
10. The FBNC cell of Swasthya Bhavan
11. The DDHS- FW, Swasthya Bhavan
12. The DDHS (Hospital Administration), Swasthya Bhavan, Kolkata
13. The ADHS (NCD), Swasthya Bhavan, Kolkata
14. The ADHS (CH), Swasthya Bhavan
15. The Addl District Magistrate, (Gen), Birbhum
16. The Swasthya Karmadkshya, Birbhum Zilla Parishad
17. The SDO Suri/Bolpur/Rampurhat Sub division.
18. The BDOs all
19. The DICO- Sidhu Kanhu Mancha, Birbhum
20. The Dy.CMOH-I/II/III/ DMCHO/ZLO/ DTO/DPHNO
21. The ACMOH all
22. The HR Cell, State Health & Family Welfare Samity, Kolkata -91
23. The HR Cell of WBSACS, Swasthya Bhavan, Kolkata
24. The State NRC cell
25. The SPMU, Swasthya Bhavan Kolkata
26. The DIO, NIC – with the request to publish advertisement in the official webpage of Birbhum
27. Mr. Sourav Ghosh, 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.
28. The DPMU Section for overall management of recruitment process.

Chief Medical Officer of Health & Secretary, DHFWS, Birbhum

**RECRUITMENT NOTICE-2017**

*(Contractual basis)*

Applications are invited for engagement of **Different categories of staff under NHM/NUHM/Public Health/HIV-AIDS/other Govt. Hospitals/Multi Specialty Hospital** on contractual basis.

Eligible candidates may apply in the prescribed format attached herewith. Application fee in form of DD/Bank's Cheque in favour of DHFWS, Birbhum payable at Suri (Rs. 100/- for General Caste & Rs. 50/- for reserved category) must be enclosed with the application otherwise application will be treated as cancelled. The application must reach to this office through **Registered post/courier within 31.05.2017 (upto 4 pm)**.

---

**The category 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>Accounts Personnel under NHM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of current vacancy</td>
<td>1 (one) &amp; a panel list will be prepared for one year</td>
</tr>
<tr>
<td>Category</td>
<td>1. (UR)</td>
<td></td>
</tr>
<tr>
<td>Place of posting</td>
<td>In any BPHC &amp; DH/SDH</td>
<td></td>
</tr>
<tr>
<td>Remuneration</td>
<td>Rs. 16860/- per month</td>
<td></td>
</tr>
<tr>
<td>Age as on 01.01.2017</td>
<td>Upper age limit 40 years {relaxation of age will be given for SC/ST/OBC candidate as per Govt. Norms}</td>
<td></td>
</tr>
</tbody>
</table>

**Eligibility Criteria**

**Essential Qualification:**

1) Minimum **Bachelors degree in commerce** from any reputed university with advance knowledge of computer specially MS Word, Excel, PowerPoint, internet browsing and accounting software (Tally)

**Working experience (compulsory)**

Minimum 3 years of experience in accounts related field or Computer accounting

**Scale of Scoring:**

<table>
<thead>
<tr>
<th>B.Com Hons-</th>
<th>B.Com Pass-</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 60% and above</td>
<td>- 60% and above</td>
</tr>
<tr>
<td>- 50% to below 60%</td>
<td>- 50% to below 60%</td>
</tr>
<tr>
<td>- 45% to below 50%</td>
<td>- 45% to below 50%</td>
</tr>
<tr>
<td>- below 45%</td>
<td>- below 45%</td>
</tr>
</tbody>
</table>

- Madhyamik - 10 (above 60%-10; 50-60%-8; 45-50%-6 & below 45% to pass-4)
- HS - 20 (as above)
- Graduation -30 (as below)
- Computer Knowledge (Basic, Tally, Excel etc.) - 20
  (Practical test)
- Interview - 10 marks
- Experience in accounts related field 10 marks - 3 years = 5
  marks, then each year 1 mark

Residence
The candidate must be permanent resident of Birbhum district

Short listing method
Candidates will be shortlisted as per 1:10 ratio and will be called
for interview as per highest marks obtained in the academic
qualification as per stated calculation.

<table>
<thead>
<tr>
<th>B</th>
<th>Name of the post</th>
<th>Male Counsellor (only for male)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of post</td>
<td>3 (Three)</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>2 (UR) &amp; 1 (ST)</td>
<td></td>
</tr>
<tr>
<td>Place of posting</td>
<td>Sainthia, Khoyrasole &amp; Md. Bazor</td>
<td></td>
</tr>
<tr>
<td>Remuneration</td>
<td>Rs. 13560/- per month</td>
<td></td>
</tr>
</tbody>
</table>
| Age as on 01.01.2017 | Upper age limit 40 years (relaxation of age will be given for
SC/ST/OBC candidate as per Govt. Norms) | |
| Eligibility Criteria | Essential:- Graduation in Psychology/ Social work/ Sociology/Anthropology/Human development
Desirable: Post graduation in MA/MSC in Psychology/Social Work/Sociology/Anthropology/Human Development | |
| Scale of Scoring | Total Marks : 100
- Madhyamik-10 (above 75%-10: 60-75%-8, 50-59%-6, 40-49%-4 & <40%
to pass-2)
- HS-10 (as above)
- Graduation-10 (As above)
- Post Graduation-10 (As above)
- Experience in Govt. Health Sector only-1 marks for each year of
experience maximum 5, <1 year-0
- Written test-40
- Interview marks -15 | |
| Experience | Preference will be given to the candidates from Birbhum district |
| Residence | Candidates will be shortlisted as per 1:10 ratio and will be called
for interview as per highest marks obtained in the academic
qualification as per stated calculation. |
| Short listing method | |

<table>
<thead>
<tr>
<th>C</th>
<th>Name of the post</th>
<th>Social Worker for NRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of post</td>
<td>1 (One)</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Unreserved</td>
<td></td>
</tr>
<tr>
<td>Place of posting</td>
<td>Nanoor NRC</td>
<td></td>
</tr>
<tr>
<td>Remuneration</td>
<td>Rs. 13800/- per month</td>
<td></td>
</tr>
</tbody>
</table>
| Age as on 01.01.2017 | Upper age limit 40 years (relaxation of age will be given for
SC/ST/OBC candidate as per Govt. Norms) | |

Eligibility Criteria

i) Graduate Degree (BA/B.Sc/B.Com) from any recognized university
ii) 1 Year diploma in computer application from any reputed organization

Computer Knowledge required
Operating system - windows XP and Windows 7
Office automation- MS office 2010 especially MS Excel, Power point & MS Word.
Internet- Thorough working experience in internet explorer or any equivalent browser such as e-mailing and web-browsing

Scale of Scoring:

<table>
<thead>
<tr>
<th>Total Marks : 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Education Qualification – 80 marks</td>
</tr>
<tr>
<td>• Madhyamik - 20 marks (Proportionate marking i.e. % obtained in the exam excluding additional &amp; EVS subject *20/100)</td>
</tr>
<tr>
<td>• Higher Secondary- 25 marks (Proportionate marking i.e. % obtained in the exam excluding additional &amp; EVS subject *25/100)</td>
</tr>
<tr>
<td>• Graduation – 35 marks (Proportionate Marking i.e. % obtained in the exam *35/100)</td>
</tr>
<tr>
<td>• Computer Practical Test : 10 marks</td>
</tr>
<tr>
<td>• Interview : 10 marks</td>
</tr>
</tbody>
</table>

Residence
Preference will be given to the candidates from Birbhum district

Short listing method
Candidates will be shortlisted as per 1:10 ratio and will be called for interview as per highest marks obtained in the academic qualification as per stated calculation.

---

D

Name of the post
PROGRAMME ASSOCIATE (RBSK)

<table>
<thead>
<tr>
<th>Total Post : 1 (UR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of posting</td>
</tr>
<tr>
<td>CMOH OFFICE, SURI BIRBHUM</td>
</tr>
<tr>
<td>Remuneration</td>
</tr>
<tr>
<td>RS. 13560/- per month</td>
</tr>
</tbody>
</table>

TERMS & CONDITIONS

Age as on 01.01.2017
40 years or less as on 01.01.2015 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

## Scale of Scoring:

**Birbhum District**

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.

---

### Name of the post

**Technical Supervisor for Blood Bank**

<table>
<thead>
<tr>
<th>Number of post</th>
<th>1 (One)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>1 SC</td>
</tr>
<tr>
<td>Place of posting</td>
<td>Bolpur SD Hospital Blood Bank &amp; Suri District Hospital Blood Bank</td>
</tr>
<tr>
<td>Remuneration</td>
<td>Rs. 17220/- per month</td>
</tr>
<tr>
<td>Age as on 01.01.2017</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>

### Essential Qualification:

1. Passed 10+2 with Physics, Chemistry, Mathematics, Biological Science before obtaining diploma or degree

2. Diploma in Medical Laboratory Technology (DMLT)/Diploma in Laboratory techniques (DLT) from any university/institution recognized by the Central or State Government **OR**

   Degree in Medical Laboratory Technology (BMLT) from any University/ institution recognized by the central and state government **OR**

   Post Graduate Degree or Diploma in Medical Laboratory Technology (M.Sc In MLT/PGDMLT) from any university/institution recognized by the Central or State Government

3. Working Knowledge of Computer **Desirable experience**
GOVT. OF WEST BENGAL
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY
NATIONAL HEALTH MISSION, BIRBHU
Tel/Fax: 03462-257566, 255216
Email: cmohbirbhum@gmail.com

| 1. | One year post qualification in Blood Component Separation unit of candidates having M.Sc in MLT/PGDMLT/BMLT/DMLT/ DLT |
| 2. | A) Six months post qualification experience in the testing of blood and or preparation of Blood Component (in a licensed blood bank) in case of candidates having M.Sc in MLT/PGDMLT/ BMLT |
| | B) One year post qualification experience in the testing of blood and or preparation of blood components (in a licensed blood bank) in case of candidates having DMLT/DLT. |

**Scale of Scoring:**

**Total marks : 100**

i) **Written test: 70 marks** (MCQ/True or false type), topics for written test will be GK, blood banking, Computer etc

ii) **Academic Marks- 10 Marks** (M.Sc in MLT/PGDMLT- 10 marks, Degree in BMLT- 9 marks, DMLT/DLT -8 marks)

iii) **Post Qualification experience :- 10 marks**
- One year post qualification experience in Blood component separation unit in case of eligible candidates – 10 marks,
- One year post qualification experience in the testing of blood and or preparation of blood components in licensed blood bank in case of candidates having M.Sc in MLT/PGDMLT/BMLT – 8 marks
- One year post qualification experience in the testing of blood and or preparation of blood components in a licensed blood bank in case of candidates having DMLT/DLT - 6 marks

iv) **Interview -10 marks**

| Short listing method | Written test then 1 : 10 ration |

<table>
<thead>
<tr>
<th><strong>F</strong></th>
<th>Name of the post</th>
<th>DISTRICT CONSULTANT- QUALITY ASSURANCE (NHM)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of post &amp; category</td>
<td>1 (One) Unreserved</td>
</tr>
<tr>
<td></td>
<td>Remuneration</td>
<td>Rs. 40000/- per month</td>
</tr>
<tr>
<td></td>
<td>Age as on 01.01.2017</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>

<table>
<thead>
<tr>
<th>Qualification &amp; Selection Criteria</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Previous experience in the field of Health quality would be added advantage</td>
</tr>
</tbody>
</table>

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

**Experience certificate must consist of:**
- i) Name of the organization
- ii) Employee’s Name
- iii) Name of the post
- iv) Place of posting
- v) Date of Joining in the post
- vi) Date of living or still continuing. Failing to produce experience as per above criteria then 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.

**Documents required**
- Application as per proforma
- Admit card of Madhyamik Examination (photo copy)
- Mark sheet of all requisite qualification from class 10+
- Residence Proof certificate
- Caste proof certificate (if need)
- Computer Knowledge certificate
- Experience certificate as mentioned above according to requirement
- DD/Banker’s Cheque amounting to Rs. 100/50 as applicable

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

**All copies should be Self attested**

Incomplete application, missing of required documents will be treated as cancelled.

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 **31.05.2017 upto 4 pm.**

**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

![Signature]

Chief Medical Officer of Health
Birbhum

**APPLICATION FORMAT**

**Application for post:**

1. Name (Block letter) :-
2. Father's Name/Husband's Name :-
3. Address (in details) :- Village/Town:
   - P.O:
   - Block
   - Pin:
   - District:
4. Contact number (Mobile) :-
5. Email Id (compulsory) :-
6. Date of birth :-
7. Age as on 01.01.2017 :-
8. Sex :-
9. Caste :- General ☐ SC ☐ ST ☐ OBC-A ☐ OBC-B ☐
10. Demand Draft :- No. ........................................... dated .............................................
11. Educational Qualification :

<table>
<thead>
<tr>
<th>Exam Passed</th>
<th>Board/University</th>
<th>Full Marks</th>
<th>Marks obtained (Excluding Additional/EVS marks)</th>
<th>% age of marks</th>
<th>Year of passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP (10+)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS (12+)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post graduation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Working experience : Government Sector ☐ Private Sector ☐
13. Relevant years of experience


14. I declare that the information furnished above are based on material records true are true to the best of my knowledge and belief. 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.

Date of application

Signature of Applicant
CONTRACTUAL EMPLOYMENT NOTICE

District Health and Family Welfare Samity will engage Medical Officer for Thalassaemia Control Unit for Suri Sadar Hospital & NUHM Suri Municipality on contractual basis through Walk-In-Interview on 22.05.2017 at 11 am at the Chamber of CMOH Birbhum. Interested candidates may appear in the interview board along with all original supporting documents along with one ID proof.

1. **Name of the post**: Medical Officer
2. **Place of posting**: Thalassaemia Control Unit at Suri Sadar Hospital & NUHM UPHC Suri
3. **Number of post**: 2 (Unreserved)
4. **Remuneration**: Rs. 40000.00 per month
5. **Age limit**: 65 years as on 01.01.2017
6. **Essential qualification**: MBBS Degree recognized by MCI
7. **Desirable**: i) DCH ii) Experience in working with Thalassaemia patients or General patient
8. **Mode of Selection**:
   a) Marks in MBBS :- 40 marks (Proportionate Marking according to % of Marks obtained)
   b) Chance :
   c) DCH : Addition 15 marks
   d) Experience : additional 20 marks (to be considered in handling Thalassaemia patients only) for TCU and 20 marks in working at NUHM/NHM or any project as Medical Officer for UPHC NUHM
   e) Interview : 15 marks

**Venue**: CMOH office, Old outdoor campus, Birbhum
**Date & Time**: 22.05.2017 at 11 am
**Reporting time**: 10-11 am

Copy forwarded for information and with the request to display in the notice board for wide circulation to:-

1. The CA to the Sabhadhipati, BZP
2. The CA to the District Magistrate, Birbhum
3. The CA to the Add, District Magistrate Birbhum (Gen)
4. The Station Master Suri/Bolpur/Rampurhat Rly. Station
5. The PA to the Chairman, Suri/Bolpur/Rampurhat Municipality
6. The Superintendent Suri/Bolpur/Rampurhat SD Hospital
7. The BMOHs All