Memo No: DHFWS/RHD/Advertisement/922

To
The District Magistrate, Birbhum,
Prasashan Bhawan, Suri, Birbhum

Sub:- Publication of advertisement for Recruitment in the posts of
(BDEO, DEO/CA, Accounts Assistant)

Respected Sir,

You are hereby requested to publish this advertisement in the official webpage of Birbhum for the recruitment of different posts under Rampurhat Health District, Birbhum.

Thanking you,

Enclosure:- Recruitment Notice

Chief Medical Officer of Health
Rampurhat Health District

Memo No: DHFWS/RHD/Advertisement/922/1(55)

Copy forwarded for information and requesting to display in the notice board for wide publication to:-

1. The CA to the Sabhahdhipati, Birbhum Zilla Parishad
2. The CA to the District Magistrate, Birbhum
3. The CA to the Addl. District Magistrate (Gen), Birbhum
4. SDO, Rampurhat Sub Division, Rampurhat, Birbhum.
5. The Station Master, Rampurhat/Suri/Bolpur Railway Station, Birbhum
6. The PA to the Chairman, All Municipality, Birbhum
7. The PA to the Chairman, All Municipality, Birbhum
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Chief Medical Officer of Health
Rampurhat Health District

Memo No: DHFWS/RHD/Advertisement/922/1(17)

Copy forwarded for information to:-

1. The Mission Director, NHM, Swasthya Bhawan, Kolkata – 700091
2. The Sabhahdhipati, Birbhum Zilla Parishad
3. The Executive Director, WBSHFWS, Swasthya Bhawan, Kolkata – 700091
4. The SFWO, Swasthya Bhawan, Kolkata – 700091
5. The Programme Officer, NHM, Swasthya Bhawan, Kolkata – 700091
6. The Addl. District Magistrate (Gen), Birbhum
7. The District Informatics Officer, NIC, Birbhum
8. The Chief Medical Officer of Health, Birbhum
9. The Swasthya Karmadakhshy, Birbhum Zilla Parishad
10. The SDO, Rampurhat/Suri/Bolpur Sub-Division, Birbhum
11. The DCO, Sidhu Kanhu Mancha, Birbhum
12. The Dy. CMOH-I/II/III/DMCHO/DMOZ/DTO/DPHNO, Birbhum
13. The Dy. CMOH-II/III, Rampurhat Health District, Birbhum
14. The ACMOH, Rampurhat/Suri/Bolpur Sub-Division, Birbhum
15. The HR Cell, SHFWS, Swasthya Bhawan, Kolkata – 700091
16. Mr. Sourav Ghosh, IT Specialist, Dept. of Health & Family Welfare, Swasthya Bhawan, Kolkata – 700091, he is requested to publish this advertisement in the webpage of Swasthya Bhawan (i.e. www.wbhealth.gov.in)
17. The DPMU Section, Rampurhat Health District, for overall management of recruitment process.

Chief Medical Officer of Health
Rampurhat Health District
RECRUITMENT NOTICE

Applications are invited for engagement of **BDEO, DEO/CA** on contractual basis under Rampurhat Health District, Birbhum.

Eligible candidates may apply in the prescribed format attached herewith. Application fee in form of DD in favour of DHFWS, Rampurhat Health District, Birbhum, payable at Rampurhat (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 the office of the CMOH, Rampurhat Health District, Birbhum, (DPMU Section), Rampurhat, Pin – 731224 through Registered post/Courier within 17.06.2016 (upto 4 PM). Only shortlisted candidates will be called for next round of selection process.

The category & name of the post should be mentioned on the top of the envelop (i.e. Application for the post of **BDEO or DEO/CA**)

<table>
<thead>
<tr>
<th>Category-A</th>
<th>Name of the post</th>
<th>DEO/CA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of post</td>
<td>Total posts: - 1 (As per Govt. Rule)</td>
</tr>
<tr>
<td></td>
<td>Place of posting</td>
<td>Under Rampurhat Health District, Birbhum</td>
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<tr>
<td></td>
<td>Remuneration</td>
<td>Rs. 13560/- per month</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Category-B</th>
<th>Name of the post</th>
<th>BDEO</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Number of post</td>
<td>Total posts: - 2 (As per Govt. Rule)</td>
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<tr>
<td></td>
<td>Place of posting</td>
<td>Under Rampurhat Health District, Birbhum</td>
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<td></td>
<td>Remuneration</td>
<td>Rs. 13560/- per month</td>
</tr>
</tbody>
</table>

**TERMS & CONDITIONS**

Age as on 01.01.2016 40 years or less as on 01.01.2016 with relaxation for SC/ST/OBC candidate as per Govt. Norms

Qualification

**Essential 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 (two) 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

**NB:-**
Candidates applying for the post should have the requisite qualification and experience as on last date of application i.e. 17.06.2016
RECRUITMENT NOTICE

Memo No: DHFWS/RHD/Advertisement/....923..  Dated: 03/06/2016

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 leaving or still continuing. Failing to produce experience as per above criteria then his/her experience will be treated as invalid. No appointment letter will not be treated as experience certificate. Voluntary service will not be treated as experience.

Documents required (Photocopy):-
- Application as per proforma
- Admit card of Madhyamik Examination
- Mark Sheet of MP, HS, Graduation
- Computer knowledge certificate (Diploma/Certificate Course)
- Residence Proof document
- Caste certificate Proof (if needed)
- Experience certificate as mentioned above

All copies should be self attested

Last date of submission of application:- 17.06.2016 upto 4 PM

Correspondence Address:-
Office of the Chief Medical Officer of Health
Rampurhat Health District, Birbhum
National High Way (Near Kabbarstan)
PO:- Rampurhat, Dist:- Birbhum, Pin:- 731224

[Signature]
Chief Medical Officer of Health
Rampurhat Health District
APPLICATION FORMAT

Application for the post of BDEO/DEO/COMPUTER ASSISTANT

1. Name (Block letter) : 
2. Father's/Husband's Name : 
3. Address (in details) : Vill/Town: 
                           PO: 
                           PIN: 
                           Block: 
                           District: 
4. Contact Number (Mobile) : 
5. E-mail ID (Obligatory) : 
6. Date of Birth : 
7. Age as on 01/01/2016 : 
8. Sex : 
9. Caste : Gen SC ST OBC-A OBC-B 
10. Demand Draft Number: ... Date: ... Amount: ... 
11. Educational Qualification : 

<table>
<thead>
<tr>
<th>Examination Passed</th>
<th>Year of Passing</th>
<th>Board/University</th>
<th>Full Marks</th>
<th>Marks obtained</th>
<th>% age of Marks</th>
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<td>M.P. (10+)</td>
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<td>H.S. (12+)</td>
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<td>Graduation</td>
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</tbody>
</table>

12. Computer Knowledge: Course Name: ... Duration: ... (Yrs)

13. Working Experience : Government Sector Private Sector 

14. Relevant years of experience : 


:Declaration:

I hereby solemnly declare that the information furnished above are based on material records 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: ........................................ Signature of Applicant
**RECRUITMENT NOTICE**

Applications are invited for engagement of **ACCOUNTS ASSISTANT** on contractual basis under Rampurhat Health District, Birbhum.

Eligible candidates may apply in the prescribed format attached herewith. Application fee in form of DD in favour of DHFWS, Rampurhat Health District, Birbhum, payable at Rampurhat (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 the office of the CMOH, Rampurhat Health District, Birbhum, (DPMU Section), Rampurhat, Pin – 731224 through Registered post/Courier within 17.06.2016 (upto 4 PM). Only shortlisted candidates will be called for next round of selection process.

The category & name of the post should be mentioned on the top of the envelop (i.e. Application for the post of ACCOUNTS ASSISTANT)

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<tr>
<th>Category-C</th>
<th>Name of the post</th>
<th>ACCOUNTS ASSISTANT</th>
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<tbody>
<tr>
<td>Number of post</td>
<td>Total posts: 1 (As per Govt. Rule)</td>
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<tr>
<td>Place of posting</td>
<td>DHF&amp;WS, Rampurhat Health District, Birbhum</td>
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<tr>
<td>Remuneration</td>
<td>Rs. 13560/- per month</td>
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**TERMS & CONDITIONS**

- **Age as on 01.01.2016**
  - 40 years or less as on 01.01.2016 with relaxation for SC/ST/OBC candidate as per Govt. Norms

- **Qualification**
  - Essential Qualification:-
    - B.Com 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, Internet browsing and Tally package

- **Working Experience (Compulsory)**
  - Minimum 3 years experience in Accounts related job only in Government Sector or 5 years experience in Private Sector

- **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:- 10 Marks (above 60%: 10, 50-60%: 8, 45- below 50%: 6 & below 45%: to Pass: 4)
    - Class-XII or Equivalent:- 20 Marks (above 60%: 10, 50-60%: 8, 45- below 50%: 6 & below 45%: to Pass: 4)
    - B.Com:- 30 Marks (as below)
      - B.Com (Hons.): 60% & above: 100%, 50% to below 60%: 90%, 45% to below 50%: 80%, below 45%: 70%
      - B.Com (Pass): 60% & above: 100%, 50% to below 60%: 90%, 45% to below 50%: 80%, below 45%: 70%
  - **Computer Knowledge:-** (Basic, MS-Word, MS-Excel, Tally, etc.): 20 (Practical Test)
  - **Interview:-** 10 Marks
  - **Experience in Accounts related field:** 10 Marks for each year of experience (Maximum 5 years, <1 year – 0*)

**NB:-**

Candidates applying for the post should have the requisite qualification and experience as on last date of application i.e. 17.06.2016
RECRUITMENT NOTICE

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 leaving or still continuing. Failing to produce experience as per above criteria then his/her experience will be treated as invalid. No appointment letter will not be treated as experience certificate. Voluntary service will not be treated as experience.

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Rampurhat Health District, Birbhum
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PO:- Rampurhat, Dist:- Birbhum, Pin:- 731224

Chief Medical Officer of Health
Rampurhat Health District
APPLICATION FORMAT

Application for the post of ACCOUNTS ASSISTANT

1. Name (Block letter) :

2. Father’s/Husband’s Name :

3. Address (in details) : Vill/Town:
   PO: PIN:
   Block: District:

4. Contact Number (Mobile) :

5. E-mail ID (Obligatory) :

6. Date of Birth :

7. Age as on 01/01/2016 :

8. Sex :

9. Caste :
   Gen SC ST OBC-A OBC-B

10. Demand Draft Number: Date: Amount:

11. Educational Qualification :

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12. Computer Knowledge: Course Name: Duration: (Yrs)

13. Working Experience :
   Government Sector Private Sector

14. Relevant years of experience :


-Declaration:-

I hereby solemnly declare that the information furnished above are based on material records 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: ............................................

Signature of Applicant