

NATIONAL HEALTH MISSION  
District Health & Family Welfare Samity, South 24 Parganas  
( Office of the Chief Medical Officer of Health )  
Administrative Building, M.R.Bangur Hospital Old Complex (2<sup>nd</sup> Floor)  
241, Deshapran Sashmal Road, Tollygunge, Kolkata - 700033. W.B.

Memo No : CMOH(SPG)/DH&FWS/1956.....

Date: 05/03/24.....

**RECRUITMENT NOTIFICATION FOR DIFFERENT (CONTRACTUAL) VACANT POSTS UNDER WBSAP & CS  
FOR SOUTH 24 PARGANAS DISTRICT : 2024-25**

South 24 Parganas District Health & Family Welfare Samity will engage different personnel for the vacant posts of different programmes under WBSAC & PS for different units under South 24 Parganas District purely on contractual basis.

Eligible candidate should apply online in the prescribed format as given in Departmental Website ([www.wbhealth.gov.in](http://www.wbhealth.gov.in) / recruitment) from **11.03.2024 to 20.03.2024** for the mentioned posts. Only online application will be accepted. Document need to be submitted as per the data/information provided in the on line application at the time of Document Verification. Application forms not properly filled in or incomplete application forms are liable to be cancelled. Any eligible candidates willing to apply for more than one post will have to submit separate application and separate demand draft for each post accordingly.

Application fees of Rs. 100/- (50% for reserved categories) are to be paid in the form of Demand Draft issued from any Nationalized Bank in favour of “ **District Health & Family Welfare Samity South 24 Parganas** ” payable at Service Branch, Kolkata.

All the essential and desirable qualification must be completed on or before the date of online application. **Don't send Hard copy to the office of the Undersigned now.** Printed on line application form and the self attested photocopies of the essential testimonials along with original Demand Draft need to be submitted at the time of documents verification & submission, which will be intimated later.

Eligible candidates from the panel will be called for the vacancies if arises for the particular posts mentioned below within one year of the publication of the engagement notice.

<b>1.</b>	<b>Name of the Post</b>	<b>: Cluster Program Manager (CPM) under WBSAP &amp; CS</b>
	Number of post	: 1 [UR]
	Remuneration	: Rs. 54,300/-pm
	Place of posting	: South 24 Parganas Health District
	Eligibility Qualification Criteria	: [1] Bachelor's degree in Medical or Allied Health Sciences/ [2] Masters degree in Public Health/ Health Care Management/ Health Care Administration/ Social Science/ Psychology/Applied Epidemiology/ Demography /Statistics / Population sciences or similar fields.
	Experience	: [1] Three years experience for candidates with Masters Degree in Public Health/ Health Care Management/ Health Care Administration/ Applied Epidemiology. : [2] Five years experience in Public Health for Bachelor degree in Medical and Allied Sciences / Masters in Social Science/ Psychology/Demography /Statistics / Population Sciences including, : [3] Minimum two years of experience in HIV/AIDS sector. Work experience in HIV/AIDS sector specially in programme management at National/State level should be given more weightage in experience section than other Public Health experience .
	Age(as on 01.01.2024)	: Maximum 50 years.
	Selection Process	1) Written test, Work Experience, Interview and Computer test. 2) Candidates who have passed through Distance Learning Course or from any Open University will be entertained if registration is recognized by UGC / Board / Council (Registration Certificate need to submit).



<b>2.</b>	<b>Name of the Post</b>	<b>: Clinical Services Officer (CSO) under WBSAP &amp; CS</b>
	Number of post	: 1 [UR]
	Remuneration	: Rs. 46,800/-pm
	Place of posting	: South 24 Parganas Health District
	Eligibility Qualification Criteria	: [1] Bachelor's degree in Medical or Allied Health Sciences/ : [2] Masters degree in Public Health/ Health Care Management/ Health Care Administration/ Social Science/ Psychology/Applied Epidemiology/ Demography /Statistics / Population sciences.
	Experience	: [1] One year experience for candidates with Masters Degree in Public Health/ Health Care Management/ Health Care Administration/ Applied Epidemiology. : [2] Three years experience in Public Health with bachelor degree in Medical and Allied Sciences / Masters in Social Science/ Psychology/Demography / Statistics / Population Sciences with minimum of one year experience in HIV/AIDS sector. : [3] Work experience in HIV/AIDS sector specially in Programme Management at National/State level should be given more weightage in experience section than other Public Health experience .
	Age(as on 01.01.2024)	: Maximum 45 years.
	Selection Process	1) Written test, Work Experience, Interview and Computer test. 2) Candidates who have passed through Distance Learning Course or from any Open University will be entertained if registration is recognized by UGC / Board / West Bengal Council. (Registration Certificate need to submit).

<b>3.</b>	<b>Name of the Post</b>	<b>: Data Monitoring and Documentation Officer (DMDO) under WBSAP &amp; CS</b>
	Number of post	: 1 [UR]
	Remuneration	: Rs. 37,500/-pm
	Place of posting	: South 24 Parganas Health District
	Eligibility Qualification Criteria	: [1] Master's degree in Public Health/ Health Care Management/ Health Care Administration/ Social science/ Applied Epidemiology/ Demography/ Statistics/ Biostatistics/ Population Science/ Mathematics/ Economics.
	Experience	: [1] One year experience for candidates with Masters Degree in Public Health/ Health Care Management/ Health Care Administration/ Applied Epidemiology. : [2] Three years experience in Public Health for bachelor degree in Medical and Allied Sciences / Masters in Social Science/ Psychology/Demography / Statistics / Biostatistics/ Population Sciences with a minimum of one year experience in HIV/AIDS sector. : [3] Work experience in HIV/AIDS sector specially in Programme Management at national/State level should be given more weightage in experience section than other Public Health experience.
	Age(as on 01.01.2024)	: Maximum 45 years.
	Selection Process	1) Written test, Work Experience, Interview and Computer test. 2) Candidates who have passed through Distance Learning Course or from any Open University will be entertained if registration is recognized by UGC / Board / West Bengal Council. (Registration Certificate need to submit).

<b>4.</b>	<b>Name of the Post</b>	<b>: ICTC Laboratory Technician</b>
	Number of post	: 3 [ UR-2, SC-1]
	Remuneration	: Rs. 21000/- pm
	Place of posting	: Kultali, Gosaba, Amtala or any other units under S24Pgs District
	Essential Qualification & Experience	: Graduate in Medical Laboratory Technology(B.Sc); with minimum 1 year Experience after graduation. <b>OR</b> Diploma in Medical Laboratory Technology(DMLT); with minimum 2



		Years experience after diploma. Other Experience required: Working knowledge of computer.
	Age(as on 01.01.2024)	: Upper age limit 60 years
	Selection Process	: Written test ( 70% weightage) and interview including test of Computer knowledge ( 30% weightage)

<b>5.</b>	<b>Name of the Post</b>	<b>: ICTC Counselors</b>
	Number of post	: 1 [ OBC-A ]
	Remuneration	: Rs. 21,000/- pm
	Place of posting	: Kultali Block
	Essential Qualification & Experience	: Post Graduate Degree/ Diploma in Psychology/Social Work/ Sociology/ Anthropology/ Human Development/ Nursing ; with minimum 1 year experience after PG Degree/Diploma of working in field of counseling in health sector, preferably in HIV/AIDS <b>OR</b> Graduate in Psychology/ Social Work/ Sociology/ Anthropology/ Nursing with minimum 3 years experience after graduation of working in field of counseling in health sector, preferably in HIV/AIDS. In the case of those recruited from the community of people infected with or affected by HIV/AIDS, the experience will be relaxed to a minimum of one year of experience in the field of HIV/AIDS. Other expertise required : Working knowledge of computer.
	Age(as on 01.01.2024)	: Upper age limit 60 years
	Selection Process	: Written test ( 70% weightage) and interview including test of Computer knowledge ( 30% weightage)

<b>6.</b>	<b>Name of the Post</b>	<b>: Staff Nurse - ARTC</b>
	Number of post	: 2 ( UR-1, SC-1 ) ,
	Remuneration	: Rs. 21000=00/ pm
	Place of posting	: ARTC- MRBH
	Qualification & Experience	: B.Sc Nursing / GNM OR ANM with minimum 3 years of Experience
	Age(as on 01.01.2024)	: upto 60 years
	Selection Process	: Written test ( 70% weightage) and interview including test of Computer knowledge ( 30% weightage) N.B: A written test is to be conducted if the number of the eligible applicant for the particular post is more than ten.

Candidates will have to submit the complete online printed application (online computer generated) with all relevant documents (self attested) in hard copies by hand along with demand draft at the time of Document Verification which will be intimated in due time.

Memo No : CMOH(SPG)/DH&FWS/ 1956.....

Date: 05/03/24.....

#### **General Information for the Applicants / Candidates**

- 1. Only online Applications will be accepted.** Application forms not properly filled in or incomplete Application forms are liable to be cancelled. If the online application details submitted by the applicant differ from the original testimonials, that application shall liable to be cancelled.
- 2.** If proper signature and photograph is not uploaded at the time of online application that application shall also liable to be cancelled.
- 3.** The Essential Qualification mentioned are the minimum and mere possession of the same does not entitles the candidate to claim selection.
- 4.** The originals of each of the following documents stated below must be brought for verification whenever asked for :

- Photo proof identity card ( Any one- Passport / Voter Card / AADHAR Card / PAN Card ).
- Proof of Address ( Any one Passport / Voter ID Card / AADHAR Card).
- Age Proof Certificate (Madhyamik or equivalent examination certificate).



- Caste Category Certificate (if any) . In case of SC, ST, OBC Candidates (category A or B) must be mentioned specifically in the caste certificate issued by the appropriate authority.
  - All mark sheets starting from Secondary onwards.
  - Computer Education certificate /documents should be submitted as per requirement.
  - All the experience certificate issued and stamped by the appropriate authority starting from oldest to latest.
  - Experience will be calculated after obtaining the required qualification for any post as mentioned above, till the last date of online application.
  - Experience certificate must consist of Name of the post, Employer's Name, Employee's Name, Date of Joining (DOJ) and Date of Leaving (DOL) otherwise his/her experience will be treated as invalid. Appointment letter/ joining letter / Pay statement will not be treated as experience certificate.
5. On-line Registration Number should be retained by all applicants for future reference. Employer is not liable to give any information regarding the on-line Registration no. in future.
  6. No rounding off marks will be granted. Proportionate marking up to 2 decimal points will be considered.
  7. Applicant must mention their On-line Registration number, Name of the Candidate, Name of the post and Caste category at the back of the demand draft. The printed hard copy of the filled up on-line application form of the candidate and the required testimonials (self attestation) with the Demand Draft in original need to be submitted at the time of document verification whenever asked for. The amount taken in the form of Demand Draft will not be refunded.
  8. Candidate have to submit **self attested photocopies of all the relevant mark sheets, Degree/Pass certificates and relevant documents along with print copy of on-line application and Demand Draft in original** at the time of document verification process by physical presence of the candidate as per the notification by hand. Original Documents need to be produced at the time of document verification.
  9. Candidates who have passed through Distance Learning Course/Open University (from any Universities of West Bengal) will be entertained if the registration of the Institute is recognized by UGC / State Education Board/ West Bengal Council/ Indian Council. Only the Degree/Diploma from the UGC approved Institute will be acceptable (Recognition certificate of the Institution/ University need to be produce at the time of Document verification).
  10. The Higher Secondary (10+2) percentage of marks will be calculated as per the norms of the Council or equivalent Board. Marks will be calculated on the basis of 2 languages and 3 compulsory elective Subjects (Total 5 Subjects) only as per marks sheet of the Council/ Board, whichever applicable ( if the total obtained marks is not provided in the mark sheet by the Board or Council ).  
University Marks in case of Graduation and Post Graduation will be calculated on the basis of marks obtained in all the University Examinations.
  11. Place of posting may be changed as per the vacancy or requirement at the time of joining of that particular post.
  12. The recruitment process including scoring for the different posts will be done as per the relevant Terms of Reference (TOR) issued by the Competent Authority or the District Level Selection Committee (NHM) which is applicable for that particular post.
  13. Wrong entry in the online application ( lower marks or higher marks ), any mismatch with the originals, applications will be treated as cancelled during any stage in the selection process.
  14. In case of any anomalies or discrepancies found with the requirements or originals of the applicant the Competent Authority may cancel the candidate in any stage of the selection process even and after selection /engagement.
  15. The decision of the Competent Authority regarding the selection process & recruitment is final.
- Applicants are requested to visit the URL : [www.wbhealth.gov.in](http://www.wbhealth.gov.in)** and to fill up the online application through " **Online Recruitment** " option under **E-GOVERNANCE** module. Further notice regarding selection process will be published in following websites [www.wbhealth.gov.in](http://www.wbhealth.gov.in) (Recruitment Section) / [www.spghealthgov.in](http://www.spghealthgov.in) / [www.s24pgs.gov.in](http://www.s24pgs.gov.in) for communication details. All are advised to keep visiting websites accordingly on regular basis to see the progress of recruitment process. No separate letter will be issued.

57.03.24  
Secretary, South 24 Parganas DH & FW Samity &  
Chief Medical Officer of Health, South 24 Parganas



Memo No : CMOH(SPG)/DH&FWS/1956/1(10)

Date: 05/03/24

Copy forwarded for information :

1. The Executive Director, WB SH & FWS
2. The Chairman, District Level Selection Committee, South 24 Parganas
3. The District Magistrate, South 24 Parganas
4. The ADM(Development), South 24 Parganas
5. The Dy. CMOH-I/II/III/IV/DMCHO/DTO, South 24 Parganas
6. The OC Health, South 24 Parganas
7. The BMOHs/ACMOHs/Superintendents (All)- S24Pgs
8. DIO, NIC , South 24 Parganas with request to upload the notice in [www.s24pgs.gov.in](http://www.s24pgs.gov.in) web-site.
9. IT-Coordinator, Swasthya Bhavan with request to upload the notice in [www.wbhealth.gov.in](http://www.wbhealth.gov.in) web-site.
10. DSM, South 24 Parganas with request to upload the notice in [www.spghealthgov.in](http://www.spghealthgov.in) web-site.

05.03.24

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Chief Medical Officer of Health, South 24 Parganas