

**Government of West Bengal
Department of Health & Family Welfare
District Health & Family Welfare Samiti
South 24 Parganas**

Memo No. CMOH(SPG)/ NRHM / 252

Date : 24.01.2014

Engagement Notice under National Rural Health Mission - 2014

District Health & Family Welfare Samiti , South 24 Parganas
Department of Health & Family Welfare

Engagement Notice Under NRHM

Applications are invited for the vacant post mentioned below :

1. Block Accounts Manager Post-1 (UR-1)
2. Accounts Personnel - Post-1 (UR-1)
3. Data Entry Operator- Post-3 (UR-2, SC-1,)
4. Lady Counsellor - Post-2 (OBC-A -1, ST-1)

Details information regarding Eligibility, Education Qualification, Age and other details will be available in the web site www.spghealth.gov.in and www.wbhealth.gov.in .

Applications must be submitted within 12.02.14, 5pm .

Sd/-

Secretary & CMOH, DH & FW Samiti, S24Pgs.

Applications are invited to fill up the vacant post and preparation of panel for the Post of Block Accounts Manager (BAM), Accounts Personnel (AP) , Data Entry Operators (DEO) and Lady Counsellor in different Block Primary Health Centres (BPHC) and Hospitals in South 24 Parganas District under Nation Rural Health Mission. Any subsequent vacancy of the above categories of the posts created during this process of engagement will be filled up from the existing panel.

- 1.Post(1) : Block Accounts Manager - Patharpratima BPHC.
- 2.Post(1) : Accounts Personnel - Vidyasagar SG Hospital, Behala.
- 3.Post(3) : Data Entry Operator- Sonarpur BPHC ; Canning-I BPHC ; Patharpratima BPHC.
- 4.Post(2): Lady Counsellor - Mograhat-II BPHC , Basanti BPHC.

1 Block Accounts Manager (BAM) :

Educational Qualification : Minimum Bachelor Degree in Commerce from any reputed university with advanced knowledge of computer- especially in MS Word, Excel, Power Point, internet browsing and accounting software e.g. Tally

Technical Knowledge : Working skill in LAN Environment

Age : 35 years or less as on 01.01.2014 relaxable in case of SC /ST/OBC and other categories as per Government norms.

Working Experience : Working experience in Computer Accounting.

Consolidated Remuneration : Rs. 16,860=00 per month.

2 Accounts Personnel (AP) :

Educational Qualification : Minimum Bachelor Degree in Commerce from any reputed university with advanced knowledge of computer- especially in MS Word, Excel, Power Point, internet browsing and accounting software e.g. Tally

Technical Knowledge : Working skill in LAN Environment

Age : 35 years or less as on 01.01.2014 relaxable in case of SC /ST/OBC and other categories as per Government norms.

Working Experience : Working experience in Computer Accounting.

Consolidated Remuneration : Rs. 16,860=00 per month.

3. Data Entry Operators (DEO) :

Education Qualification : B.Sc / B.Com / B.A. for DEO with advance knowledge in Computer Application especially in MS Word, Excel, Power Point, internet browsing

Typing Speed : Minimum 30 words per minute for DEO.

Technical Knowledge : Working skill in LAN Environment

Age : 30 years or less as on 01.01.14 (relaxable in case of SC / ST / OBC and other categories as per Government norms).

Working Experience : Working experience in Computer Application.

Consolidated Remuneration : Rs. 13,560=00

4. Lady Counsellor (Female) :

Education Qualification : Essential – Graduate in Psychology/ Social Work/ Sociology/ Anthropology / Human Development. Desirable Post Graduate in (MA/M.Sc) Psychology/ Social Work/Sociology/ Anthropology / Human Development

Technical Knowledge : Conversant in MS Office.

Age : 40 years or less as on 01.01.14 (relaxable in case of SC / ST /OBC and other categories as per Government norms).

Consolidated Remuneration : Rs. 13,560=00

The posts are purely contractual in nature with initial engagement for 1 year, renewable for further period depending upon the performance of the candidate. The selection will be done on the basis of academic marks, computer efficiency test and interview.

Eligible candidates may apply in a as per format (with photograph of the candidate) along with necessary documents attested by Gazetted Officer in support of age, educational qualification, computer proficiency and place of residence.

The application in sealed envelope mentioning the post applied for on the top of the envelop and to be submitted at the office of the C.M.O.H & Secretary, District Health & Family Welfare Samiti , South 24 Parganas at M.R.B.Hospital Complex, 241, Deshapran Sasmal Road, Tollygunj, Kolkata – 700033 (W.B) within **12.02.2014** during office hours (5:00pm). No. application reached after 12.02.2014 (5:00pm) will be accepted as valid.

Short listed eligible candidates will be called for computer test interview as per schedule published later on. Incorrect information given in application will lead to cancellation of the candidature.

M.R.B.Hospital Complex
Tollggunj, Kolkata- 33

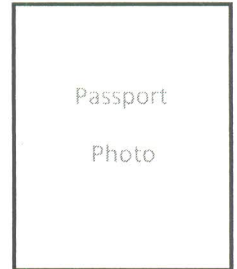

Secretary & Chief Medical officer of Health
District Health & Family Welfare Samiti, South 24 Pgs

**National Rural Health Mission
District Health & Family Welfare Samiti, South 24 Parganas**

APPLICATION FORMAT (2014)

Application for the Post of :
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1. Name :
2. Fathers Name :
3. Address :
4. Date of Birth :
5. Sex :
6. Caste Status : General/ SC/ ST/ OBC-A / OBC-B
7. Mobile No. :
8. Qualification (Attached copy must be submitted with the application) :



Sl.No.	Education Qualification	Year of Passing	Percentage of Marks (%)
(a)	Secondary		
(b)	High Secondary		
(c)	Graduation (BA / B.Com / B.Sc)		
(d)	Post Graduation		
(e)	Others if any		

9. Extra Curriculum Activities :

10. Experience (Attested copy of appointment letter/experience certificate etc be submitted):

(i)

(ii)

(iii)

I do here by declare that particulars furnished above is correct.

Place :

Date :

Signature of the Applicant