

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

Memo No : CMOH(SPG)/DH&FWS/11471

Date : 18.11.2021

**RECRUITMENT NOTIFICATION (CONTRACTUAL) FOR COVID - HUB & SPOKES**

South 24 Parganas District Health & Family Welfare Samity will engage personnel as mentioned below for different HUBs and SPOKES under South 24 Parganas District to provide Tele - ICUs, mentoring and technical hand holding for different pediatric units.

Eligible candidates may apply online in the prescribed format as given in Department's Website ([www.wbhealth.gov.in](http://www.wbhealth.gov.in) - online recruitment) from 22.11.2021 to 30.11.2021 for the post of Co-ordinator and Data Entry Operator as given below. The engagement will be temporary in nature and will not be extended beyond 31/03/2022.

Only online application will be accepted. Application form not properly filled up 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 demand draft for each post separately.

Application fees of Rs. 100/- (50% for reserved categories) are to be paid in the form of Demand Draft issued from any Nationalised 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.

Place of Posting and No. of Vacancy :

Sl No.	Facilities/Hospitals	Vacancy No.
1	Co-ordinator Baruipur SDH	1
2	Data Entry Operator Baruipur SDH	1
3	Co-ordinator Gardenreach SGH	1
4	Data Entry Operator Gardenreach SGH	1
5	Co-ordinator Canning Covid Hospital ( Stadium)	1
6	Data Entry Operator Canning Covid Hospital ( Stadium)	1

Date of Document verification :

1. Co-ordinator : 02.12.2021 ( Thursday ) ; Reporting Time : 11:00 am
2. Data Entry Operator : 03.12.2021 ( Friday ) ; Reporting Time : 11:00 am

Venue :

Office of the C.M.O.H South 24 Parganas,  
Administrative Building ( 2<sup>nd</sup> Floor). M.R.Bangur Hospital Complex ,  
241, Deshapran Sashmal Road, Tollygunge,  
Kolkata - 700033. W.B.

Candidates have to submit the complete printed application (online computer generated) with all relevant documents in hard copies (self attested) along with demand draft at the time of Document verification and Interview. The ToR for engagement of different position for HUB and SPOKE Model given below.

Secretary, South 24 Parganas DH & FW Samiti &  
Chief Medical Officer of Health  
South 24 Pargana

ToR for engagement of different positions for HUB and SPOKE Model

- 1) Name of the Position : Co-ordinator  
 Place of Posting : HUB and SPOKE  
 Age (as on 01.01.2021) : Minimum 21 years and Maximum 40 years  
 Remuneration : ₹ 45,000 per month  
 Essential Criteria : 1) Post Graduation Diploma / Degree in Health Care Management / Hospital Administration  
 2) Proficiency in using MS-Office  
 Essential Experience : At least 2 years experience of working with Government / Non-Government organisation.

**MODE OF SELECTION** : Walk-in interview

**Scale of Scoring – Total 100 Marks**

Particulars	Maximum Marks	Remarks
Class 12	10	Proportionate Marking ( i.e % of marks obtained in the examination * 10/100)
Graduation	20	Proportionate Marking ( i.e % of marks obtained in the examination * 20/100)
Post Graduation	30	Proportionate Marking ( i.e % of marks obtained in the examination * 30/100)
Experience	10	Over and above the essential experience of 2 years
Computer Test	20	Qualifying Marks for Computer Test is 50%.
Interview	10	
<b>Total</b>	<b>100</b>	

**Note:** Essential qualification degree through Distant Learning Course or from any Open University will not be entertained

- 2) Name of the Position : Data Entry Operator  
 Place of Posting : HUB and SPOKE  
 Age (as on 01.01.2021) : Minimum 21 years and Maximum 40 years  
 Remuneration : ₹ 13,560 per month  
 Essential Qualification : Graduate from any recognized university and have completed at least 1 year Diploma/Certificate course in Computer Application from Govt. registered Institution.  
 Working Knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet.  
 Essential Experience : Minimum 3 years experience in Government Sector or 5 years experience in Private Sector, in data recording and data analysis

**MODE OF SELECTION** : Computer Skill Test and Interview

Particulars	Maximum Marks	Scoring
Class 10	10	Academics: Proportionate Marking (i.e % obtained in the exam.) Rounded off to 2 decimals.
Class 12	10	
Graduation	20	Qualifying Marks for Computer Test is 50%.
Computer Test	50	
Interview	10	
<b>TOTAL</b>	<b>100</b>	

**Note:** Essential qualification degree through Distant Learning Course or from any Open University will not be entertained.


## General Rules & 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 with the original testimonials, that application shall be liable to be cancelled.
2. If proper signature and photograph is not uploaded at the time of online application that application shall also be liable to be cancelled.
3. The Essential Qualification mentioned are the minimum and mere possession of the same does not entitle 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/ Driving License).
  - Proof of Address ( Any one Passport / Voter ID Card / AADHAR Card/ Driving License).
  - 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.
  - Two Wheeler Permanent Driving License and the Vehicle Registration copy (Blue Book) wherever needed ( if applicable for the post ).
  - 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, Address, Employee's Name, Date of Joining (DOJ) and Date of Leaving (DOL) otherwise his/her experience will be treated as invalid. No appointment letter/joining letter will be treated as experience certificate.
  - No objection certificate from the employer may be given if possible.
5. On-line Registration Number should be retained by all applicants for future reference. The authority 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 No. Name of the Candidate, Name of the post, and Caste category at the back of the draft and in front of the envelope. The printed hard copy of the filled up on-line application form of the candidate, after self attestation should also be enclosed with the Demand Draft in original. No application will be accepted without submission of the required Demand Draft. The amount taken in the form of Demand Draft will not be refunded.
8. Candidate have to submit **self attested hard copies (photocopies) of all the relevant mark sheets, certificates and relevant documents along with printed copy of on-line application and demand draft.**
9. Only the Degree/Diploma from the UGC approved Institute will be acceptable.
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.

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 Recruitment 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.

15. The photocopies of the Two Wheeler Valid Driving License and the Vehicle Registration copy (Blue Book) may be submitted with the application where ever applicable for the particular post applied for.
16. Off campus degree/diploma will not be considered without getting final approval from the UGC / Board of the respective posts.
17. The final panel approved by the District Recruitment Committee will remain valid for one year from the date of the publication of the result of the respective posts.
18. During the recruitment process, if new vacancy is created in any post, selection of the candidate will be made from the panel prepared from this Recruitment notification.
19. The decision of the Competent Authority regarding the recruitment is final.


Applicants are requested to visit [www.wbhealth.gov.in](http://www.wbhealth.gov.in) at the URL "Online Recruitment" to fill up the online application and other notice etc. will be published in following websites [www.spghealthgov.in](http://www.spghealthgov.in) / [www.s24pgs.gov.in](http://www.s24pgs.gov.in) for the further 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.

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

Memo No : CMOH(SPG)/DH&FWS/ 11471/1(10)  
Copy forwarded for information :

Date: 18.11.2021,

1. The Chairman, District Recruitment Committee, South 24 Parganas
2. The Executive Director, WB SH & FWS
3. The District Magistrate, South 24 Parganas
4. The ADM (Development), South 24 Parganas
5. The Dy.CMOH-I/II/III/ DMCHO/ZLO / DTO /DPHNO, South 24 Pgs
6. The OC Health, South 24 Parganas
7. The BMOHs/ACMOHs/Superintendents- 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.

  
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