

DISTRICT HEALTH & FAMILY WELFARE SAMITI, JHARGRAM

Registration No. : S/M/1482 of 2014-15 dated 09.02.2015

PO- Raghunathpur :: Dist- Jhargram :: PIN: 721507

Phone (Member Secretary): (03221) 258258

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Memo. No: DH&FWS/JGM/2021/2085.

Date: 26.11.2021

RECRUITMENT NOTICE for COVID-19

A Walk – in – Interview will be held on 09th December, 2021 from 11.00 AM to 02.00 PM at the Office of the CMOH & Member Secretary, District Health & Family Welfare Samiti, Jhargram for engagement to the post of different categories of staff (on contractual) for three months purely on temporary basis for Management of Covid'19 and to be posted at 03 nos. of SSHs (Spoke & Hub) under Jhargram District. Eligible candidates are requested to appear before interview Board with in due time.

Details are given in the table below:

Name of Post/ Designation	Number of vacancies	Essential Qualification	Age	Remunera tion	Selection Procedure
Co-Ordinator	03 (01 SC, 02 UR)	<ol style="list-style-type: none"> 1. Post Graduate Diploma/Degree in Health Care Management/Hospital Administration 2. Proficiency in using MS-Office 3. At least 2 years experience of working with Government/Non-Government Organisation. 	Minimum 21 years and Maximum 40 years as on 01.01.2021 with relaxation for SC / ST / OBC candidates as per Govt. norms	Rs. 45,000/- per Month	Academic Qualification , Experience, Computer Test & Interview
Data Entry Operator	03 (01 SC, 02 UR)	<ol style="list-style-type: none"> 1. Educational Qualification: - Graduate from any recognized university and having at least 1 (One) year Diploma / Certificate course in Computer Application from Govt. registered institution. 2. Technical Knowledge:- Working knowledge of computers with operating knowledge of MS word, MS Excel, MS power point, Internet. 3. Working Experience: - Minimum 3 years experience in Govt. Sector or 5 years experience in data recording and data analysis in Private Sector and Preferably having experience in handling of official correspondence. 	Minimum 21 years and Maximum 40 years as on 01.01.2021 with relaxation for SC / ST / OBC candidates as per Govt. norms	Rs. 13,560/- per Month	Academic Qualification , Experience, Computer Test & Interview

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

Mode of Selection for the post of Co-ordinator:

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

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		examination * 20/100
Post Graduation	30	Proportionate Marking (i.e % of marks obtained in the examination * 30/100)
Experience	10	Experience will be calculated after requisite qualification. Over and above the essential experience of 2 years
Computer Test	20	Qualifying Marks for Computer Test is 50%
Interview	10	
Total	100	Scale of Scoring

Mode of Selection for the post of Data Entry Operator:

Particulars	Maximum Marks	Remarks
Class 10	10	Proportionate Marking (i.e % of marks obtained in the examination * 10/100)
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)
Computer Test	50	Qualifying Marks for Computer Test is 50%
Interview	10	
Total	100	Scale of Scoring

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

****** Note: All Academic Score should be rounded off to 2 decimals.**

All the mentioned posts are purely temporary in nature with initial period up to three months which may be increased if Govt. permits beyond that period by any specific order. This does not entitle to claim for permanent appointment. The Candidates should be ready to join within 24 hours.

The selection will be done on the basis of Academic Qualification &/or Computer Test &/or Interview. The tenure of engagement may be extended after getting approval of state authority.

The candidates may apply as per **Prescribed FORMAT** annexed herewith on A4 size plain paper along with necessary supporting documents :

1. One Self Attested Photograph pasted on proper place of application format.
2. Self Attested photocopies of –
 - i) Admit of Madhyamik / Equivalent (as proof of Age)
 - ii) Voter / ADHAAR Card (as proof of Address & Photo Identity)
 - iii) **All necessary Mark sheets & Certificates of all educational qualification starting from Madhyamik/Equivalent.**
 - iv) Experience Certificate (Offer/Joining Letter will not be treated as proof of experience) from appointing authority in their Letter Head with proper Seal/Stamp and properly mentioning joining date (XX.XX.XXXX to XX.XX.XXXX), tenure and date of resignation/retirement (if applicable).
 - v) NOC of Employer wherever applicable.

Please note that no application should be sent through e-mail or through post or by hand. Application should be submitted during verification of document / interview on 09th December, 2021.

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One candidate can appear for single post only.

Date of Computer test will be informed on the date of Interview.

Date of Document Verification & Interview: 09.12.2021 (From 11:00 A.M. to 02:00 P.M.)

Venue: Office of the Chief Medical Officer of Health, Jhargram, Zilla Swasthya Bhawan, Jhargram District Hospital Compound.

Candidates are instructed to follow departmental website (www.wbhealth.gov.in) time to time for further instruction.

 26/11/2021

**Member Secretary, DH & FWS &
Chief Medical Officer of Health
Jhargram**

Date: 26.11.2021

Memo. No: DH&FWS/JGM/2021/2085/1(12).

Copy forwarded for information and request to publish this notice in his office notice board:-

1. The Sabhadhipati, Jhargram Zilla Parishad
2. The District Magistrate, Jhargram
3. The District Information and Cultural Officer, Jhargram
4. The Dy. CMOH – I/II/III/DMCHO/DPHNO/DTO, Jhargram
5. The SDO, Jhargram
6. The DIO, NIC, Jhargram with a request to publish this notice in the district Web site
7. The Superintendent, Jhargram District Hospital
8. The ACMOH, Jhargram
9. The BDO (All), Jhargram
10. The DPMU, Jhargram
11. Notice Board of this office
12. Guard file

 26/11/2021

**Member Secretary, DH & FWS &
Chief Medical Officer of Health
Jhargram**

Memo. No: DH&FWS/JGM/2021/2085/2(9).

Date: 26.11.2021

Copy forwarded for information and request to publish this notice in his office notice board:-

1. The Director of Health Services, Government of West Bengal, Swasthya Bhawan, Kolkata
2. The Director of Medical Education, Government of West Bengal, Swasthya Bhawan, Kolkata
3. The Joint Director of Health Services (Personnel), Government of West Bengal, Swasthya Bhawan, Kolkata
4. The Deputy Director of Health Services (Admn), Government of West Bengal, Swasthya Bhawan, Kolkata
5. P.A. to MD (NHM), Commissioner (Family Welfare) & Secretary, Dept. of Health & FW
6. P.A. to AMD (NHM), Dept. of Health & FW, Swasthya Bhawan, Kolkata
7. The IT Cell, Swasthya Bhawan with a request to publish this notice in the departmental Web site
8. The HR Cell, Swasthya Bhawan, Kolkata
9. Office copy

 26/11/2021

**Member Secretary, DH & FWS &
Chief Medical Officer of Health
Jhargram**

APPLICATION FORMAT

To,
The CMOH & Secretary,
District Health & Family Welfare Samiti,
Jhargram

Paste recent
Passport size
photograph duly
signed across

APPLICATION FOR THE POST OF _____

Sir,

In response to your advertisement notice no. _____ Date _____ for the post of

_____, I prefer myself as a candidate. Details of my BIO-DATA is given below :

1. Name (IN BLOCK LETTERS) :

2. Father's Name :

3. Husband's Name (for married female) :

4. Date of Birth (DD/MM/YYYY) :

5. Sex :

6. Marital Status:

7. Caste / Category (Put Tick Mark) :

GEN ☐ SC ☐ ST ☐ OBC-
A ☐ OBC-
B ☐ PH ☐

8. Address (as mentioned in EPIC/ADHAAR) :

9. Mobile Number :

10. e-Mail ID :

11. Qualification Details :

Sl. No.	Qualification	Year of Passing	Board / University	Total Marks	Marks Obtained	Percentage
01	Madhyamik / Equivalent					
02	HS / Equivalent					
03	Graduation / Equivalent					
04	PG / Equivalent					
05	Others (give details)					

*For Madhyamik calculate marks obtained except additional marks. For HS calculate marks obtained as best five subjects. For honours graduates calculate total marks & marks obtained only for Honours Subjects.

12. Computer Knowledge details :

Sl. No.	Name of Institution	Year of Passing	Course Duration	Course Name & Modules Covered
01				
02				
03				

13. Experience Details :

Sl. No.	Details of employer (Organisation Name & Address)	Government / Non Government	Joining Date	Working Tenure (In complete Years)	Designation & JOB DESCRIPTION
01					
02					
03					
04					
05					

14. Enclosures (Self Attested Photocopy) :

- Admit of Madhyamik Pariksha (10th Class).
- All Marksheets (from Madhyamik onwards).
- All Certificate (from Madhyamik onwards).
- Address Proof (AADHAAR / Epic Card).
- Caste Certificate (if applicable).

15. Declaration:

I 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 information to me.

Place :

Date :

Full Signature of Applicant

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