

পশ্চিমবঙ্গ সরকার

স্বাস্থ্য ও পরিবারকল্যাণদপ্তর

মুখ্যস্বাস্থ্যআধিকারিকেরকরণ

৫, ডি. এল. রায় রোড, কৃষ্ণনগর-৭৪১১০১, নদীয়া

টেলিফোন (০৩৪৭২) ২৫২৩০৬/২২৩২৯৭

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Government of West Bengal

Department of Health & Family Welfare

Office of the Chief Medical Officer of Health

5, D.L. Roy Road, Krishnagar-741101, Nadia

Telephone (03472) – 252306/223297

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Memo No. CMOH-Nad/7647

Dated, Krishnagar the 17th November, 2021

Engagement Notice

In pursuance of order of the Mission Director, NHM & Secretary, H&FW, Govt. of West Bengal, vide memo no. HFV-35099/188/2021/3244, dated 28/10/2021, a walk in interview will be held for engagement of Co-ordinator & Data Entry Operator in temporary in nature and will not be extended beyond 31.03.2022 under District Health & Family Welfare Samity, Nadia.

Date of Interview: 6th December, 2021

Time of Interview: from 11 AM

Venue: Office of the Chief Medical Officer of Health, Nadia, 5 D.L. Roy road, Krishnagar, Nadia.

General instructions for application of all posts :

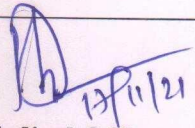
- 1) The application with relevant documents must reach this office to the Chief Medical Officer of Health, Nadia & Secretary, District Health & Family Welfare Samity, 5, D. L. Roy Road, PO- Krishnagar, District- Nadia, Pin- 741101 as per prescribed format only along with the following self attested documents in a envelope mentioning “Application for the Post of _____” before 04:00 pm on 30/11/2021 by Registered Post/Speed Post/Courier only. Authority will not be liable for any postal delay.
 - 2) Birth Certificate/Admit Card or Certificate of Madhyamik or equivalent examination mentioning date of Birth.
 - 3) Caste Certificate issued from the concerned authority (In Case of SC/ST/OBC A/OBC B).
 - 4) Compulsory Mark sheet & Certificates of Secondary, Higher Secondary, Graduation, Post Graduation & Technical knowledge from the appropriate authority.
 - 5) Experience Certificate clearly mentioning days, months & years of Experience as on 31.10.2021 in relevant post only.
 - 6) Demand Draft of Rs.100/- (Rupees One Hundred only) for General Category & Rs.50/- (Rupees Fifty only) for SC, ST, OBC & other reserved categories in favour of “the Secretary, District Health & Family Welfare Samity Nadia, payable at Krishnagar, Nadia”. Use of stapler pin or stitching in case of demand draft will not be allowed.
 - 7) Photocopy of all supportive documents should be clearly visible & self attested.
 - 8) Age relaxation for reserved candidates will be applicable as per Government norms. Calculation of age should be as on 31/10/2021.
 - 9) One envelop must not contain more than one application.
 - 10) No TA & DA will be admissible for attending recruitment process.
 - 11) Application received after due date & time will not be considered.
 - 12) All communication will be available only at www.nadia.nic.in and/or www.wbhealth.gov.in time to time.
- Candidates not full filling the above mentioned criteria may be liable to cancellation of their candidature

Name of the post	No. of post	Eligibility	Age as on (01-01-2021)	Monthly Remuneration	Process of engagement
Co-ordinator	4 (UR-02, SC-01, ST-1)	Essential criteria: *Post Graduation Diploma/Degree in Health Care Management / Hospital Administration *Proficiency in using MS Office Essential Experience: *At least two years experience of working with Govt./Non-Govt. organization	Minimum 21 years and Maximum 40 years	Rs.45.000/-	Walk-in-Interview
Data Entry Operator	4 (UR-02, SC-01, ST-1)	Essential criteria: * Graduation from any recognized University and have completed at least one year Diploma/Certificate course in Computer application from Govt. registered *Working knowledge of Computers with operation knowledge MS Word, MS Excel, MS Power point, MS Access and internet Essential Experience: *Minimum experience in Govt. sector or five years experience in Pvt. Sector in data recording and data analysis	Minimum 21 years and Maximum 40 years	Rs.13.560/-	Walk-in-Interview

Mode of selection :

Name of the post	Scale of Scoring (out of 100)		
	Particulars	Max. Marks	Remarks
Co-ordinator	Class 12	10	Proportionate marking (i.e. % of mark obtained n the examination * 10/100
	Graduation	20	Proportionate marking (i.e. % of mark obtained n the examination * 20/100
	Post graduation	30	Proportionate marking (i.e. % of mark obtained n the examination * 30/100
	Experience	10	Over and above the essential experience of 2 years
	Computer test	20	Qualifying marks of computer test is 50%
	Interview	10	---
Data Entry Operator	Class 10	10	Academics - Proportionate marking (i.e. % obtained in the examination) rounded off to 2 decimals
	Class 12	10	
	Graduation	20	
	Computer test	50	Qualifying marks of computer test is 50%
	Interview	10	---

Encl: Application format

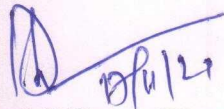

for Chief Medical Officer of Health
Nadia

Memo No. CMOH-Nad/7647/1(9)

Dated, Krishnagar the 17th November, 2021

Copy forwarded for necessary information and presence please:

1. The District Magistrate, Nadia.
2. The Dy. CMOH-I/ II/ III/DMCHO/ZLO/DTO/DPHNO/AO, CMOH office, Nadia with request to be present on that day.
3. The Sub-Divisional Officer, Sadar, Nadia
4. The Superintendent, District Hospital/ Nabadwip SGH/Ranaghat SDH/NSS Kalyani
5. The OC-Health, Nadia
6. The DIO, NIC, Nadia with request to upload the circular on the official web portal of Nadia District
7. The AO & Treasurer, DH & FWS, Nadia
8. The IT co-ordinator, Swasthya Bhawan with a request to upload the circular at departmental web portal.
9. Office file


for Chief Medical Officer of Health
Nadia