

পশ্চিমবঙ্গ সরকার

স্বাস্থ্য ও পরিবারকল্যাণদপ্তর

মুখ্যস্বাস্থ্যআধিকারিকেরকরণ

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

টেলিফোন (০৩৪৭২) ২৫২৩০৬/২২৩২৯৭

Email – cmohnadia@gmail.com

dpmunadia@gmail.com



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

Email – cmohnadia@gmail.com

dpmunadia@gmail.com

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 :

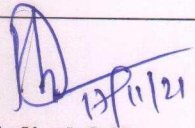
- 1) The application with relevant documents must reach this office to the Chief Medical Officer of Health, Nadia & Secretary, District Health & Family Welfare Samity, 5, D. L. Roy Road, PO- Krishnagar, District- Nadia, Pin- 741101 as per prescribed format only along with the following self attested 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

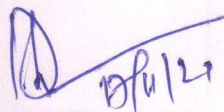

for Chief Medical Officer of Health
Nadia

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

APPLICATION FORMAT

Paste one
recent colour
photograph

Application for the Post of “.....”

Application against Advertisement No..... Date.....

1. Name of the Applicant :
2. Guardian's Name :
3. Permanent Address : Vill :
: Post :
: P.S. :
: Dist. :
: Pin :
4. Date of Birth :(Year)(Month)(Day)
5. Age as on (31/10/2021) :(Year)(Month)(Day)
6. Sex : Male / Female
7. Caste Status : General / SC / ST / OBC-A / OBC-B
8. Mobile Number :
9. Email ID :
10. Qualification :

Sl. No.	Educational Qualification	Year of Passing	Total Marks	Marks Obtained	Additional Marks	% of Marks
A	Secondary					
B	Higher Secondary					
C	Graduation (BA/B. Sc/B. Com/BCA)					
D	Post-Graduation					
E	Other if any					
Technical Qualification						
F	Computer Degree / Diploma					
G	Diploma in Medical Laboratory Technician (DMLT)/ BLMT					
H	Other if any					

11 Draft Number :

Issuing Bank Name:

Draft Amount :

Date of Issue:

12 Year of Experience: (No. of Years)

In Govt. / PSU & Pvt. :

NB: Serial No. 1 to 12 are mandatory. & fill up only in Capital Letter

Declaration:

I do hereby declare that particulars furnished above are correct to the best of my knowledge. I must produce all relevant documents (Original or Photocopies attested by the self attestation only), whenever needed by the Authority. In case, in any time, if any of the above information / particulars are found to be incorrect, my candidature will be liable to cancel by the Authority and I shall be penalized for such action.

Attachment (Please ✓)

01. Birth Certificate/Admit Card or Certificate.
02. Caste Certificate.
03. Certificate of Exempted Category.
04. Certificate of Disability.
05. Mark sheet & Certificates of Secondary.
06. Mark sheet & Certificates of Higher Secondary
07. Mark sheet & Certificates of Graduation
08. Mark sheet & Certificates of Post Graduation
09. Mark sheet & Certificates of Technical knowledge
10. Experience Certificate.
11. Demand Draft.
12. Other

Date :

Place :

Signature of Candidate

