



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT HEALTH & FAMILY WELFARE SAMITI**  
**11, DR. P. K. BANERJEE ROAD, LICHUBAGAN, HOWRAH – 711101**

**Recruitment Notice No. DHFWS/HOW/2801**

**Dated: 09.11.2021**

Engagement will be done for various positions as mentioned below under **Emergency Response and Health System Preparedness Package, Phase-II (ECRP-II)** in the District of Howrah. All the engagements are temporary in nature and will not be extended beyond 31.03.2022.

Eligible candidates should apply **online** in the prescribed format as given in **www.healthyhowrah.org** from **10:00 AM of 17<sup>th</sup> November, 2021 to 5:00 PM of 25<sup>th</sup> November, 2021** for following mentioned positions.

Only online applications will be accepted. Application forms not properly filled in or incomplete are liable to be cancelled.

**Sl. No. 01:**

<b>Name of the Position</b>	<b>: Co-Ordinator</b>
<b>Place of Posting &amp; Number of Vacancy</b>	: 1) Howrah District Hospital <b>(01-UR)</b> 2) Uluberia Sub-Divisional Hospital <b>(01-UR)</b> 3) TLJ State General Hospital <b>(01-UR)</b> 4) ESI Hospital, Balitikuri <b>(01-UR)</b>
<b>Monthly Remuneration</b>	<b>: Rs 45,000</b>
<b>Essential Qualification</b>	: <b>1) Post Graduate Diploma/Degree in Health Care Management/Hospital Administration.</b> <b>2) Proficiency in using MS-Office.</b>
<b>Essential Experience</b>	: <b>At least 2 years' experience of working with Government / Non-Government organization.</b>
<b>Age (as on 01/01/2021)</b>	: <b>Minimum 21 yrs and Maximum 40 yrs. with upper age relaxation for SC/ST/OBC candidates as per Govt. Norms.</b>
<b>Mode of Selection</b>	<b>: Interview and Computer Skill Test.</b>

**Scale of Scoring of Co-Ordinator**

<b>Full marks = 100</b>		<b>Scoring</b>
1. Educational Qualification (60)	Class 12 = 10 Marks Graduation = 20 Marks Post Graduation = 30 Marks	<b>Proportionate Marking (i.e % obtained in the exam). Round off to 2 decimals</b>
2. Experience (10)		
3. Computer Test (20)		<b>Qualifying Marks is 50%</b>
4. Interview (10)		

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

**Sl. No. 02:**

<b>Name of the Position</b>	<b>: Data Entry Operator</b>
<b>Place of Posting &amp; Number of Vacancy</b>	: 1) Howrah District Hospital <b>(01-UR)</b> 2) Uluberia Sub-Divisional Hospital <b>(01-UR)</b> 3) TLJ State General Hospital <b>(01-UR)</b> 4) ESI Hospital, Balitikuri <b>(01-UR)</b>
<b>Monthly Remuneration</b>	<b>: Rs 13,560</b>
<b>Essential Qualification</b>	: 1) Graduate from any recognizes university. 2) 1 year Diploma/Certificate course in Computer Application from Govt. registered Institution. 3) Working knowledge of computer with operating knowledge of MS Word, MS Power Point, MS Access and Internet.
<b>Essential Experience</b>	: Minimum 3 years' experience in Government Sector or 5 years' experience in Private Sector in data recording and data analysis.
<b>Age (as on 01/01/2021)</b>	: Minimum 21 yrs and Maximum 40 yrs. with upper age relaxation for SC/ST/OBC candidates as per Govt. Norms.
<b>Mode of Selection</b>	: Interview and Computer Skill Test.

**Scale of Scoring of Data Entry Operator**


<b>Full marks = 100</b>		<b>Scoring</b>
1. Educational Qualification (40)	Class 10 = 10 Marks Class 12 = 10 Marks Graduation = 20 Marks	<b>Proportionate Marking (i.e % obtained in the exam). Round off to 2 decimals</b>
2. Computer Test (50)		<b>Qualifying Marks is 50%</b>
3. Interview (10)		

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

**General Information for the Applicants/ Candidates**

- Candidates working in Government organization must route their application through proper channel if their departmental rules requires so and produce NOC at the time interview.
- Applications will be shortlisted on the basis of marks obtained in qualifying qualification and experience. Only short-listed candidates will be called for Verification / Interview/ Computer Test whichever applicable.
- Applicants are requested to visit [www.healthyhowrah.org](http://www.healthyhowrah.org) for online application link and for information / instruction issued from time to time. No other correspondence will be done from this end.
- The essential qualifications mentioned are the minimum and mere possession of the same does not entitles the candidate to claim selection. All the essential qualifications must be completed within the first date of online application.
- Experience will be calculated after obtaining the required qualification for the above-mentioned position, till the first date of online application.

6. No rounding off of marks will be granted. Proportionate marking up to 2 decimal points will be considered.
7. If the aggregate marks after final selection is equal then preference is to be given to the candidate inter se-senior in age as on the 1<sup>st</sup> date of the year of publication of advertisement.
8. Caste certificate issued before the first date of online application, by the component authorities of West Bengal only will be accepted. In case of OBC candidates, category 'A' or 'B' must be mentioned specifically in the caste certificate; otherwise, the caste certificate will not be accepted
9. 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.
10. After filling in the form correctly, the button "Proceed Next" has to be clicked. The filled in data will be displayed. In case of change of any information, "Back to Edit Registration Form" button needs to be clicked. If there is no change in information, click "Submit" button. Recheck before submitting online as no editing is possible after submission.
11. On-line Application Number should be retained by all applicants for future reference. Employer is not liable to give any information regarding the online Application number in future.
12. **Last date of online application: Upto 5:00 PM of 25<sup>th</sup> November, 2021**
13. Hard copy / Print copy of online application from (which must be downloaded after successful submission of online application) should be retained by all applicants for document verification purpose. Without application form no candidates will be entertained for original testimonials verification by the authority.
14. Passport-sized colour photograph and signature in JPEG format of size within 20 to 50 KB needs to be uploaded. If proper Signature and photograph is not uploaded at the time of online application that application shall be liable to be cancelled.
15. The candidates, who are not eligible after verification process, will not be called for the subsequent stages of the selection process.
16. The decision of the competent authority regarding the recruitment is final.

  
**Chief Medical Officer of Health & Chairman  
District Selection Committee for ECRP-II, Howrah**