

THE KOLKATA MUNICIPAL CORPORATION
Central Municipal Office Building, 5, Surendra Nath Banerjee Road, Kolkata - 700 013

EMPLOYMENT NOTICE

Date :08/11/2021


Empl Notice No. : 01/SwasthyaSathi/2021-22

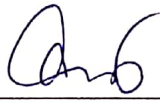
This Office invites online applications from eligible Indian citizens for strictly contractual engagement under Swasthya Sathi Programme in The Kolkata District for the following post as detailed below :-

Sl No	Name of the Post	No of Posts	Educational Qualification and Desirable Qualification	Age	Contractual Remuneration	Selection Criteria
1	District Coordinator - Hospital	1	Post Graduate with Diploma in Hospital Management/PGDHM Desirable: Diploma(or Certificate Course) in Computer Application	18-40 yrs	Rs. 28, 662/- per month	Written Examination - 70 marks Computer Test - 25 marks Personal Interview - 5 marks
2	District Coordinator - IT	1	Post Graduate with knowledge/PGDCA Desirable: Diploma/Post Graduate Diploma in Business Management or Administration	18-40 yrs	Rs. 28, 662/- per month	Written Examination - 70 marks Computer Test - 25 marks Personal Interview - 5 marks

General Information:

1. The appointment is contractual and strictly on temporary basis under Swasthya Sathi Programme, which may be renewed for each additional year after satisfactory performance. The decision of the KMC authority in this regard shall be binding on the candidates. This contractual employment is not under the establishment of the Kolkata Municipal Corporation. The posts will sustain only as per the provisioning and availability of the fund under Swasthya Sathi Programme.
2. The duties and responsibilities of the above mentioned posts has been attached as annexure herewith.
3. Age Limit : 18 - 40 years as on 01.04.2021. Age relaxation for eligible candidates is admissible as per extant norms.
4. No application fees is required. No TA/DA is admissible for appearing in interview/viva-voce test.
5. The application form can be downloaded from the official website of the Kolkata Municipal Corporation website <https://www.kmcgov.in>.
6. On the basis of the application, only the shortlisted candidates will be called for written test/interview/viva-voce test.
7. The candidates who will be called for interview/viva-voce test must bring all original certificates and marksheets along with two sets of self attested photocopies. The list of documents are as follows: (i) Certificate/admit card of Madhyamik or equivalent examination for age proof. (ii) Marksheet of Madhyamik or equivalent examination (iii) Certificate and marksheet of Higher Secondary or equivalent Qualifications (iv) Certificates and marksheets of Graduation and PG (v) Certificates and marksheets of any other relevant qualification, if any (vi) Certificates of Working Experience issued by competent authority. (vii) Original interview call letter, (viii) One copy of print out of the application form (ix) Original and self attested photocopy of Photo Identity Proof viz. Passport, AADHAR card, EPIC/ Voter ID card, PAN card, Driving Licence or any other Photo Identity Card of Statutory Organization (x) Two coloured passport sized photographs identical with that of the uploaded photograph.
8. KMC reserves the right to cancel any or all application to the above mentioned post without assigning any reason thereof at any stage of the recruitment process or at any stage later on and no query will be entertained in this regard.
9. Last date of submission of application will be 15 days from the date of publication of the advertisement. Application along with the relevant supporting documents should be submitted in the drop box in the Department of Social Welfare & Urban Poverty Alleviation, 1, Hogg Street, Top Floor, Kolkata - 700087.


Manager & HOD
Dept. of Social Welfare and
Urban Poverty Alleviation
The Kolkata Municipal Corporation


District Key Manager, Swasthya Sathi
The Kolkata Municipal Corporation
Special Municipal Commissioner (G & D)
The Kolkata Municipal Corporation

Annexure

Duties and Responsibilities of District Coordinator - Hospital at District Head Quarters under Swasthya Sathi Programme

1. Coordinate with all the issues related to Empanelment of Hospitals
2. Maintenance of Accounts of District Swasthya Sathi cell
3. Claim Settlement and online Grievances related issues. Recordings of DGRC Meeting and related issues All sort of report return.
4. Coordinate with CMOH office for hospital related issues.
5. Any other Swasthya Sathi related work as and when assigned by DKM or DNO Swasthya Sathi.

Duties and Responsibilities of District Coordinator - IT at District Head Quarters under Swasthya Sathi Programme

1. Monitoring functioning of District Kiosk
2. Coordinate with DNO, DIO, DIA, BIO for database preparation & related issues.
3. Coordinate with Hospital/TPA/IC and SNA for TMS and SNA Server related issues.
4. To analyze all MIS Report available in SNA Server for decision of the authority and report return therefore.
5. Coordinate with District level Medical Audit Team. Monitoring Online Registration of patient, in SNA Server.
6. Any other Swasthya Sathi related work as and when assigned by DKM or DNO Swasthya Sathi.

APPLICATION FORM

(Relevant attested documents for education qualification and working experience and No Objection Certificate from the employing authority need to be attached with this application form and original documents will be checked at appropriate time to be notified in due course)

To,
District Key Manager of Swasthya Sathi,
Kolkata Municipal Corporation
5, Surendra Nath Banerjee Road,
Kolkata - 700 013

*Please affix here
your recently
taken passport
size photo duly
signed*

1. Name of the applicant (in Capital Letters) : _____

2. Post applied for : _____

3. Father's/Husband's Name : _____

4. Sex : _____ 5. Nationality : _____ 6. Religion : _____

7. Category (SC/ST/OBC/UR) : _____

8. Date of Birth : _____

9. Age : _____ years _____ months as on 01.04.2021

10. Postal Address : _____

11. Email Address (Mandatory) : _____

12. Contact No. : _____

13. Educational Qualification :

(Add More cell and pages, if required)

Name of the Examination	Year of Passing	% of Marks Obtained	Subjects	Board/University

14. Other information, if any : _____

15. Details of Relevant Working Experience :
(Starting with the current or most recent one) (Add more cell and pages, if required).

Sl. No.	Organisation/Office Name	Post Held	From	To	Total Period (Years & Months)	Major Responsibilities/Tasks Performed

16. Current Salary in Rupees (per month) (inclusive of all components) : _____

17. Whether the present organization will release immediately : YES/NO (indicate with right mark)

Enclosure : _____

I do hereby certify that all the details stated above are true and that in case any information proves false my candidature will be liable to be cancelled.

Date : _____

Place : _____

Full Signature of the Applicant