



Government of West Bengal
Office of the Chief Medical Officer of Health, Malda
P. O. Jhaljhalia (J. R. C.), District – Malda, Pin-732102
E-mail: cmohmalda.estb@gmail.com & cmohmld.dpmu@gmail.com

Memo No: DH & FWS/175

Dated: 03/02/2022

RECRUITMENT NOTICE

District Health & Family Welfare Samiti, Malda will engage purely on contract basis for the following post:

Sl No	Name of the Post	No of Post & reservati on post	Qualification	Age : As on 01.02.2022 (Relaxation for age will be given for SC/ST/OBC candidates as per norms.)	Remuneration (Consolidate) Rs.
01	Block Accounts Manager	01(UR)	Essential Qualification <ul style="list-style-type: none">• Minimum Bachelor Degree (in Commerce from any recognized / reputed university) with advanced knowledge of computer – especially in MS Word, Excel, Power Point, Internet Browsing and accounting software e.g. Tally.• Technical Knowledge : Working Skill in LAN Environment	Upper age limit 40 Years	Rs.26,000/- per month.

Drayal 3/2/22
Secretary District Health & Family Welfare Samity
& Chief Medical Officer of Health, Malda

Memo No: DH & FWS/175/1(14)

Dated: 03/02/2022

Copy forwarded for information and necessary action to:-

1. The Chairman, Recruitment Committee, Malda
2. The District Magistrate, Malda
3. The Principal MMC&H, Malda.
4. The Addl. District Magistrate (G), Malda
5. The Chairperson, Englishbazar & Old Malda Municipality, Malda with request to display in the notice board.
6. The OC, Health, Malda.
7. The MSVP, Malda MMC&H, Malda with request to display in the notice board.
8. The Dy. CMOH-I, II, III, DMCHO, ZLO, DTO, DPHNO, Malda
9. The All BMOH, Malda, with request to display in the notice board.
10. The Accounts Officer, CMOH office, Malda
11. **The District Informatics Officer (NIC), Malda, District Collectorate Building, Malda with request to publish the recruitment notice in www.malda.gov.in**
12. **The System Co-ordinator, IT Cell, Swasthya Bhawan, Kolkata with request to publish the recruitment notice in www.wbhealth.gov.in**
13. The HC, CMOH Office Malda with request to make arrangement of recruitment process.
14. The DPM-in-charge, DAM, AM NUHM, DSM, DPMU, Malda with request to co-operate.

Drayal 3/2/22
Secretary District Health & Family Welfare Samity
& Chief Medical Officer of Health, Malda

General Information & instructions for Applicants

1. Application with application fee of Rs. 100.00 by NEFT or online transfer in favour of **District Health & Family Welfare Samity, Malda (Main A/c)** , Bank Name : Punjab National Bank, Malda, Account No.0233010367893 , IFCS Code. PUNB0023320 and payment receipt copy should be submitted along with the application (hard copy). Application should reach at the **Office of the Secretary, District Health & Family Welfare Samity & Chief Medical Officer of Health, Malda, P.O:- Jhaljhalia (J.R.C.), Dist:- Malda, Pin- 732102 on 17.02.2022 within 5.00 pm.** Applicants may collect the application format from the Notice Board of the CMOH Office, Malda or download the same from the website i.e. www.malda.gov.in / www.wbhealth.gov.in
2. *Following documents (self attested) have to enclose with the application format and originals must be available as when required.*
 - i. Mark Sheet & Certificate of all Examination passed
 - ii. Admit Card (Madhyamik or equivalent) for age proof
 - iii. Caste Certificate (where applicable)
 - iv. Computer qualification certificate (where applicable)
 - v. Working experience certificate (if any)
 - vi. Technical knowledge certificate (if any)
 - vii. Residential Proof – Voter ID Card/ Ration Card/ Adhaar Card/ Passport/ Certificate from competent authority etc.
 - viii. ID Proof - Voter ID Card/ PAN Card/ Adhaar Card/ Passport etc

Selection Process : Block Accounts Manager

Total Marks-100

Academic Qualification – 30 Marks

- Madhyamik- 5 Marks (proportionate marking i.e. obtained in the exam. * 5/100)
- Higher Secondary- 10 Marks (proportionate marking i.e. obtained in the exam. * 10/100)
- Graduation (Commerce) - 15 Marks (proportionate marking i.e. obtained in the exam. * 15/100)

Practical – 60 Marks (Computer Test – 30 Marks, Tally Test – 30 Marks), Interview – 10 Marks

3. All candidates will be further communicated by their e-mail id & our web site. (www.malda.gov.in & www.wbhealth.gov.in)
4. A panel of the suitable candidates will be prepared post & remain valid for 1 year from publication of result.
5. Only short listed candidates on the basis of weight age on educational qualification, experience etc. will be called for Written Examination/Computer Test / Interview.
6. For appearing at the Written Test, Computer Test, interview, no TA/DA will be paid.
7. The candidature of the applicant shall be cancelled at any stage of recruitment if the supportive certificate and information given in application is found false and incomplete application will be rejected.
8. District Health and Family Welfare Samity reserves the right to cancel the recruitment process at any stage without assigning any reason thereof. The decisions of the selection committee in any case should be considered final.
9. **The name of the post should be mentioned in block letter on the top of the envelope.**
10. Canvassing in any form will be considered as disqualification.


Secretary, District Health & Family Welfare Samity
& Chief Medical Officer of Health, Malda

APPLICATION FORMAT

(To be filled up by the candidates own hand writing)

Affix Recent
Passport size
photograph duly
attested on photo by
the applicant

To
The Secretary, DH & FW Samity
& CMOH, Malda

Application for the post of _____

NEFT No. _____ Date: _____

Name of the applicant (in BLOCK letters) : _____

Father's/ Husband's/ Guardian's Name : _____

Full Address for correspondence : _____

Dist. _____ Pin _____

Present Address : _____

Dist. _____ Pin _____

Contact Number: _____ Nationality _____

Email ID (mandatory) : _____

Date of Birth : _____ dd _____ mm _____ yyyy Sex _____

Age as on 01.02.2022 _____ days _____ months _____ years.

Caste Status: _____ Marital Status _____

Educational Qualification (Self Attested copy must be submitted with the application) :

Sl. No.	Exam. Passed (Strike out which is not applicable)	Year of passing	Board / Council / University	Total Marks	Marks Obtained	% Marks	Division
a.	Madhyamik						
b.	Higher Secondary						
c.	Graduation (Commerce, Pass / Hons.)						
e.							

Details of Technical Qualification (Self Attested copy must be submitted with the application):

Sl. No.	Exam. Passed	Year of passing	Board / Council / Institution/ University	Total Marks	Marks Obtained	% Marks	Division/ Result

Details of Working Experience (Self Attested copy must be submitted with the application) :

Sl. No.	Name of the Organization / Institution	Key task assigned	Period		Year of experience
			From	To	
Total Year of Experience :					

I hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief. I also understand that in case any of my statement is found false or incorrect during any stage of recruitment thereafter it shall disqualify me for the post applied for and/or I shall be liable for any other action that may be taken under the extant rules.

Date : _____

Signature of the Applicant

Place : _____

*****The envelope must be superscripted by the name of the post. (Application for the post of _____.)**