



District Health & Family Welfare Samiti

Diamond Harbour Health District

(Registered under West Bengal Act XXXVI of 1961 No. S / M / 1324 of 2014-15)

Diamond Harbour Health District, South 24Pgs, Pin- 743331

Phone: 03174-256310, Fax: 03714-256311, e-mail Id: cmohdhhd20@gmail.com

Memo No. DH&FWS/DHHD/0063/2023-24

Date: 10.04. 2023

RECRUITMENT NOTICE

Interested and eligible candidates are hereby invited for submission of the application from 10.04.2023 to 24.04.2023 at District Health & Family Welfare Samiti, Diamond Harbour Health District **on contractual basis** in pursuance to Memo No. HFW-35099/249/2022-NHM SEC-Dept. of H&FW/539(2) dated: 22/09/2022 under XV-FC Health Grant 2022-23.

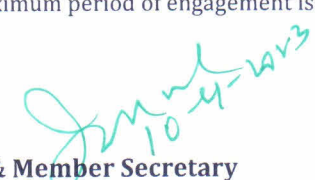
1.	Name of Post	Counsellor
	Name of Category & Post	UR-1
	Place of Posting	Polyclinic (Diamond Harbour Municipality)
	Remuneration	20,000/- (Monthly Consolidated)
	Age as on 01.01.2023	Minimum 21 to Maximum 40 years
	Essential Criteria	1. Graduation in social science from recognized institution 2. Excellent interpersonal communication skills. Knowledge of MS-Office and other computer skills required for Office work 3. Fluency in Local Languages both in writing and speaking 4. Two years working experience in Health Sector/ Social sector
	Preferential Criteria	1. Master Degree in Social Science from recognized institution 2. Out of the essential two years post qualification experience, completed one year experience in counseling services at the health sector
Scale of Scoring- TOTAL MARKS -100 <ol style="list-style-type: none"> Class X -10 Marks Class XII-10 Marks Graduation-10 Marks Post Graduation-10 Marks Post Qualification Experience-10 Marks (Completed 2 years experience in social sector-5 Marks; Completed 2 years experience in Health Sector -additional-2 Marks; completed 2 years experience in Health sector inclusive of one year in counselling related to health sector- additional 3 marks) Written Test- 50 Marks 		

2.	Name of Post	Staff Nurse
	Name of Category & Post	01 (UR-1)
	Place of Posting	Polyclinic (Diamond Harbour Municipality)
	Remuneration	25,000/- (Monthly Consolidated)
	Age as on 01.01.2023	Minimum 21 Years and Maximum 40 years
	Qualification and Selection Criteria	1) Completed GNM training course from an institute recognized by the Indian Nursing council/West Bengal Nursing Council. OR The candidate should have completed B.SC Nursing course 2) Must be registered under West Bengal Nursing Council. 3) Candidate should have proficiency in Bengali. 4) Must be permanent resident of West Bengal
Scale of Scoring-TOTAL MARKS -100 Based on % of Marks obtained in the examination rounded off to two decimals-100 Marks		

General Information & Instruction for Applicants.

1. Complete application along with self attested all testimonials in support of age, **address proof, Mark sheets (Semester /Year wise), experience certificate, caste certificate**, qualification, etc must be submitted by **speed post/registered post only** at "CMOH Office, Diamond Harbour Health District, South 24 pgs, Pin 743331" so that the same must reach the CMOH Office on or before **24.04.2023 (Monday)** up to 5.00 PM. **No application will be received thereafter.** Serial No. & Name of the Post must be **super-scribed** on the top of the envelope in **CAPITAL LETTERS.** (Courier and in-hand document submission will not be entertained).
2. **Application fees of Rs. 100/- for General Caste and 50/- for Reserved Category (SC/ST/OBC/PH)** through Demand Draft issued from any Nationalized Bank in favour of "**DH&FWS Diamond Harbour Health District**" payable at Diamond Harbour must be submitted along with the application form. Name of the Applicant and name of the Post must be written in the back side of Demand Draft. **Demand Draft is subject to non refundable.**
3. **Caste certificate** must be issued before the first date of the application by the component authorities of West Bengal. In case of OBC candidate, OBC 'A' or OBC 'B' must be clearly mentioned.
4. Only **shortlisted** candidates on the basis of weightage on educational qualification, experience, etc will be called for the written examination/ computer test/ interview.
5. **Appointment / joining letter** will not be treated as Experience Certificate. Voluntary services will be not treated as Experience Certificate. Experience certificate must consist of name of organization, employee name, name of post, place of posting, type/nature of work, date of joining, date of leaving or still continuing, otherwise the experience will be treated as cancelled.
6. The **candidature** of the applicant shall be cancelled at any stage of the recruitment if supportive certificates and information given in the application is found to be false and incomplete application will be rejected. No representation against such rejection shall be entertained. The Recruitment Committee reserves the right to cancel candidature of any applicant or entire engagement process without assigning any reason thereof.
7. Incomplete applications/missing of required documents are liable to be rejected. No representation against such rejection shall be entertained.
8. **Panel** of the candidate will be valid for one year from the date of approval and any vacancy generated will be filled in from the valuable panel within stipulated time.
9. If an aggregate mark after final selection is equal then preference will be given to the candidate **senior** in age as on the 1st date of the year of the publication of the advertisement.
10. Any eligible candidate willing to apply for more than one post will have to submit **separate** application along with requisite application fees thereof.
11. Prescribed application format and other details i.e. eligibility criteria, selection mode, scoring, etc is available by downloading from the website www.wbhealth.gov.in . **No other format of application form will be entertained/ accepted.**
12. Applicants are requested to visit www.wbhealth.gov.in at the URL "Recruitment/Notice" regularly for instruction/ information issued from time to time.
13. Engagement will be on contract, which will be initially for a period of one year. Maximum period of engagement is till 2026 or until the project ends.


Enclosed: Application Format (Annexure A)


CMOH & Member Secretary
District Health & Family Welfare Samiti
Diamond Harbour Health District
Date: 10.04.2023

Memo No. DH&FWS/DHHD/0063/2023-24

Copy forwarded for information and necessary action to:-

1. The Director of Health Services, Govt. of West Bengal, GN-29, Sector-V, Saltlake, Kolkata-91.
2. The Mission Director, NHM, Govt. of West Bengal, GN-29, Sector-V, Saltlake, Kolkata-91.
3. The Add. Director of Health Services, Govt. of West Bengal, GN-29, Sector-V, Saltlake, Kolkata-91.
4. The Director of Medical Education, Govt. of West Bengal, GN-29, Sector-V, Saltlake, Kolkata-91.
5. The District Magistrate, South 24 Parganas.
6. The Programme Officer-I, NHM, Govt. of West Bengal, GN-29, Sector-V, Saltlake, Kolkata-91.
- 7-11. The Dy. CMOH-I/ Dy. CMOH-II/ Dy. CMOH-III/DPHNO/AO, Diamond Harbour Health District
12. The HR Cell, SHFWS, Govt. of West Bengal, GN-29, Sector-V, Saltlake, Kolkata-91.
13. The IT Cell, SwasthyaBhawan with request to upload the notice at wbhealth.gov.in website.
14. The DPMU, Diamond Harbour Health District


CMOH & Member Secretary
District Health & Family Welfare Samiti
Diamond Harbour Health District



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Diamond Harbour Health District

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Diamond Harbour Health District, South 24Pgs, Pin- 743331

Phone: 03174-256310, Fax: 03714-256311, e-mail Id: cmohdhhhd20@gmail.com

APPLICATION FORM

To
The CMOH & Member Secretary
District Health & Family Welfare Samiti
Office of the CMOH
Diamond Harbour Health District,
Pin- 743331.

Affix recent passport
size photograph duly
self attested

1. Post applied for:.....
2. Name (In capital letter):.....
3. Father / Guardian's Name :
4. Address for communication: C/O.....
Vill/ Town/ Road:
Post Office:P.S

DistPin

5. Date of Birth(DD/MM/YYYY):.....
6. Age as on date of Advertisement:
7. Sex: Male / Female /Others (Please tick)
8. Marital Status: Married /Unmarried (For married female candidate Marriage Registration Certificate is required to be attached)
9. Nationality:
10. Voter ID no/ Aadhar no:
11. E-mail Id
12. Mobile No:
13. Category: (please ✓ in box)

Gen	SC	ST	OBC-A	OBC-B	Others

14. Professional /Technical/Computer Knowledge:

Sl. No.	Name of Course	Name of institute/ Board/University	Year of passing	Duration of Course	Subject	Full Marks	Marks Obtained	% of Marks/ Grade
1.								
2.								
3.								

15. Educational Qualification:

Sl. No.	Exam Passed	Board / Institution / University	Year of Passing	Total Marks	Marks obtained	Percentage (%)
1.						
2.						
3.						
4.						
5.						

16. Experience: Yes/No (if yes, filled the details)

Name of the Post	Name of the Organization	Govt. / Private	Duration		Total Experience (in months)
			From	To	

17. Enclosure:

Sl.No.	Documents (self attested Xerox copy)	Documents Submitted (Yes/No)
1	Age Proof	
2	Residential proof	
3	Caste Certificate	
4	Secondary passed along with mark sheet	
5	Higher Secondary passed along with mark sheet	
6	Graduation passed along with mark sheet and certificate	
7	Post Graduation passed along with mark sheet and certificate	
8	Mark Sheet, Degree/ /Diploma/Certificate in computer/technical/ professional knowledge of qualification	
9.	Joining letter/ appointment letter	
10.	Experience certificate	
11.	Others (if any)	

DECLARATION:-

I hereby solemnly declare that the particulars furnished above are materially true, correct and complete to the best of my knowledge. In case of any discrepancy my candidature is liable to be summarily rejected by the Selection Committee without any notice.

Date:

Place:

(Full signature of Applicant)