

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH**  
**UTTAR DINAJPUR**  
**KARNOJORA, RAIGANJ, PIN:- 733130**

**RECRUITMENT NOTICE under NHM**

MEMO. NO. DHFWS/UD/ADV/NHM/ 016 /24

Dated : 03/01/2024

Online Applications are invited for contractual engagement to the 4 (Four) vacant posts of Ophthalmic Assistants under National Health Mission, West Bengal in the existing vacancies in the different health units of Uttar Dinajpur district by the District Health & Family Welfare Samity, Uttar Dinajpur on behalf of the District Level Selection Committee, Uttar Dinajpur. The details of the reservation categories and the Terms of Reference (TOR) for selection to the post of Ophthalmic Assistants are given here below.

However, all eligible applicants, who have in pursuance of the earlier advertisement, vide Memo. No. DHFWS/UD/ADV/NHM/XV-FC/1479/23 Dated 08-09-2023, submitted their online applications along with hard copies of their credentials as per the terms mentioned in the advertisement referred to above, will be considered for the recruitment process only as per the reservation categories specified in this RECRUITMENT NOTICE and need not apply separately.

Sl. No	Name of the Post	No. of Posts category wise	Essential Criteria	Preferential Criteria	Age Limit (as on 1 <sup>st</sup> January, 2023)	Consolidated Remuneration per month
1	Ophthalmic Assistant (NPCB & VI) under NHM	ST - 01 SC - 01 UR - 01 OBC-A- 01	<p>i) Passed Higher Secondary with Physics, Chemistry and Biology</p> <p>ii) Must have a 2(two) year Diploma in Paramedical Ophthalmic Assistant Course or a two (2) year Diploma Course in optometry &amp; ophthalmic technique recognized by the Government of West Bengal</p> <ul style="list-style-type: none"> <li>• Must be a permanent resident of West Bengal</li> <li>• Must have knowledge of local language</li> </ul>	<p>One year training after acquiring Diploma in Optometry recognized by the Government of WB, in any Government Hospital or in a clinical Establishment licensed under the West Bengal Clinical Establishment Act, 1950 and rules made thereafter.</p> <p>Preference to be given to candidates who have passed from RIO and other Govt. Hospitals with Govt. stipends.</p>	Minimum 18 yrs. and maximum 40 yrs.	Rs. 18000/-



**The process of Scrutiny & Selection to the different posts would be as follows:-**

Sl.No.	Name of Post	Process
1	Ophthalmic Assistant (NPCB & VI)	<ul style="list-style-type: none"><li>• Based on academic qualification and experience</li><li>• Interview</li></ul>

**GENERAL INFORMATION AND INSTRUCTIONS FOR THE APPLICANTS/CANDIDATES**

1. Only Online applications will be accepted through State Health Website, [www.wbhealth.gov.in](http://www.wbhealth.gov.in) under E-Governance ('Online Recruitment' menu).
  2. Eligible candidates must apply online only after reading the instructions given here below thoroughly and carefully after checking the eligibility criteria given above before submitting the online application.
  3. **Important dates for Online Application:**
    - a. **Starting date for Online Registration** : Mid-night of **3<sup>rd</sup> January, 2024.**
    - b. **Last date of Online Registration** : Mid-night of **17<sup>th</sup> January, 2024.**
    - c. **Last date of Submission of application fees online** : Mid-night of **20<sup>th</sup> January, 2024.**
    - d. **Last date of Full Submission of Online application form** : Mid-night of **24<sup>th</sup> January, 2024.**
- N.B. : Online Registration is mandatory for all online applications.***
4. Cutoff date for calculation of age will be **01-01-2024**
  5. All essential criteria must have been fulfilled on or before the first date of online application as given above
  6. Only Online Application uploaded in the recruitment portal of the State Health Website, [www.wbhealth.gov.in](http://www.wbhealth.gov.in) will be accepted. **However, for the purpose of facilitating document verification, APART from online application, the candidates are also required to submit the hard copies of all attested photocopies of documents through Speed post/Registered post addressed to the Chief Medical Officer of Health (Uttar Dinajpur), Karnajora, Raiganj, Uttar Dinajpur, Pin code: 733130 by 31<sup>st</sup> January, 2024 positively. The envelope containing the documents should positively be superscripted (written on the top of the front face of the envelope) as "DOCUMENTS FOR RECRUITMENT FOR THE POST OF "OPHTHALMIC ASSISTANT" under NHM. Documents of candidates reaching by **Speed post or Registered post later than 31<sup>st</sup> January, 2024** would not be considered for processing for recruitment.**
  7. **The following self-attested photocopies of the essential documents are to be also submitted though Speed post/Registered post:**
    - a. **Mark Sheets & Certificates:** Copies of Mark Sheets (**FOR ALL YEARS**) & **CERTIFICATES** of Madhyamik or equivalent examination, Higher Secondary or equivalent examination, Diploma (**for computer course too** or any other diploma), Graduation degree, Master Degree, Post-Doctoral, etc. (As applicable against post/s applied for). Copies of Mark sheets of all semesters/years in respect of all degrees/diplomas are a must.
    - b. **Proof of Date of Birth : age proof certificate like admit card (Madhyamik Pariksha or equivalent - for age verification)/ school leaving certificate issued by West Bengal Board of Secondary Education or similar board.**

- c. Residential certificate (Passport/Voter ID Card/AADHAR Card/PAN Card/Driving License/Certificate from Counselor or Prodhan).
- d. Caste certificate : (SC/ ST/ OBC-A/ OBC-B). In case of OBC candidate's category 'A' or 'B' must be mentioned specifically in the caste certificate otherwise the candidate will be treated in "Unreserved" category.
- e. Photo proof identity card : (Passport or Voter ID Card or AADHAAR Card or PAN Card)
- f. **Experience Certificate:** Experience certificate must be in the official letter head of the Employing agency / office/ firm and must invariably consist of **Employee's Name, Name of the Post, Nature of Work, Period of employment** (from \_\_ to \_\_), **monthly salary** and **signature of the Employer with date of issuance** of the experience certificate failing which the experience certificate may be treated as invalid). **The certificates for experience will be considered only for the period after completion of the basic qualification for the post.** In case of experience certificates from Private Clinical Establishments, the same should be in their official letter heads with clear mention of the CE License Number or else the certificate will not be entertained.
- g. **In case of posts where the essential criteria includes ` Proficiency in Advance MS Office/Working knowledge of computers, etc.** a minimum of 6 (Six) months certificate from a bonafide Computer Centre is a must
- [NB: in case of degrees awarded in **CGPA/DGPA** mode, the photocopy of relevant documents issued by the concerned University/Institution in favour of equivalent **percentage calculation** to be **COMULSORILY** submitted by the applicant along with application form.]
8. **If the online application does not have the signature of the candidate, as well as, the photograph uploaded, the application is liable to be cancelled**
9. After successful submission of the online application form, the candidate must download the duly filled up application form and keep a printout ready for future reference.
10. **The applications of only those candidates who have applied Online, as well as, have sent their self-attested documents through Speed post/Registered post will be considered for processing for the recruitment process.**
11. Application fees (Non-refundable) of Rs. 100.00 (Rupees One hundred) only for General candidates and Rs.50.00 (Rupees Fifty) only for the Reserved category (SC/ST/OBC-A/OBC-B) must be submitted through Online mode only. **The Online deposition of application fees can be done through Net banking or Credit card/Debit card through the Online interface on registering in the online portal.** If the payment is successful than the candidate will be immediately reverted back to the link for Final submission of the Application form by using the **Application ID** already received at the time of Registration. **Candidates are to note that the Application ID generated at the time of Registration is to be noted and kept safely for further use during the online application.**
12. Online Registration number is to be retained by all applicants for further reference and use. The District Level Selection Committee/District Health & Family Welfare Samiti, Uttar Dinajpur is not liable to give any information about the online registration numbers to the applicants at any point in time
13. Application forms not properly filled up or incomplete Application forms are liable to be rejected. Further, if the details furnished in the online application submitted by the applicant differ with the details in the original testimonials, the application is liable to be rejected/cancelled.



14. The essential qualifications mentioned in the criteria for selection are the minimum criteria and mere possession of the same does not entitle the candidate to claim selection. All essential qualifications must have been met before the 1<sup>st</sup> date of online application.
15. All posts are purely on contractual basis and valid up to 31-03-2024 and the same may be further extended on the basis of performance and subject to continuation of the said posts by the Department of Health & Family Welfare, Govt. of West Bengal.
16. Caste certificate issued by the competent authority by the 1<sup>st</sup> date of the online application only will be accepted.
17. Experience will be entertained, as applicable, only for the period after the obtaining of the required essential qualification for the post concerned till the date of the 1<sup>st</sup> online application date.
18. The panel of selected candidates will be valid for one year from the date of publication of the result.
19. Applicant must visit the websites, [www.wbhealth.gov.in](http://www.wbhealth.gov.in) (State Health website) & [www.uttardinajpur.gov.in](http://www.uttardinajpur.gov.in) (District website) for further information regarding the recruitment process or for any corrigendum or addendum
20. The shortlisted candidates will be invited for document verification, Computer Test and Interview (as applicable).

  
**CMOH & Member Secretary**  
**District Health & Family Welfare Samiti**  
**Uttar Dinajpur**