

**Office of the Member Secretary, District Health & Family Welfare Samiti & Chief Medical Officer  
of Health, Hooghly**

2nd Floor, CMOH New Administrative Building, DRS Campus, Chinsurah, Hooghly, Pin-712101

Memo No: 5945

Date: 10/8/16

**Recruitment Notice**

Applications are invited in prescribed format with full Bio-data including % of marks of Academic qualifications (Xerox copies of the testimonials must be submitted with the application) for filling up the following posts purely on contractual basis and to prepare a panel for the following posts under NHM, DH&FWS, Hooghly

Sl No	Name of the Post	No of Post	Place of Posting	Educational Qualification / Experience	Age Limit as on 01.01.16	Remuneration (Per Month Consolidated)
<b>Post under District Quality Assurance Unit of NQAP</b>						
1	District Consultant (Public Health) Unreserved	1 UR	District HQ	MBBS/ Dental/ Ayush/ Nursing graduate with degree / diploma in Health Management with 2 years relevant work experience. Training in Health Quality like NABH/ ISO 9001: 2000/ Six Sigma/ Lean/ Kaizen by a reputed organisation will be preferable.	below 40 years	40000
2	Facility Level Quality Manager (1 for Arambagh SD Hospital )	1 SC	Arambagh SDH	MBBS/ Dental/ Ayush/ Nursing/ Life Science/Social Science graduate with masters in hospital administration / Health Management with 1 years experience in public Health / Hospital Administration . Candidates with experience in Health care Quality/ formal quality of a quality system would be preferred. Fluency in English, Computer literacy , knowledge of government legislations and policies are essential. candidate must have good communication skills both written and verbal.	below 40 years	40000
3	Programme cum Administrative Assistant	1 UR	District HQ	Recognised Graduate Degree with fluency in MS Office package with one-year experience of managing office & providing support to Health Programme/ NHM, Knowledge of Accountancy would be an added advantage, Candidates having drafting skills would be preferred.	below 40 years	12000
<b>Post under NHM</b>						
4	Lab Technician (Full Time)	9 {4 UR, 1 UR (EC), 1 UR (Meritorious Sports person), 2 SC,	for Corporation and Municipalities in the	(i) Higher Secondary passed (10+2) from a recognised board / Institute with Physics, Chemistry and Biology/ Mathematics and Diploma in Medical Laboratory Technology by West bengal State medical Faculty AICTE(ii)	below 40 years	9380/-
5	Medical Officer (Full Time) Reservation as Applicable	23	for Corporation and Municipalities in the District Hooghly.	MBBS from MCI recognised Institute with 1 year compulsory internship	below 63 years	40000/-

<b>Post under NHM</b>						
6	Lady Counselor	1 UR (EC)	Goghat I BPHC	Essential :- (a) Graduate in Psychology/ Social Work/ Sociology/ Anthropology/ Human Development Desirable : Post Graduate in (MA/ MSc) Psychology, Social Work, Sociology, Anthropology, Human Development (b) Conversant in MS Office.	below 40 years	13560/-
7	Block Accounts Manager	2 {1 UR (EC) & 1 ST}	Akuni Ichapasar BPHC & Pandua RH	Minimum Bachelor degree in Commerce from any recognised university with advance knowledge of Computer especially in MS Word, excel, Power Point, Internet browsing & Accounting software, e.g. Tally	below 40 years	16860/-
<b>Post under ART Center at Chinsurah DH</b>						
8	Medical Officer	1 UR	ART Centre at Chinsurah DH	MBBS Trained by NACO at one of the NACO designated training centers	Upper age limit will be 60 years following NACO Guideine under NACP IV	36000/-
9	Data Manager	1 UR	ART Centre at Chinsurah DH	Graduation (preferably with Commerce background) with Diploma in Computer Applications (from a recognized institute or University) or "O" level Course for DOEACC.		13000/-

## **General Information & Instruction for Application of all posts**

### **Read Instruction carefully before filling up the application forms:-**

Application will be submitted in preprinted format as available in website only. Application in any other form /format will be rejected  
 Starting date of submission of filled application : 16.08.16 (All working days between 11:00 AM to 05:00 PM except Saturday, Sundays & Holidays) by dropping by hand in the drop box placed at O/o CMOH, Hooghly.

Last date of submission of filled application will be on 26.08.16 upto **05:00 PM** (by hand at O/o the CMOH, Hooghly) to Member Secretary, DH & FWS & Chief Medical Officer of Health, Hooghly, 1st Floor, New Administrative Building, DRS Complex, Chinsurah, Hooghly 712101, along with self attested documents in a envelop mentioning in Superscribed "APPLICATION FOR THE POST OF \_\_\_\_\_". Short Listed candidates will be called for Written Test, & / or Computer Test & / or interview as per guideline & List of provisionally eligible candidate will be uploaded in the website [www.hooghly.nic.in](http://www.hooghly.nic.in) & [www.wbhealth.gov.in](http://www.wbhealth.gov.in) on 08.09.2016, tentative date of written test, computer test, interview will be between 13.09.16 & 20.09.16. Candidates are instructed to follow the above noted websites regularly for any change in the tentative schedule. Appointment letter will be issued after verification of original testimonials of the candidate.

### **No separate admit card will be issued for this recruitment process**

All application must be annexed with the self attested xerox copy of the following testimonials (as applicable)

- i) Birth Certificate / Admit Card or certificate of Madhyamik or Equivalent examination mentioning Date of Birth to be submitted as proof of DOB.
- ii) Caste Certificate from the concerned SDO (In Case of SC/ST/OBC A/OBC B)
- iii) Certificate for Disability from Appropriate Authority (wherever applicable)

iv) Mark Sheet & Certificate of Secondary, Higher Secondary, Graduation & Technical qualification supporting certificate from the appropriate authority

v) Experience Certificate mentioning Days, Months and Years of Experience as on 31.07.2016.

vi) Demand draft of Rs 100.00 (Rupees Hundred Only) for general category & Rs 50.00 (Rupees Fifty only) for SC, ST, OBC & other reserved categories in favour of District Health & Family Welfare Samity, Hooghly A/c Non-NHM payable at Chinsurah Branch. **Use of Stapler pin or stitching in case of demand draft will not be allowed. Back of the draft must bear the name of the applicant & Name of the post applied for.**

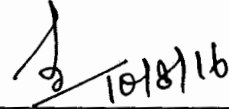
vii) Self attested Photocopy of all supportive documents should be clearly visible.

viii) Age relaxation will be given for SC/ST/OBC candidates as per Government Norms where applicable.

ix) Panel for all posts will be valid for next one year from the date of joining of the first candidate for future vacancies (if arises).

x) The undersigned reserve the right to cancel the recruitment process at any stage without assigning any reason whatsoever.

xi) Incomplete applications will be rejected. One candidate can apply for more than 1 post. Separate application to be submitted for separate post.

  
10/8/16

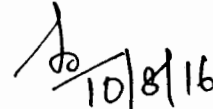
**Chief Medical Officer of Health, Hooghly  
& Member Secretary, DH&FWS, Hooghly**

Memo No 5945/1(9)

Dated: 10/8/16

Copy forwarded for information & necessary action please.

- 1 Sri Tapan DasGupta, Hon'ble MIC, Agricultural Marketing Deptt, GoWB and Honourable Chairman, Recruitment Committee for Hooghly District.
- 2 The Mission Director, NHM, Govt. of WB, Swasthya Bhavan, Kol 91.
- 3 The Director of Health Services & E.O Secretary, Govt. of WB, Swasthya Bhavan, Salt Lake, Kol-91.
- 4 The Addl. Mission Director, NHM, Govt. of WB, Swasthya Bhavan, Kol 91.
- 5 The District Magistrate, Hooghly
- 6 The Dy CMOH-II/III, Hooghly.
- 7 The DIO, NIC, Hooghly - with request to upload the Recruitment Notice in the official website of Hooghly District.
- 8 Sri Sourav Ghosh, System Co-ordinator, Swasthya Bhavan, Kolkata 91. - with request to upload the recruitment notice in the official website of Deptt. of Health & FW.
- 9 Guard file

  
10/8/16

**Chief Medical Officer of Health, Hooghly  
& Member Secretary, DH&FWS, Hooghly**

**APPLICATION FORMAT FOR THE POST OF .....**(pl. specify)

Notice No : ..... Dated : .....

Affix  
passport size  
recent  
photograph

To  
**The Chief Medical Officer of Health**  
New Administrative Building 1<sup>st</sup> Floor, DRS Compound,  
Chinsurah, Hooghly Pin 712101

- i. Name in full (In block Letter) : .....
- ii. Sex (put a tick) :  Male  Female
- iii. Father's/ Husband Name : .....
- iv. Cast : (Gen/ SC/ ST/ OBC) : .....
- v. Date of Birth : .....
- vi. Age as on 01.01.2016 : .....
- vii. Contact No : .....
- viii. Address for communication :  
Village / City/ Block : .....
- Post Office : ..... PS : .....
- Dist : ..... Pin : .....
- Email ID : .....
- DD No : ..... Date : ..... Name of the Bank : .....

ix. **Qualification :-**

Examination passed	Year of Passing	University/ Board/ Institute	Total Marks	Marks Obtained	Percentage of Marks Obtained

- x. Computer Knowledge : .....

xi. **Experience :**

Name of the Organization	Designation	Nature of duties	Period		Duration
			From	To	

I solemnly declare that (A) all statements made in this application are true, complete & correct to the best of my knowledge; (B) Original documents will be produced on demand ; (c) I understand that the concerned authority reserve the right to reject my candidature upon short listing of the candidates based on qualifications and experiences as desired by the competent authority.

Date :

\_\_\_\_\_  
**Signature of the candidate**