

West Bengal State Health & Family Welfare Samiti

Swasthya Bhawan, Wing-'B', 3rd Floor

GN-29, Sector-V, Bidhannagar

Kolkata – 700091

Recruitment Notice No. *SHFWS/2016/100*

Date: *19/12/2016*

West Bengal State Health & Family Welfare Samiti will engage personnel as mentioned below, under **National Urban Health Mission**, Department of Health and Family Welfare, Government of West Bengal for State Programme Management Unit purely on contractual basis.

Eligible candidates should apply online in the prescribed format as given in Department's Website from 11 am of 22nd December, 2016 to 5 pm of 4th January, 2017 for the mentioned post.

Only online application will be accepted. Application forms not properly filled in or incomplete Application forms are liable to be cancelled.

Application fees of Rs.100/ for unreserved category and Rs. 50/ for Reserve categories (SC, ST, OBC-A & B and PWD) in the form of Demand Draft to be issued from any Nationalised Bank after the date of advertisement in favour of West Bengal State Health & Family Welfare Samiti payable at Service Branch, Kolkata.

All the essential and desirable qualification must be completed on or before the last date of online application.

1. **Name of the Post** : **Consultant (Epidemiologist)**
Number of Post : **31 (SC-7, ST-2, OBC-A-3, OBC-B-3, UR-15 and PWD-1)**
Remuneration : **Rs. 37,000 per month.**
Place of Posting : **Anywhere in West Bengal (District/HD HQ or Municipality/ Municipal Corporation as the case may be.)**
Required Qualification and Experience : **M.Sc. in Life Science (Life Science includes Botany, Zoology, Human Physiology, Physiotherapy, Micro- Biology, Biochemistry, Bio-Technology and Bioinformatics)**
OR
Degree in Dental (BDS)
OR
Post Graduate Degree in Hospital Administration /Hospital Management
And
Proficiency in MS office is required.
Weightage will be given to candidates having PHD.
Age (as on 1.1.2017) : **40 years**
2. **Name of the Post** : **Consultant (M & E)**
Number of Post : **1 (Unreserved)**
Remuneration : **Rs. 50,000 per month.**
Place of Posting : **State Head Quarter.**

Sanghamitra Ghosh

MM

Essential Qualification : MBBS with P.G. Degree/ Diploma (P.G. Degree/ Diploma in Preventive Social Medicine / Community Medicine)

OR

M.B.B.S with at least 5 years experience in Public Health field.

And

Proficiency in MS office is required.

Age (as on 1.1.2017) : 55 years

3. Name of the Post : **State Finance Manager**

Number of Post : 1 (Unreserved)

Place of Posting : State Head Quarter

Remuneration : Rs. 40,000 per month

Essential Qualification : **CA/CFA/ICWA or M.Com with CA/ICWA (Inter).**
Weightage will be given for having CA/CFA

Essential Experience : 2 years post qualification experience in the field of Accounts & Finance in any Govt office or reputed public company where accounts is maintained in TALLY software package.

Age (as on 1.1.2017) : 40 years.

MODE OF SELECTION : For all above mentioned posts – Total 100 Marks

SL No	Name of the Post	Basic Qualification	PhD	Computer Test
1	Consultant (Epidemiologist)	75 (based on % of marks obtained in the final examination)	10	15

SL No	Name of the Post	Basic Qualification	PG Degree/Diploma		Computer Test
			Degree	Diploma	
2	Consultant (M & E)	75 (based on % of marks obtained in the final examination)	10	5	15

SL No	Name of the Post	Basic Qualification	Extra Marks for CA/CFA	Experience	Computer Test	Interview
3	State Finance Manager	50 (based on % of marks obtained in the final examination)	10	10	15	15

Selection will be done on merit, interview, experience and computer examination whichever is applicable as per above mentioned scale of scoring. Applications will be shortlisted on the basis of obtaining marks in the final examination (highest basic qualification). From the short list, candidates will be called in 1:10 ratio against the declared post.

In Computer examination, candidates for all the above mentioned posts, will have to obtain at least 50% marks to qualify for the post.

For all the above mentioned posts the applicants must be permanent resident of West Bengal.

General Information for the Applicants/Candidates

1. Only online applications will be accepted. **Application Forms not properly filled in or incomplete application forms are liable to be cancelled.** If the online application details submitted by the applicant differ with the original testimonials, that application shall be liable to be cancelled.
2. If proper signature and photograph is not uploaded at the time of online application that application shall also liable to be cancelled.
3. The essential qualifications mentioned are the minimum and mere possession of the same does not entitles the candidate to claim selection. All the essential qualifications must be completed within the last date of online application.
4. Experience will be calculated after obtaining the required qualification for the above mentioned posts, till the last date of online application.
5. Experience certificates must be in proper format i.e. the certificate must consist of name of the candidate, Father's/Mother's/Husband's name of the candidate, name of the post, date of joining (DOJ) and date of Leaving (DOL) otherwise his/ her experience will be treated as invalid. Experience certificate must be issued in the letter head of the organization/company including the signature of appropriate authority, date and stamp. No offer of appointment / engagement will be treated as experience.
6. On-line registration number should be retained by all applicants for future reference. Employer is not liable to give any information regarding the on-line registration number in future.
7. Claim and/or change of place of posting from any applicant shall not be entertained before /after issuance of engagement order.
8. No rounding off of marks will be granted. Proportionate marking upto 2 decimal points will be considered.
9. Application fees of Rs.100/ for unreserved category and Rs. 50/ for Reserve categories in the form of Demand Draft to be issued from any Nationalised Bank after **the date of advertisement** in favour of West Bengal State Health & Family Welfare Samiti payable at Service Branch, Kolkata. **The Draft should be enclosed along with the hard copy/print copy of the filled up on-line application form of the candidate after self attestation with date. Both must be sent to the address as mentioned below within 6th January, 2017 by post, preferably by speed or registered post.** Use of stapler pin or stitching in case of demand draft, will not be allowed.

Address for sending Draft: HR Cell, 1st Floor, GTZ Building, Swasthya Bhawan
GN-29, Sector-V, Bidhannagar, Kolkata – 700091

Sanjiv Kumar Choudhary

10. Hard copy/Print copy of online registration form (which must be downloaded within the last date of on-line application) should be retained by all applicants for document verification purpose. Without registration form no candidates will be entertained for original testimonials verification by the authority.
11. The candidates, who are not eligible after verification process, will not be called for the subsequent stages of the selection process.
12. The decision of the competent authority regarding the recruitment is final.



**Executive Director
West Bengal State Health
& Family Welfare Samiti**