

**District Health & Family Welfare Samiti**  
**Paschim Medinipore District**

Registration number S/1L/11,111 of 2002-2003

Zilla Swasthya Bhawan, Saratpally, Midnapur – 721101, E-mail:dhfws\_mid\_west@yahoo.com

Memo No. DH&FWS-Mid(W)/2021/ 2073

Date: 18/11/2021

**Recruitment Notice**

District Health & Family Welfare Samiti, Paschim Medinipur will engage personnel for the position of the Co-ordinator and Data Entry Operator for HUB and SPOKE under COVID-19 at Kharagpur SDH, Ghatal SDH, Debra SSH, Salboni SSH on Contractual basis.

Eligible candidates may appear in “Walk – in – interview” for the following posts as per the following schedule –

**(A) Name of the Position & place of Posting:** Co-ordinator (Kharagpur SDH - 01 UR, Ghatal SDH - 01 UR, Debra SSH - 01 UR & Salboni SSH - 01 UR)

Age (as on 01-01-2021) :: Minimum 21 years and Maximum 40 years

Remuneration :: Rs 45,000/- per month

Essential Criteria :: 1) Post graduate Diploma/ Degree in Health care Management/ Hospital Administration  
2) Proficiency in MS-Office.

Essential Experience :: At least two years experience of working with Government / Non- Government organization.

Date of walk in Interview & Computer Test : 24<sup>th</sup> November, 2021 at 10.00 am.

Venue :: Conference Hall of CMOH Office, Paschim Medinipur

**Scale of Scoring of Co-Ordinator**

Full Marks = 100		Scoring
1. Educational Qualification (60)	Class 12 = 10 Marks Graduation = 20 Marks Post Graduation = 30 Marks	Proportionate Marking ( i.e % obtained in the exam). Round off to 2 decimals
2. Experience ( 10 )		Over and above the essential experience of 2 years
3. Computer Test ( 20 )		Qualifying marks is 50 %
4. Interview ( 10 )		

**(B) Name of the Position & place of posting:** Data Entry Operator (Kharagpur SDH - 01 UR ,Ghatal SDH - 01 UR, Debra SSH 01 UR & Salboni SSH - 01 UR)

Age (as on 01-01-2021) :: Minimum 21 years and Maximum 40


Remuneration :: Rs 13,560/- per month

Essential Criteria :: 1) Graduate from any recognized University and have completed at least one year diploma/ certificate course in computer application from Govt. registered Institution.  
2) Working knowledge of computer with operating knowledge of MS-Office and Internet.

Essential Experience :: Minimum three years experience of working with Government sector OR five years Experience in non-Government organization.

Date of walk in Interview & Computer Test :: 26<sup>th</sup> November, 2021 at 10.00 am.

Venue :: Conference Hall of CMOH Office, Paschim Medinipur



### Scale of Scoring of Data Entry Operator

Full Marks = 100			Scoring
1. Educational Qualification (40)	Class 10	= 10 Marks	Proportionate Marking ( i.e % obtained in the exam). Round off to 2 decimals
	Class 10	= 10 Marks	
	Graduation	= 20 Marks	
2. Computer Test ( 20 )			Qualifying marks is 50 %
3. Interview ( 10 )			

#### Important Points:-

1. The above posts are purely temporary basis and will not be extended beyond 31.03.2022.
2. Essential qualification degree through Distance Learning Course or from any Open University will not be entertained.
3. Age relaxed as per Government norms.
4. In case of experience certificate, the duration of experience must be clearly mentioned. Experience certificate must consist the name of the post , Employee's name, date of joining and period of service, otherwise the experience certificates will be treated as invalid. Engagement letter or any other will not be treated as experience certificate.
5. All the above-mentioned qualification should be completed before the date of advertisement for the post.
6. Failure to submit/mismatch of documents/providing false information of any requisite documents is liable to cancellation of candidature.
7. Candidates are instructed to bring the entire original document along with one photo copy of the testimonials to be submitted at the time of registration on the due date.
8. Candidates are instructed to make registration with in 10.00 AM to 12.30 PM at the venue on the due date. No registration will be allowed after 1.00 PM.
9. Place of interview / Computer test / Document verification will be done at the "Office of the CMOH, Paschim Medinipur" for the above mentioned post.
10. No TA/DA will be paid to the candidates for the interview.
11. Authority reserves the right to cancel all or any application without assigning any reason.
12. Any corrigendum or addendum notice, date, time venue of interview, short listing of candidate or any other notice in this regard will be published in the following website.  
<http://www.wbhealth.gov.in/Recruitment./> [www.paschimmedinipur.gov.in](http://www.paschimmedinipur.gov.in)

  
CMOH & Member Secretary  
DH&FWS, Paschim Medinipur

**DISTRICT HEALTH AND FAMILY WELFARE SAMITI, PASCHIM MEDINIPUR**

Application for the post of Co-ordinator  DEO  for  
(KharagpurSDH / Ghatal SDH / Debra SSH / Salboni SSH) Hospital

Vide Memo No. DH&FWS-Mid(W)/ 2073

Date: 18-11-2021

1. Name of the Candidate ( in Block Letter): .....
2. Father's / Guardian's name : .....
3. Date of Birth (DD/MM/YY) : ...../...../.....
4. Cast & Categories : .....
5. Sex : .....
6. Address: .....

Self attested  
passport size  
colour photo

**Address for communication:**

**Permanent Address:**

.....  
P.O. ....  
P.S. ....  
Dist.....  
PIN.....

.....  
P.O. ....  
P.S. ....  
Dist.....  
PIN.....

7. Mobile Number (Mandatory) :

Academic Qualification : (self attested copy must be submitted with the application)

Examination	Board / University	Year of Passing	Marks Obtained	Out of Total Marks	% of Marks (without additional)
Madhyamik or Equiv.					
Higher Secondary					
Graduation					
Post Graduate					

8. Experience in Govt. Sector / Reputed Organization only (must have appointment letter and experience certificate ):

Organization	Govt. /Private / NGOs	Designation	Period from (date)	Period to (date)	Total year & Month

**Declaration**

I have solemnly declaration that the information furnished above are bases on material records and are true to the best of my knowledge and belief. If any information furnished or any part of it is found to be incorrect then I understand that me candidature for contractual recruitment of the post is liable to be cancelled without any further information to me.

Date:

Place:

Signature of the Applicant in full