

West Bengal State Health & Family Welfare Samiti

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

GN-29, Sector-V, Bidhannagar

Kolkata – 700091

Recruitment Notice No. SHFWS/2019/175

Date: 18/01/2019

West Bengal State Health & Family Welfare Samiti will engage personnel as **Data Manager** under **National Urban Health Mission**, Department of Health and Family Welfare, Government of West Bengal purely on contractual basis.

Eligible candidates should apply online in the prescribed format as given in Department's Website from 11 am of 29th January, 2019 to Midnight of 15th February, 2019 for the mentioned position.

Only online applications will be accepted. Application forms not properly filled in or incomplete Application forms are liable to be cancelled. Application fees of ₹50 for SC and ST category candidates have to be deposited through on-line/off-line mode The amount is non-refundable (Details of on-line/off-line mode, payment details and important dates is given in General Information point no. 9 &10)

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

Name of the Position : Data Manager

Number of Position : 2 (1 SC+ 1 ST)

Remuneration : Rs. 23,270 per month.

Place of Posting : Kolkata and North 24 Pgs

Age (as on 1.1.2019) : Maximum 40 years

Essential Qualification : 1) Masters in Computer Application (MCA) with 2 years experience in data recording and data analysis.

OR

Master Degree in Statistics (M.Sc. - Statistics) with 1 year experience in data recording and data analysis

OR

Bachelor in Computer Application (BCA) with 3 years experience in data recording and data analysis.

OR

Bachelor in Information Technology with 2 years experience in data recording and data analysis.

2) Efficiency in computers including MS office.

MODE OF SELECTION : Applications will be shortlisted on the basis of marks obtained in qualifying qualification and experience. Shortlisted candidates will be called for computer Test. The candidates must obtain **at least 50% marks in the computer test to qualify for the position.**

Final selection will be done on the basis of score of educational qualification, experience and computer Test.

Scale of Scoring - Total 100 Marks

Name of the Position	Basic Qualification	Computer Test	Experience
Data Manager	75 (based on % of marks obtained in the qualifying examination)	15	10

Notes:

1. Age relaxation will be given for the reserved candidates as per extant norms of the State Government.
2. Applicants are requested to visit www.wbhealth.gov.in at the URL "On-line Recruitment" for on-line applications and URL "Recruitment" for information/instruction issued from time to time.
3. The applicant must be a 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 are not uploaded at the time of online application that application shall also be liable to be cancelled.
3. The Essential Qualifications mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. All the essential qualification must be completed within the first date of online application.
4. Hard copy/print copy of the online registration form (printed 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 authorities. No need to send Hard copy/print copy of the online registration form by post.
5. On-line registration No. should be retained by all applicants for future reference. Employer is not liable to give any information regarding the on-line registration no. in future.
6. No rounding off of marks will be granted. Proportionate marking upto 2 decimal points will be considered.
7. Caste Certificate issued before the first date of online application, by the competent authorities of West Bengal only, will be accepted.
8. Experience will be calculated after obtaining the required qualification for the above mentioned position, till the starting date of online application.
9. i) Last date of Registration : Midnight of 7th February, 2019, 2019
ii) Last date of Submission of application Fees : 12th February, 2019 (upto banking hours for off-line payment mode)
iii) Last date of full Submission of form : Midnight of 15th February, 2019
10. The online deposition of application fees can be done through net banking or credit/debit card system through an online interface. If the payment is successful, 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.
If the candidate wants to submit the requisite fee through offline mode he/she can do so with system generated e-challan. The fee can be deposited in any branch of United Bank of India (UBI) with the print out of the system generated e-challan after duly filling up the three parts of the challan. Out of the three parts of the challan, bank will keep one part and hand over the other two parts to the candidate. Candidates must preserve both copies with him/her for future reference.



The candidates can complete the procedure of final submission of application form within 2 subsequent working days from the date of deposition of the offline fees by using the application id already received at the time of Registration along with the transaction id obtained from the bank.

Please do not deposit fee in more than one mode or more than once in one mode.

11. The candidates, if found ineligible after verification process, will not be called for the subsequent stages of the selection process.

12. The decision of the competent authorities regarding the recruitment is final.


Executive Director
WBSH&FW Samiti
