

West Bengal State Health & Family Welfare Samiti

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

GN-29, Sector-V, Bidhannagar

Kolkata – 700091

Recruitment Notice No. SHEWS/2019/174

Date: 18/01/2019

West Bengal State Health & Family Welfare Samiti intends to engage on contract basis for the position of **Accounts cum Data Manager** under **National Urban Health Mission**, Department of Health and Family Welfare, Government of West Bengal purely on contractual basis and to be posted at State Headquarter.

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 ₹100/ 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 7 &8).

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

Details of the Position:

Name of the Position : Accounts cum Data Manager

Number of Position : 1 (UR)

Remuneration : Rs. 23,270 per month.

Place of Posting : State Programme Management Unit

Age (as on 1.1.2019) : Minimum 21 years but not more that 40 years

Essential Qualification : 1) B.Com + BCA with 1 year experience
OR

2) B.Com + MCA

The applicants must be permanent resident of West Bengal

MODE OF SELECTION

: Applications will be shortlisted on the basis of marks obtained in educational qualification. Shortlisted candidates will be called for computer Test and interview.

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, computer Test and interview.

Scale of Scoring - Total 100 Marks

- **Educational Qualification -60 Marks**

B. Com – 50 Marks (Proportionate Marking i.e % obtained in the exam *50/100)

BCA with 1 year experience – Additional 10 Marks

MCA - Additional 10 Marks

- **Computer Test – 30 Marks**

- **Interview - 10 Marks**

Notes:

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.

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 entitles the candidate to claim selection. **All the essential qualifications 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 authority. **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. Marking after rounding off upto 2 decimal points will be considered.
7.

i) Last date of Registration	: Midnight of 7 th February, 2019
ii) Last date of Submission of application Fees	: 12 th February, 2019 (upto banking hours for off-line payment mode)
iii) Last date of full Submission of form	: Midnight of 15 th February, 2019
8. 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.
9. The candidates, if found ineligible after verification process, will not be called for the subsequent stages of the selection process.
10. The decision of the competent authorities regarding the recruitment is final.


Executive Director
WSH&FW Samiti