

**Office of the Member Secretary ,District Health & Family Welfare Samiti & Chief Medical Officer of Health,  
2nd Floor DRDC Building,Chinsurah, Hooghly  
(033) 2681-0383**

**Memo No:1532**

**Date: 17/03/2015**

## Recruitment Notice

**OPENING DATE: 25/03/2015**

**CLOSING DATE: 07/04/2015**

**District Health & Family Welfare Samiti, Hooghly will engage on purely contract basis for the following posts:**

Sl No	Name of the Post	No. of Post	Place of Posting	Educational Qualification/Experience	Age (as on 01.01.2015)	Remuneration (Consolated in Rs)
1	<b>Block Accounts Manager (BAM)</b>	<b>1(UR)</b>	Akri Serampur BPHC	<b>Essential:</b> Minimum Bachaler degree in Commerce from any recognised university with advance knowledge of Computer especially in MS Word,XL,Power point,Internet browsing & Accounting software, eg. Tally <b>Desirable:</b> Minimum 05 (Five) Years of experience in Accounts at Govt./Govt. Affiliated / Ltd. /Pvt. Ltd Organization.	Below 40 yrs	Rs 16860/- per month
2	<b>Data Processing Assistant(DPA)</b>	<b>1(UR)</b>	CMOH office(PH Wing)	<b>Essential:</b> i. Graduate Degree from any UGC recognized University, ii. Non computer degree candidates must have diploma/certificate in computer/ IT for minimum duration of 01 (one) year from any recognized institute/organization. iii. Must be well conversant with typing on computer, iv. Good command over Hindi/English & Bengali. <b>Desirable:</b> 1 year experience in data collection, compilation and entry at Govt./Govt. Affiliated / Ltd. /Pvt. Ltd Organization	20 (Twenty) to 40 (Forty) as on 01/07/2014	Rs. 13560/- per month
3	<b>ICTC Counsellor</b>	<b>5 (Reservation rule as applicable)</b>	Jangipara ,Chanditala-I , Chanditala-II , Pursurah , Khanakul-II	<b>Essential:</b> Post Graduate Degree /Diploma in Psychology/Social Work/Sociology/Anthropology/Human Development/Nurshing, with Minimum 01 (One) year experience after PG Degree/Diploma, of working in field of counseling in Health Sector, Preferably in HIV/AIDS. OR Graduate in psychology/Social Work/Sociology/Anthropology/Human Development/Nurshing, with Minimum 03 (Three) years experience after graduation of working in field of counseling in Health Sector, Preferably in HIV/AIDS. In the case of the Community of People infected with or affected by HIV/AIDS, the experience will be relaxed to a minimum of 01 (one) year experience in the field of HIV/AIDS. <b>Desirable:</b> Work experience at NACO recognized Organization after Essential Qualification & working knowledge of Computer.	Below 40 yrs	13000/- per month
4	<b>ICTC Lab Technician</b>	<b>3 (Reservation rule as applicable)</b>	Chanditala-I , Pursurah , Khanakul-II	<b>Essential:</b> Graduate in Medical Laboratory Technology (B.SC), with minimum 01 (one) year Experience after graduation. OR Diploma in Medical Laboratory Technology (DMLT), with minimum 02 (two) year experience after Diploma. The service of existing LTs who do not hold a DMLT may be continued if they have done a certificate course in medical laboratory technology and have more than 5 years experience of working in the ICTC/PPTCT/ART centre run under the National AIDS Control Program (NACP) (Degree/Diploma should be recognised by State Medical Faculty or WBUHS) <b>Desirable:</b> working knowledge of Computer.	Below 40 yrs	13000/- per month

Sl No	Name of the Post	No. of Post	Place of Posting	Educational Qualification/Experience	Age (as on 01.01.2015)	Remuneration (Consolated in Rs)
5	STI Counsellor	1(UR)	District Hospital,Chinsurah	<b>Essential:</b> Master Degree/Diploma in Psychology/ Social Work/Sociology/Anthropology/ Human Development/Nursing with minimum 1 yr experience in health sect. in counselling . OR Graduate in Psychology/Social work/ Sociology/Anthropology/Human Dev./ Nursing with 3 yrs exp.in health sector <b>Desirable:</b> Work experience at NACO recognized Organization after Essential Qualification & working knowledge of Computer.	Below 40 yrs	13000/- per month
6	Blood Bank Counsellor	3 (Reservation rule as applicable)	Chandannogore SDH,Serampore SDH & Arambagh SDH	Post-Graduate in Social Work/Sociology Psychology/Anthropology/Human Development and Minimum 2 yrs Work experience after Essential Qualification & Knowledge of Computer in MS office <b>Desirable:</b> Work experience at NACO recognized Organization after Essential Qualification & working knowledge of Computer.	Below 40 yrs	13000/- per month
7	Block ASHA facilitator	36 (Reservation rule as applicable)	2 for each Block(18 blocks)	Master Degree in Social Science/ Sociology/Social Anthropology/ MBA/Economics/Mass Communication/ Rural Development/Social Work OR Graduate in any Discipline with Minimum 2 yrs Experience In health Projects and Knowledge in MS Office and Internet Residential Criteria- Resident of Same Subdivision <b>Desirable:</b> Preference will be given to the candidates having work experience in ASHA program,Knowledge of MS office & Internet	Below 40 yrs as on 01.01.2014 ( upper age relaxation will be 5 yrs for SC/ST & 3 yrs for OBC	Rs 7500/- + Rs 1500/- for Mobility per Month

- NB:1.For Sl No 1 to 6 candidates are instructed to submit their application to the Office of the Chief Medical Officer of Health, 2nd Floor DRDC Building,Chinsurah, Hooghly as per Application Format(Annexure-A)-Drop Box kept at the Office of the Chief Medical Officer of Health,Hooghly**
- 2.For Sl No 7 candidates are instructed to submit their application to the Office of the respective Block Medical Officer of Health, as per Application Format(Annexure-A) -Drop Box kept at the respective Office of the Block Medical Officer of Health**
- 3.An application fees of Rs 100/- (Rs 50/- for reserve catagories)in the form of Demand Draft in favor of Member Secretary,District Health & Family Welfare samiti,Hooghly payable at Chinsurah must be submitted with the application.**
- 4.All required documents as mentioned in the Point No 13 of Application Format must be submitted.**
- 5. Application will be received on & from 25/03/2015 to 07/04/2015 from 11 AM to 4 PM except Saturday & holidays.**
- 6.Envelope must be superscripted at the top portion mentioning the post applied for. Separate application to be made for more than One post.**
- 7. Candidates are directed to follow the departmental website(www.wbhealth.gov.in/www.hooghly.nic.in) for any update.**
- 8. Relaxation of Age for SC/ST/OBC as per Govt. Norms.**

Sd/-

Member Secretary ,District Health & Family Welfare Samti  
& Chief Medical Officer of Health,Hooghly

**Annexure-A**

Application No.  
(For Office use only)

To  
**Chief Medical Officer of Health**  
 2 nd Floor,DRDC Building,Chinsurah  
 Hooghly  
 Pin-712101

Space for pasting  
 recent  
 colourpassport  
 size  
 PHOTOGRAPH  
 of the candidate  
 with his / her full  
 signature thereon.

**Sub: Application for the post of .....**

1. Name in full (in BLOCK letter).....
2. Sex (Put a tick) : Male  Female
3. Father's Name :.....
4. Caste (Gen/SC/ST/OBC) .....
5. Date of Birth
6. Age .....
7. Nationality .....
8. Contact No.....

**9. Address for Communication**

**Present Address**

**Permanent Address**

Village / City/Block .....	Village / City/Block.....
Post Office .....	Post Office .....
Police Station .....	Police Station .....
District.....	District.....
State: .....	State: .....
PIN Code.....	PIN Code.....

**10. Qualifications**

Qualification	Year of Passing	University / Board /Institute	Total Marks	Marks Obtained	Percentage of Marks Obtained

**11. Details of post qualification experiences:**

Organization- (Govt / private / NGOs)	Field of Activity	Period		Total years
		From (date)	To (date)	

**12. Computer Knowledge:**

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**13. List of Self-attested Photocopies- documents enclosed (No other document except mentioned below is required) [Put '√' mark in box]:**

Sl. No.	Documents	Yes	No	Sl No.	Documents	Yes	No
1.	Four colour passport size photograph-Self attested			2.	Mark-sheets & certificate of educational qualifications as per eligibility criterion		
3.	Ration Card / Voter ID card/Adhar Card/Driving Licence for verification of residential Proof			4.	Post qualification experience		
5.	Mark-sheets & certificate of computers knowledge			6.	Cast Certificate from SDO where applicable		
7.	2 copies of self addressed envelop			8.	Admit Card(Madhyamik or Equipvalent)		

Demand Drafft No.

Amount:

Date :

**DECLARATION:**

I solemnly declare that (a) all statements made in this application are true, complete and 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.

Place .....

Date .....

Signature of the candidate in full