



GOVERNMENT OF WEST BENGAL  
DISTRICT HEALTH & FAMILY WELFARE SAMITI  
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH  
NORTH 24 PARGANAS, BARASAT



Memo No. DH&FWS/NHM/2014/1223

Dated: 8<sup>th</sup> December, 2014

**Sub: Notification for recruitment for Data Entry Operators under  
National Programme for Control of Blindness**

Applications are hereby invited in the prescribed application proforma (**Annexure-B**) from the interested & eligible candidates for the post of **Data Entry Operators on purely contractual basis under National Programme for Control of Blindness**. The Monthly remuneration for the mentioned post will be Rs.8000/-. Application should be reached to the office of the undersigned 20<sup>th</sup> December, 2014 through registered post only. No application will be considered as valid after stipulated date as mentioned above.

An application fees of Rs. 100/- (Rupees One Hundred) only (50% for reserved categories) in form of Demand Draft drawn in favour of District Health & Family Welfare Samiti, North 24 Parganas must be submitted along with the application by all the applicants against any post advertised.

The details for the post are given below:-

**ESSENTIAL:-**

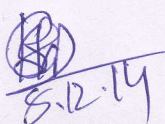
- 1) Graduate degree from any recognised university
- 2) Candidates must have diploma/certificate in computer/it for minimum duration of 1 year form any recognised institute/organisation.
- 3) Must be well conversant with typing on computer
- 4) Must be well conversant computer accounting process.

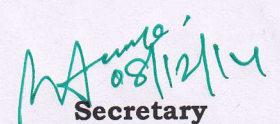
**DESIRABLE:** 1 year experience in data collection, compilation and data entry

**AGE LIMIT (As on date of advertisement):-** minimum age 20 years and maximum age 40 Years (relaxable in case of SC/ST/OBC and other categories as per Govt. norms)

**Scoring for distribution of marks:**

Secondary(10)		Higher Secondary (10)		Graduation (15)			Computer Test (40)	Experience or Knowledge in Accounts (10)	Interview (15)	
Above 70% (10)	Below 70% (5)	Above 60% (10)	Below 60% (5)	Pass - (10)	Honours (15)	BCA (15)			GK (10)	aptitude(5)

  
Dy. Chief Medical Officer of Health-II  
North 24 Parganas

  
Secretary  
District Health & Family Welfare Samiti &  
Chief Medical Officer of Health  
North 24 Parganas

**(Annexure-B)**

Application No.:

(For office use only)

To  
The Secretary  
District Health & Family Welfare Samiti &  
Chief Medical Officer of Health  
Banamalipur, (District Hospital Campus)  
Barasat, North 24 Parganas  
Kol - 700124

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

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

1. Name: .....
2. Fathers Name: .....
3. Address:- .....
4. Date of Birth:-.....
5. Sex: - .....
6. Caste Status:- .....General/SC/ST/OBC A/OBC B
7. Mobile No. ....
8. Qualification (self-attested copy must be submitted with the application) :

Sl No	Educational Qualification	Year of Passing	Total marks	Marks obtained	Percentage of Marks (%)
a)	Secondary				
b)	Higher Secondary				
c)	Graduation				
d)	Knowledge in Computer (Minimum 1 year Diploma in Computer Application)				

**N.B.** Experience /knowledge (self-attested copy of appointment letter /experience certificate etc. be submitted) **[Experience/Knowledge in Accounts will be preferred]**

**I do hereby declare that a particular furnished above is correct.**

Place:-

Date:-

\_\_\_\_\_  
Signature of Applicant