



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/ 1224

Dated: 8th December, 2014

Sub: Notification for recruitment of Data Processing Assistant (DPA) for CRS work

Applications are hereby invited in the prescribed application proforma (**Annexure-A**) from the interested & eligible candidates for the post of **Data Processing Assistant (DPA) on purely contractual for CRS work**. The monthly remuneration for the mentioned post will be Rs.13560/-. The remuneration would be paid form the SBHI Fund. **Application should be reached to the office of the undersigned 20th December, 2014 through registered post only**. No application will be considered as valid after stipulated date 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:-

Required Qualification:-

ESSENTIAL:-

- 1) Graduate degree from any recognised university
- 2) Non-Computer degree 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) Good command over Hindi/English & local language of the state.

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

Age Limit (As on 01/07/2014):- minimum age 20 years and maximum age 40 Years (relaxable in case of SC/ST/OBC and other categories as per Govt. norms)

Scale of Scoring:- Total 100 Marks

Educational Qualification: - 40 marks

- **Madhyamik -10 Marks** (Proportionate marking i:e % obtained in the exam excluding additional 7 EVS subject*10/100)
- **Higher Secondary -10 Marks** (Proportionate marking i:e % obtained in the exam excluding additional 7 EVS subject*10/100)
- **Graduation -20 Marks** (Proportionate marking i:e % obtained in the exam *20/100)
- **Computer Teast-40 marks**
- **Interview-10 Marks**
- **Post Qualification Experience:- 10 Marks**

EXPERIENCE SCORING:-

Period of Service	Govt. Sector	Private Sector
1 year and less than 2 years	2	1
2 years and less than 3 years	4	2
3 years and less than 4 years	6	3
4 years and less than 5 years	8	4
5 years and above	10	5

N.B. In case, total marks of more than one person are same, candidate with more marks in graduation should be given weightage.

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-A)

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 in full (in BLOCK letter)
2. Sex (Put a tick) : Male Female
3. Father's Name :
4. Caste: (SC/ST/OBC/ Gen/Other)
5. Date of Birth : DD MM YYYY
6. Age (As on 01/07/2014):-
7. Nationality
8. Address for Communication : Village / City.....
- Post Office :
- Police Station :
- District :
- State :PIN Code.....
9. Permanent Address : Village / City:
- Post Office :
- Police Station :
- District :
- State :PIN Code.....
10. Contact No. (with STD Code) Mobile.....

11. Essential Qualifications

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

12. Experience:-

Organization	Post	Govt. / Private / NGO	Duration of Working		
			From Date	To Date	Total Duration

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

Sl	Documents	Yes	No	Sl	Documents	Yes	No
1.	One colour passport size photograph			2.	Voter I.D. Card / Aadhaar card for verification of Identity		
3.	Ration Card / Electricity bill for verification of residential Proof			4.	Mark-sheets & certificate of educational qualifications as per eligibility criterion		
5.	Mark-sheets & certificate of computers knowledge			6.	Caste certificate		
7.	Certificate of experiences duly issued by the appropriate authority						

DECLARATION:

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

Place

Date

Signature of the Candidate in full