



Government of West Bengal
Department of Health & Family Welfare
&
Office of the Chief Medical Officer of Health
North 24 Parganas

Memo. No.DH&FWS/NHM/2016/ 1529

Date: 2nd Nov, 2016

RECRUITMENT NOTICE

In continuation of the earlier recruitment notifications vide memo no. DH&FWS/NHM/2015/1437 dated 24/11/15 and DH&FWS/NHM/2016/30 dated 14/01/16 for selection of different categories of contractual staff under Department of Health & Family Welfare, North 24 Parganas, applications are hereby sought from the eligible candidates for filling up of the following purely contractual posts under Department of Health & Family Welfare, North 24 Parganas. Henceforth, all the eligible and interested candidates are hereby requested to submit their application/s as per prescribed format (**Annexure-I**) in accordance with the eligibility criteria noted on postpage.

Please note that, candidates who were already applied earlier for the following posts need not reapply as their applications have already been received by this end.

Name of the Programme	Name of the post	No. of vacancies	Reservation status	Monthly consolidated remuneration
National Health Mission-Reproductive Child Health (RCH)	Immunization Volunteer	11	UR-5,SC-3,ST-1,OBC-A-1,OBC-B-1	Rs. 500/- per working day (maximum for 26 days in a month)
National Health Mission-District Quality Assurance Committee (DQAC) & District Quality Assurance (DQAU)	District Consultant (Quality Assurance)	1	UR-1	Rs. 40,000/-
	District Consultant (Public Health)	1	UR-1	Rs. 40,000/-
	District Consultant (Quality Monitoring)	1	UR-1	Rs. 30,000/-
	Quality Manager (Facility Level)	3	UR-2, SC-1	Rs. 35,000/-
	Programme cum Administrative Assistant	1	UR-1	Rs. 12,000/-
Revised National Tuberculosis Control Program (RNTCP)	Dist. PMDT & TBHIV coordinator	1	UR-1	Rs. 16,860/-
	DPC	1	UR-1	Rs. 22,000/-
	Dist. PPM coordinator	2	UR-1, SC-1	Rs. 19,000/-
	DR TB Counsellor	1	UR-1	Rs. 10,000/-
National Vector Borne Disease Control Programme (NVBDP)	Kala-azar Treatment Supervisor	2	UR-1, SC-1	Rs.10,500/- (Remuneration Rs. 7,000/-, Mobility-Rs.2,500/- and DA-Rs.1,000/-)

M. Anand
Member Secretary, DLSC &
Chief Medical Officer of Health
DH&FW, North 24 Parganas

Name of the Programme	Name of the post	No. of vacancies	Reservation status	Monthly consolidated remuneration
National AIDS Control Organization (NACO)	STI Counsellor	1	UR-1	Rs. 13,500/-
	Blood Bank Counsellor	2	UR-1, SC-1	Rs. 13,500/-
Integrated Counseling & Testing Center (ICTC)	ICTC Counsellor	2	UR-1, ST-1	Rs. 13,500/-
National Urban Health Mission (NUHM)	Lab Technician	99	UR-54, SC-22, ST-6, OBC-A-10, OBC-B-7	Rs. 9,380/-
National Health Mission-SNCU	Data Entry Operator (DEO)	1	UR-1	Rs. 13,560/-
National Health Mission-RKSK	Lady Counsellor	1	UR-1	Rs. 13,560/-

Eligibility Criteria for the post of Immunization Volunteer


Educational Qualification	Graduate (B.Sc. / B.A./ B.Com)
Technical Qualification	Diploma / certificate with duration of six months or more in computer application from any reputed organization.
Computer Package knowledge	Operating system : Windows (Windows XP/7) Office Automation: MS Officer especially Excel, Power Point, Word. Internet : Thorough working experience in internet explorer or any equivalent browser such as e-mailing, web searching etc.
Age	40 years or less on 01.07.2015.
Residence	The candidate must be the permanent resident of the respective sub-division.
Owning motor cycle	Ownership of a functioning motor cycle is a must.
Driving license	The candidate must have a valid driving license for two wheelers.

Eligibility Criteria for the post of District Consultant (Quality Assurance)

Selection Criteria:

MBBS/Dental/AYUSH/Nursing graduate with masters in Hospital administration/ Health Management (MHA-Full time or equivalent) with 2 years experience in Public Health/Hospital administration. Training and experience of implementing a recognised quality system like NABH/ISO 9001:2008/ Six Sigma/ Lean/Kaizen would be preferred. Previous work experience in the field of health quality would be an added advantage.

Upper age limit is 40 (forty) as on date of publication of Notice for recruitment.


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Eligibility Criteria for the post of District Consultant (Quality Monitoring)

Selection Criteria:

Degree in Statistics with good academic record from a reputed University. Specialization in Biostatistics would be an added advantage. Previous work experience of Health/ hospital would be preferred.

Upper age limit is 40 (forty) as on date of publication of Notice for recruitment.

Eligibility Criteria for the post of District Consultant (Public Health)

Selection Criteria:

MBBS/Dental/AYUSH/Nursing graduate with degree/diploma in Health Management with 02 years relevant work experience. Training in Health quality like NABH/ISO 9001:2000/Six Sigma/Lean/Kaizen by a reputed organization will be preferable.

Upper age limit is 40 (forty) as on date of publication of Notice for recruitment.

Eligibility Criteria for the post of Quality Manager (Facility Level)

Selection Criteria:

MBBS/Dental/AYUSH/Nursing/Life Science/Social Science graduate with masters in Hospital Administration / Health Management with one year experience in public Health/Hospital administration. Candidates with experience in Healthcare Quality/formal quality of a quality system would be preferred. Fluency in English, computer literacy, knowledge of government legislations and policies are essential.

Candidate must have good communication skills both written and verbal.


Upper age limit is 40 (forty) as on date of publication of Notice for recruitment.

Eligibility Criteria for the post of Programme cum Administrative Assistant

Selection Criteria::

Recognised Graduate Degree with fluency in MS Office package with one-year experience of managing office and providing support to Health Programme / NHM. Knowledge of Accountancy would be an added advantage. Candidates having drafting skills would be preferred.


Upper age limit is 40 (forty) as on date of publication of Notice for recruitment.


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Eligibility Criteria for different post of RNTCP

Age limit for appointment : 22 years to 62 years for all the posts under RNTCP, except for the posts of Senior Treatment Supervisor/ District PMDT and TB-HIV Coordinator and similar posts using two wheelers will be 22 years to 40 years.

<p>District PMDT and TB/HIV coordinator (erstwhile Senior DOTS-plus & TBHIV Supervisor)</p>	<ol style="list-style-type: none"> Graduate course in computer operation (minimum two months) Permanent two wheeler driving license & should be able to drive two wheeler 	<ol style="list-style-type: none"> At-least 2 years of work experience under RNTCP or 5 years experience in any public health programme in a supervisory capacity. Good communication skills in local language & willing to travel in the area of work 	<ol style="list-style-type: none"> Assist DTO in organizing PMDT Services in the district Assist DTO in organizing TB HIV co-ordination activities in the district Facilitate MOs, STSs, STLSs, LTs and other health system staff to subject all DRTB suspects to appropriate diagnostic tests at an RNTCP certified laboratory. Identification and training of DOT providers for DRTB patients and maintenance of a directory of such DOT providers at the district level. Maintain and update the district level DRTB treatment cards, and other records and reports. Supervise all DRTB treatment observation centres once in quarter. Liaise with respective DR-TB centre(s) for exchange of information and patient management Assist the DTO for providing training to the staff of health facilities under his/ her jurisdiction to carry out PMDT related activities. Establish liaison with private practitioners, NGOs and other sector dispensaries / hospitals to provide PMDT services as per the programme guidelines Assist the program officers/staff in activities related PMDT drug logistics management Organizing training of staff in TB/HIV collaborative activities, including intensified TB-HIV package of services in the district Prepare and maintain a directory of ICTCs, ART Centres/LACs, Community Care Centres and NGOs working in NACP in the district and the collaborating RNTCP centres. Assist the nodal officer in coordinating regular sharing of the information related to TB-HIV coordination. Ensure complete, correct and timely compilation and transmission of PMDT/TB-HIV information. Establish linkages with DTC, DAPCU, collaborating NGOs and hospitals of the district. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action Conduct home visit to newly diagnosed DR-TB patients of the district on a monthly schedule Any other job assigned as per programme need
<p>District Programme Coordinator</p>	<ol style="list-style-type: none"> MBA/PG Diploma in management/health administration from a recognized institute / university At least 1 year of work experience 	<ol style="list-style-type: none"> Preference will be given to those who have worked in the field of Development/ Health at District / State level Basic knowledge of computers 	<ol style="list-style-type: none"> To work in close coordination with DTO in program management activities including planning, budgeting, procurement, logistics management, maintenance services and preparation of reports. To coordinate with the stakeholders of the program like Medical Colleges, NGOs, Private Practitioners, Professional organizations, LSGs and TB and TB related co-morbidity care providers. To assist District TB Officer in establishing inter-sectoral and inter-departmental coordination for TB control. To assist the DTO in organizing trainings, meetings, reviews and sensitization workshops at the district level. To assist the DTO in organizing ACSM activities at the district level, to prepare quarterly IEC reports and procurement reports. To assist the DTO in identifying NGOs and PPs for partnership through various schemes and enter into MoU. To assist the DTO in collecting and compiling necessary documents for disbursement of Grant in Aid to the NGOs and PPS. To assist the District TB Officer in establishing systems for TB Surveillance (through MIS, Notification, etc.) To assist District TB Officer in district level procurements and supply chain management including physical stock verification. To assist District TB Officer in maintaining updated data base of subdistrict and peripheral level program managers and stakeholders. To assist District TB Officer in district level human resources management. To manage the public grievance redressal mechanism in the District TB Office. To manage the public relations in the District TB Office and assist District TB Officer in compiling information required for reports to State TB Cell, PRIs and replies to requests under right to information. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action Any other job assigned as per program need
<p>District PPM (public private mix) Coordinator</p>	<ol style="list-style-type: none"> Post Graduate One year Experience of working in field of Communication /ACSM / Public-Private Partnership / Health projects / programs Permanent two wheeler driving license & should be able to drive two wheeler 	<ol style="list-style-type: none"> Preference to those who have worked in RNTCP Certificate / Diploma / Degree/Masters holders in Social Sciences/ Mass Media / Communication /Rural Development Advocacy / Partnerships / related field Basic knowledge of computers 	<p>To assist the District TB officer (in co-ordination with State PPM coordinator) in :</p> <ol style="list-style-type: none"> Implementation of PPM and ACSM activities at the district and sub-district level. Assisting the DTO in mapping and line listing of all stake holders, identifying NGOs, Private providers for partnerships and facilitating the process of partnerships. Coordinating workshops / meetings for improving involvement of PPs & NGOs. Collating the required information from NGOs / PPs / Partners to enable quality monitoring and enhancing TB control activities. Compiling necessary documents for disbursement of Grant in Aid to NGOs and PPs Facilitating periodic review of partnerships with different stakeholders Facilitate ACSM activities in coordination with the IEC officer and PPM partners. Coordinating with the medical college / hospitals / teaching institutes / schools for improved involvement in the program. Coordinating with corporate / private hospitals for their involvement in the program. Monitoring PPM activities of partners at field level on behalf of DTO Prepare monthly and quarterly report of ACSM/PPM activities for DTO Documentation of best practices of PPM partners for annual reports. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action Any other job assigned as per program need


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Counsellor for DR TB Centre	1. Bachelors(or equivalent) Degree in Social Work/ sociology/ psychology	1. Masters degree/PG Diploma in social Work/sociology/ psychology 2. Experience in RNTCP or worked as counsellor 3. Basic knowledge of computers	<ol style="list-style-type: none"> 1. Ensure that DR TB patients and family members receive constant counseling and guidance right from their admission to their discharge at the DR TB Centre about the disease, its transmission, air borne infection control, pre-treatment evaluation, treatment, follow up investigations, adverse drug reactions and treatment adherence. 2. Facilitate the admission process including subsequent documentation at the DR TB Centre. 3. Facilitate all pre and post treatment investigations as per guidelines. 4. Facilitate the discharge process ensuring that the parent district is informed well in advance and is in readiness to receive the patient. 5. To ensure drugs for transit period are provided to the patient at the time of discharge. 6. In coordination with the DR TB Centre statistical assistant, ensure that the original treatment cards are updated as per guidelines. 7. Facilitate linkages for social and financial support to DR-TB Patients 8. To maintain a detailed DOT Directory with important contact details of other DR TB Centers, District TB centers and RNTCP key staff. 9. Maintain the documentation regarding the counseling and services provided and reporting of the same in the prescribed formats. 10. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action 11. Any other job assigned as per program need.
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Eligibility Criteria for different post of KTS, STI Counsellor, Blood Bank Counsellor, ICTC Counsellor

Age: as per Govt. norms for STI Counsellor, Blood Bank Counsellor, ICTC Counsellor

POST	ELIGIBILITY CRITERIA UNDER NACP IV
Blood Bank Counsellor	<p>Essential qualification:</p> <ul style="list-style-type: none"> • Post-Graduate in Social Work / Sociology / Psychology / Anthropology / Human Development <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of computers. • Proficiency in MS Office. <p>Experience: Minimum two years after essential qualification</p>

Post	Eligibility Criteria
ICTC Counselor	<p style="text-align: center;">Under NACP IV</p> <p>Essential Qualification & Experience: Post Graduate degree / diploma in Psychology/Social Work/ Sociology/ Anthropology/ Human Development/ Nursing; with minimum 1 year experience after PG degree/ diploma, of working in field of counseling in health sector; preferably in HIV/AIDS.</p> <p>OR</p> <p>Graduate in Psychology/Social Work/ Sociology/ Anthropology/ Human Development/ Nursing; with minimum 3 years experience after graduation, of working in field of counseling in health sector; preferably in HIV/AIDS.</p> <p>In the case of those recruited from the community of people infected with or affected by HIV/AIDS, the experience will be relaxed to a minimum of one year of experience in the field of HIV/AIDS.</p> <p>Other expertise required:</p> <ol style="list-style-type: none"> 1. Working knowledge of computers


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Post	Eligibility Criteria
	Under NACP IV
STI Counselor	<p>Essential Qualification & Experience: Post Graduate degree / diploma in Psychology/Social Work/ Sociology/ Anthropology/Human development/Nursing; with minimum 1 year experience after PG degree/ diploma, of working in field of counseling in health sector; preferably in STI/RTI and HIV.</p> <p>OR</p> <p>Graduate in Psychology/Social Work/ Sociology// Nursing; with minimum 3 years experience after graduation, of working in field of counseling in health sector; preferably in STI/RTI and HIV.</p> <p>In the case of those recruited from the community of people infected with or affected by HIV/AIDS, the experience will be relaxed to a minimum of one year of experience in the field of HIV/AIDS.</p> <p>Other expertise required: 1. Working knowledge of computers.</p>


Eligibility Criteria for the post of Kala-zar Treatment Supervisor:
Science Graduate with Biology as a paper, and candidate having two wheeler driving license.
Age for Kalazar Treatment Supervisor: Minimum 50 years Maximum 65 years

Eligibility Criteria for the post of Lab Technician

a	Educational Qualification	Higher Secondary passed (10+2) from a recognised Board / Institute with Physics, Chemistry and Biology / Mathematics and Diploma in Medical Laboratory Technology recognized by the West Bengal State Medical Faculty / AICTE
b	* Technical Knowledge	Knowledge in computer, MS Office, Internet is required
c	Age	40 years or less as on the 1 st date of years of publication of the advertisement with relaxation for SC/ST/OBC candidates as per Govt. norms.

Eligibility Criteria for the post of Data Entry Operator (DEO)

Name of the post	Educational qualification	Technical qualification	Experience	Age
Data Entry Operator (DEO)	Graduate from any recognized university and having at least 1(one) year Diploma/Certificate Course in Computer Application from Govt. Registered institution.	Working knowledge of Computers with Operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet and having minimum typing speed of 30 words per minute.	Minimum 3 years experiences in Govt. Sector or 5 years' experience in Data Recording and Data Analysis in Private Sector and preferably having experience in handling of official correspondence.	40 years or less as on the 1 date of years of publication of the Advertisement with relaxation for SC/ST/OBC candidates as per Govt. norms.


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Eligibility Criteria for the post of Lady Counsellor-RKSK

Essential qualification: Graduate in Psychology / Social Work / Sociology / Anthropology / Human Development /
Desirable qualification: Post graduate (MA/MSC) Psychology / Social Work / Sociology / Anthropology / Human Development /


Conversant in MS Office

Weightage for experience in related field (govt. health sector only) upto 5 years

Age limit: Age limit for the above mentioned post not exciding 40 years from the date of publication of the advertisement notification

General instruction/s for the candidates

- Application should reach to the office of the undersigned within 16th November, 2016 by 5:00 P.M. through registered or speed post only and *duly mentioned "post applied for" in front of envelope*. No application will be considered after stipulated date and time. (*Office address of the undersigned- Office of the Chief Medical Officer of Health, Banamalipore, Barasat, North 24 Parganas, Kolkata-700124*)
- Candidate must submit the **Application Fee of Rs. 100 /- (Rs. 50/- in case of reserved category)** for the above mentioned posts, through **cash deposit in any branch of Bank of India** in favour of **"District Health & Family Welfare Samiti", A/c number- 424210100036711, IFSC code- BKID0004242**, Barasat Branch.
- **Original copy of Deposit slip of application fee must attached along-with the application.**
- The DH&FW, North 24 Parganas will not be responsible for any postal delay.
- **Application must as per prescribed format (Annexure-I).**
- **Mode of selection- as per Term of Reference for selection of the respective post.**
- Incomplete application without supporting documents is liable to be rejected.


02/11/16
Member Secretary, DLSC &
Chief Medical Officer of Health
DH&FW, North 24 Parganas



ANNEXURE-I

APPLICATION NO.
(FOR OFFICE USE ONLY)

Application format for all posts

To
The Chief Medical Officer of Health
Banamalipur, (District Hospital Campus)
Barasat, North 24 Parganas
Kolkata- 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 /Husband's/ Guardian's Name:
4. Caste (UR/SC/ST/OBC-A/OBC-B)
5. Date of Birth : DD MM YYYY
6. Age (as on Date of Advertisement)
7. Nationality
8. Address

Phone/Mobile number:

Permanent Address

Village / City/ Town

Post Office

Police Station

District

State:

PIN Code.....

9. Essential Qualifications

Qualification	Year of Passing	University / Board /Institute	Total Marks	Marks Obtained	Percentage of Marks Obtained
Secondary					
Higher Secondary					
Graduation					
Post-Graduation					
Others qualification if any					
Degree/Diploma/Certificate course of Computer (relevant to post applied for)					

10. Details of post qualification experiences:

Organization	Govt. / private / NGOs	Period		Total years
		From (date)	To (date)	

12. 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.	Age proof certificate			2.	Mark-sheets & certificate of educational qualifications as per eligibility criterion (i.e. Madhyamik/H.S./Graduation/Post Graduation and others)		
3.	Ration Card / Electricity bill for verification of residential Proof			4.	Post qualification experience		
5.	Mark-sheets & certificate of computers knowledge			6.	Voter I.D. Card / Aadhar card for verification of Identity		
7.	Caste certificate if any						

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