

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

Memo.No. CMOH/N24PGS/NHM/1094

Date: 08.02.2022

**Recruitment Notification**

Online application are invited for temporary engagement of different categories of employees for establishment of Centre of Excellence (HUB) to monitor and mentor COVIO facilities (SPOKES) on purely temporary basis. Eligible candidates may apply online [www.north24parganashealth.org](http://www.north24parganashealth.org) in the prescribed format from **11.02.2022 to 18.02.2022**. The details also given in Department's Website ([www.wbhealth.gov.in](http://www.wbhealth.gov.in) - recruitment) & [www.north24parganas.gov.in](http://www.north24parganas.gov.in). for the post of Co-ordinator and Data Entry Operator as given below. The engagement will be temporary in nature and will not be extended beyond 31/03/2022.

**Table No: 1. Vacancies are as follows :**

Sl.No.	Name of the Programme	Name of the Post	No. of Vacancy	Category	Monthly consolidated remuneration
1.	NHM	Co-Ordinator	1	UR-1	Rs.45,000/-
2.	NHM	Co-Ordinator	1	UR-1	Rs.45,000/-
3.	NHM	Co-Ordinator	1	UR-1	Rs.45,000/-
4.	NHM	Co-Ordinator	1	UR-1	Rs.45,000/-
5.	NHM	Co-Ordinator	1	UR-1	Rs.45,000/-
6.	NHM	Co-Ordinator	1	UR-1	Rs.45,000/-
7.	NHM	Co-Ordinator	1	UR-1	Rs.45,000/-
8.	NHM	Co-Ordinator	1	UR-1	Rs.45,000/-
9.	NHM	Data Entry Operator	1	UR-1	Rs.13,560/-
10.	NHM	Data Entry Operator	1	UR-1	Rs.13,560/-
11.	NHM	Data Entry Operator	1	UR-1	Rs.13,560/-
12.	NHM	Data Entry Operator	1	UR-1	Rs.13,560/-

**ToR for engagement of different positions for HUB and SPOKE Model**

**1) Name of the Position**

Place of Posting

Age (as on 01.01.2021)

Remuneration

Essential Criteria

Essential Experience

**: Co-Ordinator**

: HUB and SPOKE

: Minimum 21 years and Maximum 40 years

: Rs. 45.000 per month

: 1) Post Graduation Diploma/ Degree in Health Care Management / Hospital Administration

2) Proficiency in using MS-Office

: At least 2 years experience of working with Government / Non- Government organization.

<b>2) Name of the Position</b>	<b>: Data Entry Operator</b>
Place of Posting	: HUB and SPOKE
Age (as on 01.01.2021)	: Minimum 21 years and Maximum 40 years
Remuneration	: Rs. 13,560 per month
Essential Qualification	: Graduate from any recognized university and have completed at least 1 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.
Essential Experience	: Minimum 3 years experience in Government Sector or 5 years experience in Private Sector in data recording and data analysis.

Mode Of Selection for above mentioned two (2) posts : As per TOR

**Note:** Essential qualification degree through Distant Learning Course or from any Open University will not be entertained.

**The engagement of the Co-ordinator and Data Entry Operator will be temporary in nature and will not be extended beyond 31/03/2022.**

Candidates have to submit the complete printed application (online computer generated) with all relevant documents in hard copies (self attested) at the time of Document verification and Interview.


**General instruction/s for the 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 liable to be cancelled .
2. Candidates should submit Application fees of Rs. 100.00 for unreserved category and Rs. 50.00 for reserved categories through a payment gateway of online application. Without payment transaction/ submission of payment, the applications are liable to be cancelled.
3. If proper signature and photograph is not uploaded at the time of online application that application shall also liable to be cancelled.
4. The Essential Qualification mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection.
5. The originals of each of the following documents stated below must be brought for verification whenever asked for:
  - Photo proof identity card (Any one- Passport/ Voter Card / AADHAR Card/ PAN Card/ Driving License).
  - Proof of Address (Anyone Passport/ Voter ID Card/ AADHAR Card/ Driving License).
  - Age Proof Certificate (Madhyamik or equivalent examination certificate).
  - Caste Category Certificate (if any). In case of SC, ST, OBC Candidates (category A or B) must be mentioned specifically in the caste certificate issued by the appropriate authority.
  - All mark sheets starting from Secondary onwards.
  - Computer Education certificate /documents should be submitted as per requirement.



- All the experience certificate issued and stamped by the appropriate authority starting from oldest to latest.
  - Experience will be calculated after obtaining the required qualification for any post as mentioned above, till the last date of online application.
  - Experience certificate must consists of Name of the post, Employer's Name, Address, Employee's Name, Date of Joining (DOJ) and Date of Leaving (DOL) otherwise his/her experience will be treated as invalid. No appointment letter/joining letter will be treated as experience certificate.
  - No objection certificate from the employer may be given if possible.
  - Candidate *have* to submit **self attested hard copies (photocopies) of all the relevant mark sheets, certificates and relevant documents along with printed copy of on-line application** (online computer generated) at the time of Document verification.
6. On-line Registration Number should be retained by all applicants for future reference. The authority is not liable to *give* any information regarding the on-line Registration no. in future.
  7. No rounding off marks will be granted. Proportionate marking up to 2 decimal points will be considered.
  8. The Higher Secondary (10+2) percentage of marks will be calculated as per the norms of the Council or equivalent Board. Marks will be calculated on the basis of 2 languages and 3 compulsory elective Subjects (Total 5 Subjects) only as per marks sheet of the Council/ Board, whichever applicable.
- University Marks in case of Graduation and Post Graduation will be calculated on the basis of marks obtained in all the University Examinations.
9. Place of posting may be changed as per the vacancy or requirement at the time of joining of that particular post.
  10. The recruitment process including scoring for the different posts will be done as per the relevant Terms of Reference (TOR) issued by the Competent Authority which is applicable for that particular post.
  11. Wrong entry in the online application (lower marks or higher marks), any mismatch with the originals, applications will be treated as cancelled during any stage in the selection process.
  12. In case of any anomalies or discrepancies found with the requirements or originals of the applicant the Competent Authority may cancel the candidate in any stage of the selection process *even* and after selection.
  13. During the recruitment process, if new *vacancy* is created in any post, selection of the candidate will be made from the panel prepared from this Recruitment notification.
  14. The decision of the Competent Authority regarding the recruitment is final.

**Applicants are requested to visit [www.north24parganashealth.org](http://www.north24parganashealth.org) at the URL "Recruitment" to fill up the online application** and this will be published in following websites [www.wbhealth.gov.in](http://www.wbhealth.gov.in) & [www.north24parganas.gov.in](http://www.north24parganas.gov.in). for the further communication details. All are *advised* to keep visiting websites accordingly on regular basis to see the progress of recruitment process. No separate letter will be issued. **Last date of application 18.02.2022.**

  
 Chief Medical Officer of Health  
 North 24 Parganas  
