



Government of West Bengal  
**District Health & Family Welfare Samiti**  
Office of the Chief Medical Officer of Health  
Basirhat Health District,  
Badartala, District Hospital Campus, Basirhat-743292



Phone : 03217 265671; Email : [basirhatcmoh2016@gmail.com](mailto:basirhatcmoh2016@gmail.com); [dpmu.bhd@gmail.com](mailto:dpmu.bhd@gmail.com)

Memo. No. DHFWS/BSRHT/3841/21

Date: 03.12.2021

## **RECRUITMENT NOTICE**

In connection with the HFW-35099/188/2021/3244 dated 28.10.2021, interested eligible candidates are invited to appear in the **Walk-in-Interview** Board on **14.12.2021 and 15.12.2021** at **11.00am** at the Office of the Chief Medical Officer of the Health, Basirhat Health District, for the engagement of **Co-ordinator and Data Entry Operator**. **The engagement of these two posts will be temporary in nature and period of engagement will not be extended beyond 31.03.2022.**

- **Venue: Office of the CMOH, Basirhat Health District, Basirhat DH Compound, PO-Badartala, Basirhat- 743292**
- **Date: 14.12.2021 & 15.12.2021**
- **Reporting Time: 11.00AM**

Please refer to the Terms of Reference (TOR) of each post for details of qualification and selection procedure-

Name of the Post	Name of Programme	Vacancy	Date of Selection procedure
Co-ordinator	ECRP-II	1 (UR)	14.12.2021
Data Entry Operator	ECRP-II	1 (UR)	15.12.2021

### **General information & instruction for candidates:**

- Filled up application (in prescribed format)
- The eligible candidates are requested to appear the interview with **RELEVANT ORIGINAL DOCUMENTS/TESTIMONIALS (Essential qualification mark-sheet, certificate, registration certificate, age proof, address proof, experience certificate, caste certificate and others)** along with **all self-attested photocopies of relevant documents/testimonials (mentioned below) and 2 passport size coloured photographs**
- Admit, Card & Mark Sheet of Madhyamik Examination or Equivalent
- Mark Sheet of Higher Secondary or equivalent
- All Mark Sheets (Semester/Year wise) of Degree/Diploma in concerned discipline
- Photo copy and original of Voter card/ Aadhaar card/ PAN/ other address proof
- **Registration time 11:00 AM to 12:00 Noon. The candidates who will appear after 12:00 Noon should not be eligible for registration**
- No TA/DA will be paid to the candidates for the selection test / interview

*Handwritten signature*

- Any omission/suppression of information shall lead to rejection of application or candidature at any stage of the process without further intimation. The conditions so prescribed shall not be relaxed

**Annexure -A**

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

1) Name of the Position	Co-ordinator
Place of Posting	HUB and SPOKE
Age (as on 01.01.2021)	Minimum 21 years and Maximum 40 years
Remuneration	₹ 45,000 per month
Essential Criteria	1) Post Graduation Diploma / Degree in Health Care Management / Hospital Administration 2) Proficiency in using MS-Office
Essential Experience	At least 2 years experience of working with Government / Non-Government organisation.

**MODE OF SELECTION** : Walk-in interview

**Scale of Scoring – Total 100 Marks**

Particulars	Maximum Marks	Remarks
Class 12	10	Proportionate Marking ( i.e % of marks obtained in the examination * 10/100)
Graduation	20	Proportionate Marking ( i.e % of marks obtained in the examination * 20/100)
Post Graduation	30	Proportionate Marking ( i.e % of marks obtained in the examination * 30/100)
Experience	10	Over and above the essential experience of 2 years
Computer Test	20	Qualifying Marks for Computer Test is 50%.
Interview	10	
<b>Total</b>	<b>100</b>	

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

2) Name of the Position	<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	₹ 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** : Computer Skill Test and Interview

Particulars	Maximum Marks	Scoring
Class 10	10	Academics: Proportionate Marking (i.e % obtained in the exam.) Rounded off to 2 decimals.
Class 12	10	
Graduation	20	
Computer Test	50	Qualifying Marks for Computer Test is 50%.
Interview	10	
<b>TOTAL</b>	<b>100</b>	

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

*PSK*

The prescribed essential qualifications are the minimum and more possession of the same entitle the candidate to apply, but not for selection.

*RJGm 3/12/2021.*  
**Chief Medical Officer of Health**  
**DH & FW Samiti, Basirhat Health District**

*Sd/-*  
*03/12*

Memo. No. DHFWS/BSRHT/3841/21

Date: 03.12.2021

Copy forwarded for information and publication on Notice Board to the:

- 1) District Magistrate , N-24 Paragans
- 2) Sub-Divisional Officer, Basirhat
- 3) Chairman Basirhat Municipality/Baduria Municipality/ Taki Municipality
- 4) Superintendent, Basirhat District Hospital
- 5) BDO/ Block Sabhadhipati,..... (All Block)
- 6) DPMU, Basirhat Health District
- 7) DPM with request to arrange to publish recruitment notice to the website [www.wbhealth.gov.in](http://www.wbhealth.gov.in) & <https://basirhathealthdistrict.in/>
- 8) Notice Board of this office.
- 9) Office copy.

*RJGm 3/12/2021.*  
**Chief Medical Officer of Health**  
**DH & FW Samiti, Basirhat Health District**

*Sd/-*  
*03/12*

**ANNEXURE- 1****APPLICATION FORM**

To  
The Chief Medical Officer of Health  
Basirhat Health District

(FOR OFFICE USE ONLY)

APPLICATION NO

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

(Reference No. / Memo No. : Memo. No. DHFWS/BSRHT/3841/21 dated 03.12.2021)

1. Name ( in BLOCK letter ) : \_\_\_\_\_
2. Father's / Husband's / Guardian's Name : \_\_\_\_\_
3. Sex : \_\_\_\_\_ 4. Date of Birth (DD/MM/YYYY) : \_\_\_/\_\_\_/\_\_\_
5. Age : \_\_\_\_\_ (As on 1<sup>st</sup> January 2018)
6. Caste (UR/SC/ST/OBC-A/ OBC-B) : \_\_\_\_\_ 7. Nationality: \_\_\_\_\_
8. Mobile number: \_\_\_\_\_ 9. Email ID: \_\_\_\_\_
10. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Space for pasting  
Recent colour  
Passport size  
PHOTOGRAPH  
Of the candidate  
With his/ her full  
Signature  
thereon

11. Mailing Address : \_\_\_\_\_  
\_\_\_\_\_

12. Qualification:

Name of Examination/ Diploma/ Degree/ Course	Year of Passing	University/ Board / Institute	Full Marks	Marks Obtained	% of Marks Obtained

*Handwritten mark*

Organization	Govt. / Private / NGOs	Period		Total Experience
		From (date)	To (date)	

13. Details of post qualification experiences :

I hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief. I also understand that in case any of my statement is found false or incorrect during any stage of recruitment thereafter it shall disqualify me for the post applied for and/or I shall be liable for any other action that may be taken under the extant rules.

Yours faithfully,

\_\_\_\_\_  
Full Signature of the Applicant

Date:

Place:

*Handwritten signature*