

District Health & Family Welfare Samity Nadia
Office of the Chief Medical Officer of Health Nadia
5, D.L.Roy Road, P.O. - Krishnagar, Dist. - Nadia, Pin- 741 101

Memo No: 32.65

Date: 18/05/15

Applications are invited from the candidates on purely contractual engagement basis for one post of Data Entry Operator at Ranaghta SNCU of Nadia District:

Order No: HFW/NHM/622/2013 Pt.-I/1382 dated 22.04.2015

For Online Details of Advertisement, please Visit: www.swasthyakathanadia.org & www.nadia.nic.in.

Application must be submitted to the Chief Medical Officer of Health Nadia 5, D.L.Roy Road, P.O.- Krishnagar, Dist.- Nadia, Pin- 741 101 as per prescribed format only along with the following self attested documents in a envelope mentioning "Application for the Post of Data Entry Operator at SNCU, Ranaghat SDH, Nadia" within 01.06.2015 at 5.00 pm by post only.

- a) **Residential Certificate – that candidate must be permanent resident of Nadia district.**
- b) **Birth Certificate / Admit Card or Certificate of Madhyanik or equivalent Examination mentioning date of Birth.**
- c) **Caste Certificate from the concerned SDO (In Case of SC/ST/OBC A/OBC B).**
- d) **Certificate for Disability from the Appropriate Authority.**
- e) **Mark sheet & Certificates of Secondary, Higher Secondary, Graduation & Technical knowledge from the appropriate authority.**
- f) **Experience Certificate mentioning days, months & years of Experience as on 01.06.2015.**
- g) **Demand Draft of Rs.100.00 (Rupees One Hundred only) for General Category & Rs.50.00 (Rupees Fifty only) for SC, ST, OBC & others in favour of the Secretary, District Health & Family Welfare Samity Nadia payable at Krishnagar, Nadia. Use of stepler pin or stitching in case of demand draft will not be allowed.**
- h) **A self addressed envelope with a postal stamp of Rs.5.00 (Rupees Five only).**

Last Date of submission of Application: 05.06.2015 at 5.00 pm.


CMOH & Secretary DH&FWS
J. D. Das Nadia

APPLICATION FORMAT

Application for the Post of Data Entry Operator at SNCU, Ranaghat SDH, Nadia

1. Name of the Applicant :
2. Father's Name :
3. Permanent Address :
4. Date of Birth : _____(Year)_____(Month)_____(Date)
5. Age : _____(Year)_____(Month)_____(Days)
6. Sex :
7. Caste Status : General/General (Persons with minimum 40% Disability)
/SC/ST/OBC A/OBC B
8. Mobile Number :
9. Qualification :

Sl No	Educational Qualification	Year of Passing	Total Marks	Marks obtained (Excluding Additional Subject)	Percentage of Marks (%)
(a)	Secondary				
(b)	Higher Secondary				
(c)	Graduate (BA/BSc/BCom/BCA)				
(e)	Others if any				

10. Draft number : _____ Bank Name: _____ Date : _____
11. Years of Experience : _____ (No of Years) in Govt. or Private _____

Declaration:

I do hereby declare that particulars furnished above are correct & best of my knowledge. I must produce all relevant documents (Original or Photocopies attested by the Govt. Officers only) from the Appropriate Authority, whenever needed by the Authority. In case, in any time, if any of the above information / particulars are found incorrect, my candidature will be cancelled by the Authority and I shall be penalized for such actions.

Date :

Place :

Signature of the Candidate

WEST BENGAL HEALTH AND FAMILY WELFARE SAMITI
NATIONAL HEALTH MISSION
SWASTHYA BHAWAN, SECTOR-V
GN-29, BIDHANNAGAR, KOLKATA-700 091

No. HFW/NRHM-294/2013/1265

Dated: 9th April, 2015

ORDER

In supersession of all earlier order, the terms of reference (TOR) for engagement of DEO's under the State Samiti & the District Samitis have been revised. The revised TOR is noted hereunder.

1. Eligibility Criteria:

a.	Educational qualification	Graduate from any recognized university and having at least 1 (one) year Diploma /Certificate course in Computer Application from Govt. registered institution.
b.	Technical Knowledge	Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet and having a minimum typing speed of 30 words per minute.
c.	Working Experience	Minimum 3 years experience in Government Sector or 5 years experience in data recording and data analysis in Private Sector and preferably having experience in handling of official correspondence.
d.	Age	40 years or less as on the 1 st date of year of publication of the advertisement with relaxation for SC /ST /OBC candidates as per Govt. norms.

N.B: i) Candidates applying for the post should have the requisite qualification and experience as on last date of application.

ii) If the posts of the DEOs are district specific, applicants for a particular district must be a permanent resident of the district.

2. Mode of Selection

It would be a 2 (Two) stage selection process. Candidates will be shortlisted on the basis of academic qualification in the ratio of 1:5. Shortlisted candidates would have to appear for the computer test. Final selection will be made on the basis of total marks obtained in both academic qualification and computer test. If the marks are equal then preference is to be

Sanghamitra Ghosh

given to the candidate inter se senior in age as on the 1st date of the year of publication of the advertisement.

The distribution of marks for both on academic qualification and computer test is mentioned below:

• Academic Qualification	:	30 Marks
For Class 10 or equivalent	:	5 Marks (Proportionate marking i.e. % obtained in the Exam * 5 / 100
For Class 12 or equivalent	:	10 Marks (Proportionate marking i.e. % obtained in the Exam * 10 / 100
For Graduation	:	15 Marks (Proportionate marking i.e. % obtained in the Exam * 15 / 100
• Computer Test	:	70 Marks
• Total	:	100 Marks

3. Selection Committee:

The entire process of selection is to be done by the district level selection committee constituted vide no: HFW/NRHM-34/2014/660 dated 18th February, 2014 (Copy enclosed).

4. An advertisement for the above post should be published in at least one Bengali & one English Newspaper and is to be uploaded in the website of the Department & also in the website of the district where the recruitment is district specific.

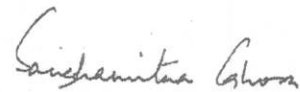
5. Reservation of candidates belonging to SC/ST/OBC is to be made as per the 100 point roster published by Labour Department vide no. 50-Emp/1M-25/98 dated 1st March, 2011.

6. Engagement letter will be issued by DH&FW Samity in case of recruitment at the districts, while in case of recruitment at the State level necessary engagement order would be issued by the SH&FW Samity.

7. For engagement by the districts, the merit list is to be approved by the DHFWS with an intimation to SH&FWS.

8. This has the approval of Principal Secretary, H&FW Department, Govt. of West Bengal.

9. This order will take immediate effect.


Executive Director
WBSH&FW Samity