

Government of West Bengal
Office of the Chief Medical Officer of Health
5 D. L. Roy Road, Krishnanagar, Nadia

Telephone: (03472) 252306

Email ID: cmoh_nad@wbhealth.gov.in/ cmohnadia@gmail.com

Memo No. CMOH-Nad/ 5286.

Dated. Krishnanagar the 13/8/15

I. Applications are invited from the candidates on the basis of contractual engagement for 1 (One) 'Medical Officer' (Adolescent Friendly Health Clinic at District Hospital), 2 (Two) 'Lady Counselors' of Anwasha Clinic for Kaliganj (SC) & Haringhata (Unreserved) blocks, 1 (One) 'Senior Medical Officers' (Revised National Tuberculosis Control Programme – Netaji Subhas Sanatorium), 1 (One) 'Medical Officer' (College of Medicine & Jaharlal Neheru Memorial Hospitals), 1 (One) 'Accountant' (Revised National Tuberculosis Control Programme), 1 (one) 'Data Entry Operator' for District Programme Management Unit under National Urban Health Mission, 9 (Nine) 'Counselors' and 1 (One) 'Laboratory Technician' for Integrated Counseling and Testing Centre.

Corrigendum Advertisement of this office memo no. 50 dated 19/02/2015 on NACP-IV under District Aids Control Programme, Nadia. Please read the upper age limit as 60 (sixty) yrs.

Application must be submitted to the **Chief Medical Officer of Health and Member Secretary, District Health and Family Welfare Samity, Nadia**, 5, D. L. Roy Road, P.O- Krishnanagar, Dist.- Nadia, Pin- 741101 as per prescribed format only along with the following self attested documents in a envelope mentioning application for the Post applied for, within 31.08.2015 at 5.00 pm by registered post only. Authority will not be liable for any postal delay.

General instructions for application of all posts

- a) Residential Certificate– that candidate must be permanent resident of Nadia district.
- b) Birth Certificate / Admit Card or Certificate of Madhyamik or equivalent Examination mentioning date of Birth.
- c) Caste Certificate from the concerned SDO for SC/ST/OBC-A/OBC-B candidates.
- 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 01.08.2015.
- 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 Krishnanagar, Nadia.
Use of stapler pin or stitching of demand draft will not be allowed.
- h) A self addressed envelope with a postal stamp of Rs.5.00 (Rupees Five only).
- i) Photocopy of all supportive documents should be clearly visible.

Specific instruction for application of specific posts

1. **Name of the Post** : **Medical Officer (AFHC under RCH)**
Essential Qualification : MBBS, preference will be given for PG Diploma / Degree in G&O or Paediatrics
Age : 45 years as on Date of advertisement
Remuneration : Rs. 40,000/-



2. Name of the Post : **Lady Counselor (Anwasha Clinic under RCH)**
Essential Qualification : Graduate in Psychology / Social Work / Sociology / Anthropology / Human Development
Desirable Qualification : Post Graduate in (MA / MSc) in Psychology / Social Work / Sociology / Anthropology / Human Development
Age : 40 years as on Date of advertisement
Remuneration : Rs. 13,560/-

3. Name of the Post : **Data Entry Operator (NUHM)**
Educational Qualification : Graduate from any recognized university and having at least 1 (One) year Diploma / Certificate course in Computer Application from Government registered institution.
Technical Knowledge : Working knowledge of computers with operating knowledge of MS Word, MS Excel , MS Power Point MS Access and Internet and having experience in handling of official correspondence.
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.
Age : 40 years or less as on the 1st date of year of publication of the advertisement with relaxation fro SC / ST / OBC candidates as per Government norms.
Remuneration : Rs. 13,560/-

4. Name of the post : **Senior Medical Officer, DOTS Plus Site under RNTCP**
Essential Qualifications : MBBS or Equivalent degree from any institution, recognized by Medical council of India; Must have completed compulsory rotatory internship
Preferential Qualification: (1) MD, Respiratory medicine/Internal Medicine/DTCDD/ MD Community Medicine/ Diploma /CHA / Masters in Public Health
(2) Basic knowledge of computers.
Age : 22 to 62 years as on 01.08.2015.
Remuneration : Rs. 40,000/-

5. Name of the post : **Medical Officer (RNTCP), Medical College**
Essential Qualifications : MBBS or equivalent degree from any institution recognized by Medical council of India; Must have completed compulsory rotatory internship



Preferential Qualification: (1) Diploma / MD public Health/PSM/Community Medicine/ CHA/Tuberculosis & Chest Diseases (2) One year experience in RNTCP (3) Basic knowledge of computers

Age : 22 to 62 years as on 01/08/2015

Remuneration : Rs. 40,000/-

6. Name of the post : **Accountant under RNTCP**

Essential Qualifications : (1) Graduate in Commerce. (2) Two years of experience in Maintenance of accounts on double entry system in a recognized Society or Institution (3) Experience in working with Accounting software for at least 2 years

Preferential Qualification: (1) Familiarity with audit in a recognized society or institution (2) MBA/PGD in Financial management

Age : 22 to 62 years as on 01/08/2015

Remuneration : Rs. 10,000/-

7. Name of the post : **ICTC Counselor under NACP-IV**

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.

OR

Graduate in Psychology/ Social work/ Sociology/ Anthropology/ Human Development/ Nursing; with minimum 3 year experience after graduation, of working in field of counseling in health sector; preferably in HIV/ AIDS.

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.

Other expertise required : **Working knowledge of computers**

Age : 60 years as on 01/08/2015

Remuneration : Rs. 13000/-

8. Name of the post : **ICTC Lab Technician under NACP-IV**

Essential Qualification & Experience : Graduate in Medical Laboratory Technology (B. Sc.); with minimum 1 year experience after graduation.



OR

Diploma in Medical Laboratory Technology (DMLT); with minimum 2 years experience after diploma. The services of existing LT's who do not hold a DMLT may be continued if they have done a Certificate Course in Medical Laboratory Technology and have more than 5 years' experience of working in the ICTC/ PPTCT/ ART centre run under the National AIDS Control Programme.

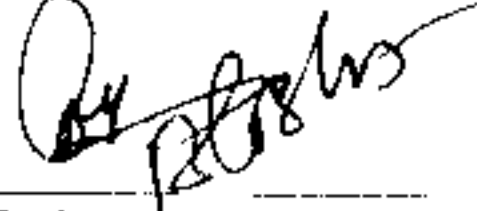
Other expertise required : Working knowledge of computers.

Age : 60 years as on 1/08/2015


Remuneration : Rs. 13000/-

NB – For Sl. No. 7 & 8, candidate who have applied earlier vide advertisement memo no. 50 dt. 19.02.15 need not apply further.

Remuneration shown against each post from sl no 1 to 8 is on the basis of current norms and may be changed by the competent authority time to time.



CMOII & Secretary DHFWS

Nadia


Application for the post of _____

Paste recent
colour
4.5 x3.5 cm
photo

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. Contact Number :
9. Qualification

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

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

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 candidate himself 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



II. Tender Notice for Hiring of one vehicle

Sealed tender of rates in prescribed format are invited from the reliable vehicle owner/Travel Agency for hiring of vehicle (commercial, Maxicab, preferably Scorpio) on daily hiring basis as and when required for the office of the undersigned under DH&FWS, Nadia.

The tender should reach to the undersigned on or before 31st August, 2015 positively by registered post up to 4.30 pm. The tender will be opened on the same day at 5 pm. The undersigned reserves the right to accept or cancel all the quotation without assigning any reason and not bound to accept the lowest quotation.

The quotations have to submit with photocopy of valid **Trade License, PAN Card, P. Tax Registration, Service Tax Registration & Experience certificate** in same job if any in a sealed cover envelop. The Envelop should be superscripted with "**Tender for hiring of vehicle**".

A handwritten signature in black ink, consisting of a stylized initial 'D' followed by a long horizontal stroke extending to the right.

Technical Bid

- 01. Name of vehicle owner/Travel Agency : _____
- 02. Address for communication : _____

- Contact number : _____
- 04. Having valid trade license : _____
- 05. Having Pan Card : _____
- 06. Having P. Tax registration : _____
- 07. Name of brand of vehicle : _____
- 08. Year of registration : _____
- 09. Contract Carriage Permit valid up to : _____
- 10. Tax paid up to : _____
- 11. Insurance covered up to : _____
- 12. Vehicle deserve BS-IV : _____

Commercial Bid

- 01. Rate of vehicle offered per day : _____

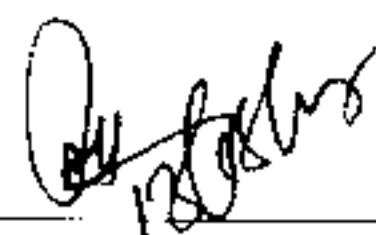


Terms & Conditions


1. Monthly rate should be offered excluding consumption of fuel & lubricant. No other charges apart from the hiring charges & over time charge if applicable will be given to the successful bidder.
2. Vehicle is to be provided from 9 am to 7pm along with the driver. The vehicle should be kept ready at all time for movement at any place for any time.
3. Contract period is limited to 3 (three) months for the first time and may be renewed on providing satisfactory service for further 1 year for two terms consecutively subject to maximum 2yrs period with approval of DH&FWS, Nadia. The contract will be completely temporary in nature & may be terminated on 30 days notice from either side.
4. Maintenance of vehicle, payment of all taxes etc. should be borne by the owner/agency.
5. Repair works, if required, on any day should be done with prior approval of the undersigned. If the repair works continue for 2/3 days, owner/agency has to provide vehicle in replacement at once.
6. Driver with or without vehicle should not move at any time on each day without seeking permission of the undersigned and suitable driver should be replaced at once, if the driver is not able to perform the duties due to his illness or otherwise. The driver must carry a valid mobile no.
7. The vehicle will be graced for 10 km/day for movement from garage to office.
8. The vehicle should be kept in tip-top condition for all time.
9. One printed log book should be maintained by the driver with authentication of the CMOH & Secretary DH&FWS, Nadia.
10. Photocopy of (**Registration Certificate, Tax token, Contract Carriage Permit, Insurance Premium, Pollution**) should have to submit with the bid in case of offer from vehicle owner to the O/o undersign. All the Statutory parts should be uptodate in all respect.
11. Successful bidder has to provide vehicle within 7 days from the acceptance of work order.
12. Bill should be submitted along with fuel statement & photocopy of log book within 7th of the next month. Taxes & Govt. duties as levied be deducted from the bill by the undersigned.
13. All the documents should be copied in A4 size & clear view.
14. Successful bidder has to sign an agreement in this respect to obey the above terms and conditions in Non Judicial stamp of Rs. 10/- (Rupees Ten).

Full signature of the vehicle owner with date

Last date of submission of Application for different posts and bids for vehicle is 31.08.2015 at 4.30 pm by registered post.



CMOH & Secretary DHFWS

 Nadia
13/8/15

