District Health & Family Welfare Samiti, Diamond Harbour Health District
(Registered under West Bengal Act XXVI of 1961 No S/M/1324 of 2014-15)
Office of the Chief Medical Officer of Health
Diamond Harbour Health District Diamond Harbour South 24 Parganas Pin 743331
Phone: 03174-256310 Fax: 03174-256311 e-mail: cmodbhhd@gmail.com
Memo No. CMOHDH&FWS/251 Date: 23.05.2018

Recruitment Notice

Applications are hereby invited from eligible candidates to be recruited for various contractual posts under different programme at Diamond Harbour Heath District as per Terms of Reference provided in details on the Departmental Website www.wbhealth.gov.in and with Employment Bank, Government of West Bengal
www.employmentbankwb.gov.in attached with this notice herewith.

(As per Memo No. SHFWS/ESTD-659/2013/Part-1/9136(26) dt. 28.03.2018

Applications will be received online through the website www.wbhealth.gov.in from 26.05.2018 11.00 AM to 07.06.2018 5.00 PM.

Applicants during applying online must have scanned Passport Photograph, Scanned Signature and Draft Details with them to complete the online application.

Posts against which recruitment will be done are mentioned below:

1) Senior Tuberculosis Laboratory Supervisor (STLS)-02 (Two)
2) Senior Treatment Supervisor (STS)- 06 (Six)
3) Dental Assistant (DA)- 01 (One)
4) District Finance & Logistics Officer (FLO)- 01 (One)
5) Laboratory Technician (LT)- 01 (One)
6) Staff Nurse under RCH (CH)- 02 (Two)
7) District Consultant (Quality Assurance)- 01 (One)
8) District Consultant, Public Health (Quality Assurance) - 01 (One)
9) District Consultant, Quality Monitor (Quality Assurance) - 01 (One)
10) Programme cum Administrative Assistant (Quality Assurance) - 01 (One)
11) GNM under Thalassemia Control Programme-01 (One)
12) Counsellor under RCH (AH)- 01 (One)
13) Medical Officer (AH)- 02 (Two)
14) Staff Nurse under NUHM Programme- 02 (Two)
15) ICTC Lab Technician under West Bengal State Aids Prevention & Control Programme -01
(One)

TERMS OF REFERENCE FOR RECRUITMENT

<table>
<thead>
<tr>
<th>Designation</th>
<th>No of Posts &amp; Remuneration</th>
<th>Age Essential Criteria</th>
<th>Criteria &amp; qualifications required as per TOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Senior Tuberculosis</td>
<td>Rs. 17,720/- Per Month or as per CTD Guideline</td>
<td>Age Limit up 22-40 Years. On Date of publication of Advertisement in Newspaper. Age Relaxation for SC/ST/OBC</td>
<td>Essential Qualification: a) Graduate b) Diploma in Medical Laboratory Technology OR equivalent from a Govt. recognized institution c) Permanent two wheeler driving license &amp; should be able to drive two wheeler. d) Certificate course in Computer operations (minimum two months).</td>
</tr>
<tr>
<td>Laboratory Supervisor (STLS)</td>
<td>Posts- 2 (UR-1, SC-1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kulpi TU-01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rudranagar TU- 01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post</td>
<td>Essential Qualification/Requirements</td>
<td>Preferential Qualification</td>
<td>Note</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------</td>
<td>---------------------------</td>
<td>------</td>
</tr>
<tr>
<td>2. Senior Treatment Supervisor (STS)</td>
<td>i) Bachelor's Degree OR Recognized sanitary inspector's course  ii) Certificate course in computer operation (minimum 2 months) iii) Permanent two wheeler driving license and should be able to drive two wheeler.</td>
<td>Minimum one year experience in RNTCP.</td>
<td>Only regular mode of education will be granted.</td>
</tr>
<tr>
<td>Falta TU-01 (SC) Diamond Harbour TU-01 (UR) Kulpi TU-01 (UR) Mathurapur-1 TU-01 (ST) Mathurapur-II TU-01 (UR) Dwarknagar TU-01 (OBC-A)</td>
<td>Essential Qualification/ Requirements:  i) Tuberculosis health visitor's recognized course. ii) Govt. Recognized degree/diploma in Social work or Medical Social work. iii) Successful completion of basic training course (Govt. Recognized) for Multipurpose health workers.</td>
<td>Note: Only regular mode of education will be granted.</td>
<td></td>
</tr>
</tbody>
</table>

Note: Applicants should have atleast 50% marks in all requisite qualification. Marks on academic career are to be allotted from Madhyamik and onwards to requisite qualifications. During calculation, marks of additional subject can not be considered. No work during any course/study can be considered as experience. It will only be applicable for the above mentioned posts.

<table>
<thead>
<tr>
<th>Post</th>
<th>Upper Age Limit</th>
<th>Educational Qualification/Requirements</th>
<th>Working Experience</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Dental Assistant under National Oral Health Programme (At Diamond Harbour District Hospital)</td>
<td>40 years and Lower age limit 22 Years as on the date of publication of Advertisement. Age Relaxation for SC/ST/OBC candidates as per Government</td>
<td>Matriculation from recognized Board</td>
<td>Experience in a Dental College/Clinic</td>
<td>a) Maintain a sterile and neat working</td>
</tr>
</tbody>
</table>

As per Order no. HFW/NHM- | Rs. 8000/- per month | Post-1 (UR) | 01 yr. | 02 yrs. & above. |
<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Scale</th>
<th>Upper Age Limit</th>
<th>Essential Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. District Finance &amp; Logistics Officer (FLO)</td>
<td>Rs. 22,700/- P.M Consolidated</td>
<td>40 years as on the date of publication of advertisement. Age Relaxation for SC/ST/OBC candidates as per Government rules or orders time to time in force. Provision of the West Bengal Services (Raising Age limit) Rules 1981 shall apply as long as the same remains in force.</td>
<td>Inter CA/Inter ICWA/M.Com or MBA (Finance/Material Management) with knowledge of Computer.</td>
</tr>
<tr>
<td>Under NPCDCS Programme at District NCD Cell (As per order No. HFW/NHM-521/2015/2355 dt. 14.10.17 of Mission Director Health &amp;FW)</td>
<td>Post-1 (UR)</td>
<td><strong>Essential Qualification:</strong> A) At least 3 years experience for accounting including analysis Financial Reporting, Budgeting, Financial Software &amp; Reporting System B) Experience of working in Health Care Financing/National Health Account.</td>
<td><strong>Desirable Qualification:</strong></td>
</tr>
<tr>
<td>5. Laboratory Technician at District NCD Clinic under NPCDCS Programme</td>
<td>Pay Scale- Rs. 18000-20000/- P.M</td>
<td>40 years as on the date of publication of notice for recruitment. Age Relaxation for SC/ST/OBC candidates as per Government rules or orders time to time in force. Provision of the West Bengal Services (Raising Age limit) Rules 1981 shall apply as long as the same remains in force.</td>
<td>a. 10+2 b. DMLT</td>
</tr>
</tbody>
</table>
|                                                                         | Post-01 (UR-01) | **Experience:** a. Working experience in a large hospital with minimum two year's experience. b. Basic knowledge of computer like word processing and Data Processing. | **Job requirements/responsibilities:** a. To perform all haematology and biochemical investigations at the district hospital level b. Any other job assigned. | **Note:** Only regular mode of education will be granted.
| 6. Staff Nurse-NRC (Only for Female Candidate) | Rs. 17220/- PM Consolidation Remuneration Post-02 (UR-01, SC-01) | **Age limit:** (as on 01.01.2016): Not exceeding 40 years and not less than 21 years (relaxation in age will be given for SC/ST/OBC candidates as per extant rule and order in this regard) | **Essential Qualification:**
1. The candidate should have completed B.SC nursing course/GNM training course from any recognized institution.
2. The candidate should be able to read, write and speak in Bengali or Nepali for Darjeeling District.
3. The candidate must be the permanent resident of the district.
4. **Note:** Only regular mode of education will be granted. |

| 7. District Consultant Under Quality Assurance Programme AT CMOH Office, Diamond Harbour Health District (Memo No. HHM/1H-105-2014/Pl-I/126 dt. 29.03.2018) | Rs. 40000/- PM Contractual Remuneration Post-01 (UR-01) | **Upper Age limit:** 40 years as on date of publication of notice for recruitment. Age Relaxation for SC/ST/OBC candidates as per Government rules or orders time to time in force. Provision of the West Bengal Services (Raising Age limit) Rules 1981 shall apply as long as the same remains in force |

| 8. District Consultant Public Health under Quality Assurance Programme AT CMOH Office, Diamond Harbour Health District (Memo No. HHM/1H-105-2014/Pl-I/126 dt. 29.03.2018) | Rs. 40000/- PM Contractual Remuneration Post-01 (UR-01) | **Upper Age limit:** 40 years as on date of publication of notice for recruitment. Age Relaxation for SC/ST/OBC candidates as per Government rules or orders time to time in force. Provision of the West Bengal Services | **Selection Criteria:**
1. MBBS/DENTAL/AYUSH/NURSING GRADUATE WITH
2. Masters in Hospital Administration/Health Management (MHA-Full time or equivalent) WITH
3. 2 Years experience in Public Health/Hospital Administration.

A. Training and experience of implementing a recognised quality system like NABH/ISO9001:2008/Six Sigma/Lean/Kaizen would be preferred.

B. Previous work experience in the field of health quality would be an added advantage.

**Note:** Only regular mode of education will be granted.

|  |  |  | **Selection Criteria:**
1. MBBS/DENTAL/AYUSH/NURSING GRADUATE WITH
2. Degree/Diploma in Health Management WITH
3. 2 (Two) Years relevant work experience.

A. Training in health quality like NABH/ISO9001:2008/Six Sigma/Lean/Kaizen by a reputed organization will be preferable. |
<table>
<thead>
<tr>
<th>9. District Consultant Quality Monitoring under Quality Assurance Programme AT CMOH Office, Diamond Harbour Health District. (Memo No. HHM/1H-105-2014/Pt-I/126 dt. 29.03.2018)</th>
<th>(Raising Age limit) Rules 1981 shall apply as long as the same remains in force</th>
<th>Note: Only regular mode of education will be granted.</th>
</tr>
</thead>
</table>
| Rs. 30000/- PM Contractual Remuneration Post-01 (UR-01) | Upper Age limit 40 years as on date of publication of notice for recruitment. Age Relaxation for SC/ST/OBC candidates as per Government rules or orders time to time in force. Provision of the West Bengal Services (Raising Age limit) Rules 1981 shall apply as long as the same remains in force | Selection Criteria:  
1. Degree in Statistics with good academic record from a reputed university.  
2. Specialization in Biostatistics would be an added advantage.  
3. Previous work experience of Health/hospital would be preferred.  
Note: Only regular mode of education will be granted. |
| 10. Programme cum Administrative Assistant (DQAU) under Quality Assurance Programme AT CMOH Office, Diamond Harbour Health District. (Memo No. HHM/1H-105-2014/Pt-I/126 dt. 29.03.2018) | Rs. 12000/- PM Contractual Remuneration Post-01 (UR-01) | Selection Criteria:  
1. Recognised Graduate Degree with fluency in MSOffice package with One – year experience of managing office and providing support to Health Programme/NHM. Knowledge of Accountancy would be an added advantage.  
2. Candidates having drafting skills would be preferred.  
Note: Only regular mode of education will be granted. |
<table>
<thead>
<tr>
<th>Post</th>
<th>Department/Position</th>
<th>Details</th>
<th>Qualification</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>General Nurse Midwife under State Thalassaemia Control Programme</td>
<td>Rs. 16,860/- + Rs. 300/- Washing Allowance per month Post- 01 (SC-01)</td>
<td>Age required: 22-40 Yrs. On Date of publication of Advertisement in Newspaper. Age Relaxation for SC/ST/OBC candidates as per Government rules or orders time to time in force. Provision of the West Bengal Services (Raising Age limit) Rules 1981 shall apply as long as the same remains in force</td>
<td>Minimum Qualification required: Completed GNM course recognised by Indian Nursing Council (INC) Desirable: Experience in working with Thalassaemia Patients and their families Note: Only regular mode of education will be granted.</td>
</tr>
<tr>
<td>12.</td>
<td>Medical Officer- AFHC (Adolescent Health) (At Diamond Harbour District Hospital and Kakdwip SDH)</td>
<td>Rs. 40,000/- PM Post-02 (UR-01, SC-01)</td>
<td>Age (As on 31.03.2018) upto 45 Years. Age Relaxation for SC/ST/OBC candidates as per Government rules or orders time to time in force. Provision of the West Bengal Services (Raising Age limit) Rules 1981 shall apply as long as the same remains in force</td>
<td>Essential Qualification:- MBBS Doctor (Registered under Medical Council of India/WBMC), Preference will be given for Post Graduate Diploma/Degree in G&amp;O or Paediatrics and similar experience. Note: Only regular mode of education will be granted.</td>
</tr>
<tr>
<td>13.</td>
<td>Lady Counsellor (AFHC/Anwesha Clinic) At Mograhat-II Block</td>
<td>Rs. 13560/- PM Post-01 (UR)</td>
<td>Age (As on 31.03.2018) upto 40 Years. Age Relaxation</td>
<td>Essential Qualification:- Graduate in Psychology/Social Work/Sociology/Anthropology/Human</td>
</tr>
<tr>
<td>Post No.</td>
<td>Vacancy Details</td>
<td>Desirable Qualification</td>
<td>Experience</td>
<td>Eligibility Criteria</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------</td>
<td>--------------------------</td>
<td>------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>14.</td>
<td>Staff Nurse AT</td>
<td>Post Graduate (M.A/M.Sc.) in Psychology/Social-Work/Sociology/Anthropology/Human Development.</td>
<td>Weight age for experience (Government Sector only) in related field upto 5 years.</td>
<td>1) GNM from an institute recognised by the Indian Nursing Council. 2) Candidate should have proficiency in local language.</td>
</tr>
<tr>
<td></td>
<td>Rs. 17220/-PM Consolidated Remuneration Post-02 (UR-01, SC-01)</td>
<td>Maximum age (Years) at the time of engagement: 64 years.</td>
<td>Maximum age limit 18 yrs and Maximum age limit 40 yrs. On Date of publication of Advertisement in Newspaper. Age Relaxation for SC/ST/OBC candidates as per Government rules or orders time to time in force. Provision of the West Bengal Services (Raising Age limit) Rules 1981 shall</td>
<td>Essential Qualification &amp; 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 yrs. Experience after diploma.</td>
</tr>
<tr>
<td>15.</td>
<td>ICTC Lab Technician under West Bengal State Aids Prevention &amp; Control Programme Dwarknagar RH-1 (As per Govt. Order No. ACS/IM-44-08/Pt-I/1903 dt.-20.02.2017)</td>
<td></td>
<td>Note: Only regular mode of education will be granted.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rs. 13,000/- per month Posts-01 (ST-01)</td>
<td>Minimum Age limit 18 yrs and Maximum age limit 40 yrs. On Date of publication of Advertisement in Newspaper. Age Relaxation for SC/ST/OBC candidates as per Government rules or orders time to time in force. Provision of the West Bengal Services (Raising Age limit) Rules 1981 shall</td>
<td></td>
<td>Other expertise required: Working knowledge of computers. Note: Only regular mode of education will be granted.</td>
</tr>
</tbody>
</table>
On the basis of Online application data, a provisional list for original testimonial verification will be prepared. A notice for original testimonial verification along with the provisional list will be published in the above mentioned web-site.

After Original testimonial verification, only shortlisted candidates will be called for Practical Computer Test, Written Test and Interview.

**General Information for the Applicants/ 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 be liable to be cancelled.

2) If proper signature and photograph are not uploaded at the time of online application that application shall also be liable to be cancelled.

3) The Essential qualification mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. **All the essential qualification must be completed within the last date of online application.**

4) Experience will be calculated after obtaining the required qualification for the above mentioned position, **till the last date of online application.**

5) Caste Certificate issued **before the last date of online application,** by the competent authorities of West Bengal only will be accepted.

6) Hard Copy/print copy of the online registration form (printed within the last date of on-line application), should be retained by all applicants for document verification purpose. Without
registration form, no candidates will be entertained for original testimonials verification by
the authority.
7) On-line registration No. should be retained by all applicants for future reference. Employer is
not liable to give any information regarding the On-line registration no. In future.
8) No rounding off of marks will be granted. Proportionate marking upto 2 decimal points will
be considered.
9) Extended vacancies for any post may be filled up from existing panel in future. No records
will be available after one year from the date of Advt.
10) Application fees of Rs. 100 for Un-Reserved Category and Rs. 50 for Reserved Categories in
the form of Demand Draft to be issued from any Nationalised Bank after the date of
publication of Advertisement is to be paid in favour of “ Member Secretary DH&FWS
Diamond Harbour Health District” payable at Service Branch, Kolkata. The Draft
should be enclosed along with the hard copy/print copy of the filled up On-line
application form of the candidate after self attestation with date and with
photocopy of all relevant documents with self attested. The above all must be sent
to the address as mentioned below within 08th June, 2018 at 5 PM by post preferably
by speed post or registered post. Use of Stapler pin or stitching in case of demand
draft, is not allowed.
Address for sending draft (with all relevant documents): the office of the CMOH,
Diamond Harbour Health District, P.O&P.S- Diamond Harbour, Pin-743331
11) Applicant must mention their On-line registration No, Name of the Position, Date of
Birth, Name, Guardian’s Name and caste category on the back of the Draft and In
front of the envelope. No application will be accepted without submission of the
required demand Draft. The amount taken as application fees in the form of
Demand Draft will not be refunded.
12) The decision of the competent Authorities regarding the engagement is final.
13) Appointment will be purely contractual in nature for a period not exceeding eleven
months and further extension at the end of the term subject to satisfactory
performance. Service is terminable from either side with one month’s notice. After
selection the candidate has to join within seven days after execution of an agreement
as per prescribed proforma with the CMOH, Diamond Harbour Health District.
14) Any undue canvassing in favour of the candidates may lead to cancellation of
candidature. Panel selection will be kept for one year only.
15) Relevant Government orders issued by appropriate authorities for Terms of Reference
for selection will be considered as final in respect to any dispute arising herein.

Applicants are requested to visit www.wbhealth.gov.in at the URL “Recruitment” regularly for
information/instruction issued from time to time. No other correspondence will be done from this
end.

Member Secretary
Committee for Selection of Contractual Employees
Diamond Harbour Health District
Memo No. CMOH/DH&FWS/251/1(31) Date: 23.05.2018
Copy Forwarded for Information:
1) The Chairman, Janab Giyasuddin Moliah, District Level Selection Committee, Diamond Harbour Health District & Hon’ble Minister of State, Minority Affairs and Madrasah Education
2) Director of Health Services, Govt. Of West Bengal, Swasthya Bhawan, Salt lake, Kol-91, for information
3) Mission Director & Commissioner HF&W Sainity, NHM, Govt. of W.B., Swasthya Bhawan, Salt lake, Kol-91, for information
4) Executive Director, WBSH & FWS, Swasthya Bhawan, Salt lake, Kol-91, for information
5) AMD, NHM(In-Charge NUHM), Govt. of W.B., Swasthya Bhawan, Salt lake, Kol-91, for information
6) PO, NHM, Swasthya Bhawan, Salt lake, Kol-91
7) District Magistrate, South 24 Parganas, Alipur, Kolkata, for Information
8) Additional District Magistrate, South 24 Parganas
9) ADHS-(NCD-2), STCP, Govt. of W.B., Swasthya Bhawan, Salt lake, Kol-91, for information
10) Chief Medical Officer Of Health, South 24 Parganas, Tollyganj, Kol-33, for information
29. DICO, South 24 Parganas with request to upload the notice in www.S24pgs.gov.in web-site.
30. IT- Coordinator, Swasthya Bhawan with request to upload the recruitment section notice in www.wbhealth.gov.in web-site.
31. DSM, South 24 Prganas with request to upload the notice in www.spghshealth.gov.in web-site.

[Signature]
Member Secretary
Committee for Selection of Contractual Employee
Diamond Harbour Health District