

District Health & Family Welfare Samity, South 24 Parganas
(Office of the Chief Medical Officer of Health)
Administrative Building, M.R.Bangur Hospital Complex (2nd Floor)
241, Deshapran Sashmal Road. Tollygunge, Kolkata - 700033. W.B.

Memo No : CMOH(SPG)/DH&FWS/11471

Date : 18.11.2021

RECRUITMENT NOTIFICATION (CONTRACTUAL) FOR COVID - HUB & SPOKES

South 24 Parganas District Health & Family Welfare Samity will engage personnel as mentioned below for different HUBs and SPOKES under South 24 Parganas District to provide Tele - ICUs, mentoring and technical hand holding for different pediatric units.

Eligible candidates may apply online in the prescribed format as given in Department's Website (www.wbhealth.gov.in - online recruitment) from 22.11.2021 to 30.11.2021 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.

Only online application will be accepted. Application form not properly filled up or incomplete application forms are liable to be cancelled. Any eligible candidates willing to apply for more than one post will have to submit separate application and demand draft for each post separately.

Application fees of Rs. 100/- (50% for reserved categories) are to be paid in the form of Demand Draft issued from any Nationalised Bank in favour of " **District Health & Family Welfare Samity South 24 Parganas** " payable at Service Branch, Kolkata.

All the essential and desirable qualification must be completed on or before the date of online application.

Place of Posting and No. of Vacancy :

Sl No.	Facilities/Hospitals	Vacancy No.
1	Co-ordinator Baruipur SDH	1
2	Data Entry Operator Baruipur SDH	1
3	Co-ordinator Gardenreach SGH	1
4	Data Entry Operator Gardenreach SGH	1
5	Co-ordinator Canning Covid Hospital (Stadium)	1
6	Data Entry Operator Canning Covid Hospital (Stadium)	1

Date of Document verification :

1. Co-ordinator : 02.12.2021 (Thursday) ; Reporting Time : 11:00 am
2. Data Entry Operator : 03.12.2021 (Friday) ; Reporting Time : 11:00 am

Venue :

Office of the C.M.O.H South 24 Parganas,
Administrative Building (2nd Floor). M.R.Bangur Hospital Complex ,
241, Deshapran Sashmal Road. Tollygunge,
Kolkata - 700033. W.B.

Candidates have to submit the complete printed application (online computer generated) with all relevant documents in hard copies (self attested) along with demand draft at the time of Document verification and Interview. The ToR for engagement of different position for HUB and SPOKE Model given below.

Secretary, South 24 Parganas DH & FW Samiti &
Chief Medical Officer of Health
South 24 Pargana

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	
Total	100	

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

- 2) Name of the Position : Data Entry Operator
 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	Qualifying Marks for Computer Test is 50%.
Computer Test	50	
Interview	10	
TOTAL	100	

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

