

**Government of West Bengal**  
**District Health & Family Welfare Samiti, Jalpaiguri**  
 Registration No- S/IL/11745 OF 2002- 03  
 District Health Administration Building, 1<sup>st</sup> Floor, Hospital Road, Jalpaiguri – 735101

Memo No. CMOH\_JAL/WLK/DHFWS/ 3230 /2021

Dated, Jalpaiguri 12.11.2021

**Recruitment Notice**

In connection with the G.O. No. HFW-35099/188/2021/3244 Dated:28.10.2021 of Mission Director, NHM & Secretary, H & FW Dept., Govt. of West Bengal, Online applications are invited in the website [www.jalpaigurihealth.com](http://www.jalpaigurihealth.com) from the eligible candidates for engagement of **Co-ordinator & Data Entry operator posts on temporary basis (upto 31<sup>st</sup> March 2022)** from **15.11.2021 at 11:00 am to 21.11.2021 at 4:00 pm** at COVID Facilities (SPOKES) of Jalpaiguri District.

Any omission /suppression of information shall lead to rejection of application or candidature at any state of the process without further intimation. The conditions so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by Selection Committee, Jalpaiguri.

A candidate must go through the instructions thoroughly and carefully, before submitting online application.

Sl. No.	Name of the Post	No. of Post	Eligibility	Age as on 01.01.2021	Remuneration	Scale of Scoring
01	Coordinator	03 (UR-2, SC-1)	<p><b><u>Essential Qualification:</u></b></p> <ul style="list-style-type: none"> <li>Post Graduate Diploma / Degree of Health care management / Hospital Administration.</li> <li>Proficiency in using MS Office.</li> </ul> <p><b><u>Essential Experience:</u></b></p> <ul style="list-style-type: none"> <li>At least two (02) years experience of working with Government / Non government organization.</li> </ul>	21 years to 40 years	Rs. 45,000/- (Consolidated)	<ul style="list-style-type: none"> <li>Class-XII -10</li> <li>Graduation – 20</li> <li>Post Graduation – 30 (Proportionate marking i.e. percentage of marks obtained in the examination *10/100)</li> <li>Experience-10</li> <li>Computer test – 20 (Qualifying marks for computer test is 50%)</li> <li>Interview-10 Marks</li> <li>Total-100 Marks</li> </ul>
02	Data Entry Operator	03 (UR-2, SC-1)	<p><b><u>Essential Qualification:</u></b></p> <ul style="list-style-type: none"> <li>Graduate from any recognised university.</li> <li>Have completed at least one (01) year Diploma / Certificate course in Computer Application from Government Registered institution.</li> <li>Working knowledge of computers with operating knowledge of MS word, MS Excel, MS Power point, MS Access, Internet</li> </ul> <p><b><u>Essential Experience</u></b></p> <ul style="list-style-type: none"> <li>Minimum three (03) years experience in Government sector or five (05) years experience in private sector in data recording and data analysis.</li> </ul>	21 years to 40 years	Rs. 13,560/- (Consolidated)	<ul style="list-style-type: none"> <li>Class-X -10</li> <li>Class-XII-10</li> <li>Graduation – 20</li> <li>Computer test – 50 (Qualifying marks for computer test is 50%)</li> <li>Interview-10 Marks</li> <li>Total-100 Marks</li> </ul>


**N.B.- Essential Qualification Degree through Distant Learning Course or from an open university will not be entertained.**

**Documents Required at the time of physical verification:**


1. Filled up Online Application.
2. Copy of online Money Receipt.
3. Self Attested Photo copy of Admit card of Class-X.
4. Self Attested Photo copies of Mark Sheets of Class-X, Class-XII, Graduation & Post graduation (as per post criteria).
5. Self Attested Photo copy of Caste certificate (to whom applicable)
6. Self Attested Photo copy of Diploma / Certificate course in Computer Application
7. Self Attested Photo copy of Experience Certificate (Experience certificates must consist of Name of the post, Employer's Name, Employee's Name, Date of Joining (DOJ) and Date of Leaving (DOL) otherwise experience certificates will be treated as invalid).
8. Self Attested Photo copy of Voter card / Aadhar card / other address proof.

**Important Information for the candidate**

1. No. of Posts may be changed in future
2. **Application Fees: For UR Rs.100/- only & For SC Rs.50/- only**
3. Age relaxation for SC /ST /OBC candidates as per Govt. norms.
4. One candidate may apply for multiple posts if he/ she are eligible.
5. Multiple application for single post liable to cancellation of candidature.
6. The selection committee reserves the right to reject any online application which is /are not properly filled up.
7. Failure to submit any requisite documents liable to cancellation of candidature at the time of physical verification.
8. **Commencement of submission of online application is 15.11.2021 at 11:00 AM.**
9. **Closing date of submission of application 21.11.2021 up to 4:00 PM**
10. **The engagement of the Coordinator and Data Entry Operator will be on Temporary in nature and will not be extended beyond 31.03.2022.**
11. **Exact date, time & venue for Computer Test / Interview will be published in the official website of DH&FW Samiti, Jalpaiguri – [www.jalpaigurihealth.com/Recruitment](http://www.jalpaigurihealth.com/Recruitment).**
12. 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.
13. Candidates are instructed to not send (postal/ courier/ by hand) hard copy of application form & other relevant documents at this end.
14. All hard copies along with filled up online application form in original & photocopies of relevant documents is to be submitted at the time of physical verification after intimation from this end.

  
12/11/21  
CMOH & Secretary  
DH & FW Samiti, Jalpaiguri

Memo No: CMOH\_JAL/WLK/DHFWS/ 3230 /2021 /1(20)

 Dated, Jalpaiguri 12.11.2021

Copy forwarded for information:-

1. The Mission Director (NHM) & Secretary, H&FW Dept., Govt. of West Bengal, Swasthya Bhawan, Kolkata-91
2. The Director of Health Services, Govt. of West Bengal, Swasthya Bhawan, Kolkata-91
3. The Director of Finance, NHM, H&FW Dept., Govt. of West Bengal, Swasthya Bhawan, Kolkata-91
4. The OSD (Public Health), North Bengal
5. The District Magistrate, Jalpaiguri
6. The District Magistrate (Health), Jalpaiguri
7. The Dy. CMOH-III & Member Secretary, Selection Committee, Jalpaiguri
- 8-13. The Dy. CMOH-I, II, ZLO, DMCHO, DPHNO, DTO Jalpaiguri
15. The Superintendent, Biswa Bangla Kirangan COVID Hospital Jalpaiguri
16. The Superintendent, SSH, Jalpaiguri
17. The Superintendent, Mal SDH, Jalpaiguri
17. The OC Health, Jalpaiguri
18. **The System Coordinator, IT Cell, Health & Family Welfare Department, Swasthya Bhawan, Kolkata-91 with request to publish the advertisement in the website [www.wbhealth.gov.in](http://www.wbhealth.gov.in)**
19. Office Copy

  
12/11/21  
CMOH & Secretary  
DH & FW Samiti, Jalpaiguri