

West Bengal State Health & Family Welfare Samiti

Swasthya Bhawan, Wing-'B', 3rd Floor
GN-29, Sector-V, Bidhannagar, Kolkata – 700091

Recruitment Notice No. *SHFW/2023/277*

Dated: *25/09/2023*

West Bengal State Health & Family Welfare Samiti intends to engage on contract basis for the position of **Programme Assistant- PCPNDT** under **National Health Mission**, Department of Health and Family Welfare, Government of West Bengal and to be posted in State Head Quarter, West Bengal.

Eligible candidates should apply online in the prescribed format as given in Department's Website from **11 am of 2nd May, 2023** to **Midnight of 16th May, 2023** for the mentioned position.

Only online applications will be accepted. Application forms not properly filled in or incomplete application forms are liable to be cancelled. Application fees of ₹100/- have to be deposited through **on-line mode only**. The amount is non-refundable (Details of on-line mode, payment details and important dates are given in General Information point no. 6 & 7).

Existing employees working under National Health Mission in the same position may also apply on own choice. In that case, five (5) years relaxation of age from the maximum age limit mentioned in the recruitment notification will be given to such employees, but will not be entitled to any other benefits of the present position such as continuity of length of service, rationalization benefits and any other benefit, if applicable, against that post. Such employees will start as a fresher in the new position, if selected.

Name of the Position	Programme Assistant- PCPNDT
No. of Vacancy*	1 (Unreserved) [*If any subsequent vacancy of the said post is created till the panel remains valid, such subsequent vacancy may be filled up from the approved panel.]
Place of Posting	State Head Quarter
Consolidated Remuneration	₹22,000.00.*(Increment as per NHM guidelines)
Age limit as on 01.01.2023	Not exceeding 40 years and not less than 21 years
Essential Criteria	[<i>must be completed on or before the first date of online application</i>]
(i)	Graduate from any recognized university.
(ii)	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 and Having a minimum typing speed of 30 words per minute.
Essential Experience	[<i>Experience will be calculated after obtaining the required essential qualification for the above mentioned position, till the first date of online application</i>]
Minimum 3 years experience in Government Sector or 5 years experience in Private Sector in data recording and data analysis Preferably having experience in handling of official correspondence	

MODE OF SELECTION: Selection will be made on the basis of marks obtained in academic qualification, and computer test (as per below mentioned scale of scoring)

Scale of Scoring – Total 100 Marks.

Particulars	Maximum Marks	Remarks
1. Educational Qualification	30	
a) Secondary (Class 10)	5	Proportionate marking (i.e. % of marks * 5/100)
b) Higher Secondary(10+2)	10	Proportionate marking (i.e. % of marks * 10/100)
c) Graduation	15	Proportionate marking (i.e. % of marks * 15/100)
2. Computer Test	70	

[*Note: Marking after rounding off up to 2 decimal points will be considered.*]

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. Essential Qualifications 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 on or before the first date of online application.**
4. Experience will be calculated after obtaining the required essential qualification for the above mentioned position, till the first date of online application.
5. **Hard copy/print copy of the online registration form may be downloaded from the link "<http://hr.wbhealth.gov.in:8888/Index.aspx>"-> "Application Print" and should be retained by all the applicants for future reference.** Without registration form, candidates will not be entertained for original testimonials verification by the authority. No need to send Hard copy/print copy of the online registration form by post. Employer is not liable to give any information regarding the on-line registration no. in future.
6. i) Start date of Application : From 11 a.m. of 2nd May, 2023.
ii) Last date of Registration : Midnight of 11th May, 2023.
iii) Last date of Submission of application Fees : Midnight of 13th May, 2023.
iv) Last date of full Submission of form : Midnight of 16th May, 2023.
7. The online deposition of application fees can be done through net banking or credit/debit card system through an online interface. If the payment is successful, the candidate will be immediately reverted back to the link for final submission of the application form by using the application id already received at the time of Registration. Please do not deposit fee more than one time.
8. As mentioned in addendum issued vide no. HFW-27011/137/2020/1611 dated 23/02/2021 point no. ii, All new employees who have joined / will be joining between 29th December, 2020 to 30th September 2024 against new entry point remuneration as per memorandum vide no. HFW-27011/137/2020/1352 dated 29/12/2020 will not be entitled for annual increment for the financial years 2023-24 and 2024-25. Annual increment will be applicable for these new contractual employees from financial year 2025-26.
9. The candidates, if found ineligible at any stage of recruitment process, will not be called for the subsequent stages of the selection process.
10. The decision of the competent authorities regarding the recruitment is final.
11. The competent authorities may cancel the recruitment process at any stage of the selection process.

Applicants are requested to visit www.wbhealth.gov.in at the link "On-line Recruitment" for on-line applications and link "Recruitment" for information/instruction issued from time to time.



**Executive Director
WB SH & FW Samiti**