

DISTRICT HEALTH & FAMILY WELFARE SAMITI PURBA MEDINIPUR DISTRICT

Registration No. – S/IL/10904 of 2002 – 2003

Tamluk, Purba Medinipur, PIN – 721636.

e-mail : dpmu.mdpe@gmail.com

Telephone No. – 03228 – 270437.

Memo No. DH&FWS/PMU- 925/2013- 14

Date – 24.02.2014

To

The System Coordinator,
Swasthya Bhawan, GN – 29,
Sector – V, Salt Lake City,
Kolkata – 700 091.

The DIO – NIC,
Tamluk, Purba Medinipur.

Subject: - Arrange to upload the Engagement Notice in the W.B Health Website / District Website.

Sir / Madam,

You are requested to make necessary arrangement for upload the 'ENGAGEMENT NOTICE' in the Health Website / District Website as required by DH&FWS, Purba Medinipur. This will be displayed from 26.02.14 to 10.03.2014.

District Health & Family Welfare Samiti, Purba Medinipur District**Engagement of Data Entry Operator on Contractual basis under NPCB.**

Application is invited from eligible candidates for engagement to the post of 1 [one] Data Entry Operator (on contractual) to be posted at District under Dy. CMOH-II Purba Medinipur.

Eligibility Criteria:-

1	Educational Qualification	Graduate (B.A / B.Sc / B.Com).
2	Technical Qualification	One year diploma in computer application from any reputed organization. ** Knowledge of Computer Hardware, Working Skill in LAN Environment / Software understanding of Health Information Management System will be treated as additional advantage.
3	Typing Speed	Minimum 30 words per minute [English].
4	Working Experience	Minimum 2 (Two) years working experience as technical support person, IT assistant, Programming etc.
5	Package Knowledge	Operating system: Windows XP and Windows 7. Office Automation : MS Office 2010 especially Excel, Power point, word. Internet : Thorough working experience in internet explorer or any equivalent browser such as e-mailing, web searching etc.
6	Age	40 years or less as on date of publication of advertisement relaxable for 5 years in case of SC / ST and 3 years in case of OBC.
7	Residence	The candidate must be the permanent resident of Purba Medinipur District.

The posts are purely contractual in nature with initial period of twelve months. The selection will be done on the basis of marks obtained in M.P / H.S / Graduation, Computer proficiency, typing test, experience and interview. The remuneration of DEO is Rs.8,000/- (Rupees eight thousand only) per month with a provision of 5% annual increment depending on performance.

The candidates may apply as per **FORMAT** annexed herewith on A4 size plain paper along with necessary supporting documents (attested photocopy) in support of age, educational qualifications, computer proficiency, experience and place of residence. The application should reach to the Office of the CMOH & Secretary, DH&FWS, Purba Medinipur, Pin-721636 in a sealed envelope superscribing "Application for the post of DEO under NPCB" on the said envelope within 5 P.M of 10th March, 2014 positively. Any deviation of above will subject to instant rejection of the application.

The list of short listed candidates and the date of interview / computer test / typing test would be displayed on the Notice Board of the Office of the CMOH, Purba Medinipur and also in district website in 4th week of March, 2014.

[Signature]
CMOH & Secretary

District Health & Family Welfare Samiti
Purba Medinipur

Date – 24.02.2014

Memo No. DH&FWS/PMU- 925/2013- 14/1(4)

Copy forwarded for information to the:-

1. C.A to Sabhadhipati & Chairman, DH&FWS, Purba Medinipur.
2. C.A to District Magistrate & Executive Vice-Chairperson, DH&FWS, Purba Medinipur.
3. Dy. CMOH – I / II / III / DMCHO / DPHNO, Purba Medinipur.
4. A.CMOH, Tamluk / Haldia / Contai / Egra, Purba Medinipur.

[Signature]
CMOH & Secretary

District Health & Family Welfare Samiti
Purba Medinipur

APPLICATION FORMAT

Application for the post of Data Entry Operator under NPCB

1. Name :
2. Father's Name :
3. Address :

4. Date of Birth - (DD/MM/YYYY) :
5. Sex :
6. Caste Status : General / SC / ST / OBC – A / OBC – B
7. Mobile No. :
8. Qualification (Attested copy must be submitted with the application):

Sl. No.	Educational Qualification	Year of passing	Percentage of Marks (%)
(a)	Secondary		
(b)	Higher Secondary		
(c)	Graduation (B.A / B.Sc/ B.Com)		
(d)	Others if any		

9. Extra Curriculum Activities:

10. Experience (Attested copy of appointment letter / experience certificate etc be submitted) :

- i)
- ii)
- iii)

I do hereby declare that particulars furnished above are correct.

Place:

Date:

Signature of applicant