



Memo.no.DHFWS/advertisement/225

Dated: 26/02/2014

RECRUITMENT NOTICE

District Health and Family Welfare Samity intends to engage **DATA ENTRY OPERATOR FOR NPCB** to be posted at DY. CMOH-II wings.

Eligible candidates should apply in the prescribed format attached herewith. The application must reach to the Office of the CMOH, Birbhum, Suri, Pin-731101 through **Registered post by 18.03.2014 upto 4 pm**. Interview letter will be sent to the shortlisted candidates in due time through Email & ordinary post. The same list will be available at www.birbhum.nic.in.

Details of position & qualification etc:-

1. Name of the post : DATA ENTRY OPERATOR NPCB
2. Number of post : 1 (UR)
3. Monthly Remuneration : 8000.00 per month
4. Age : Up to 40 years (Relaxation will be given to SC/ST/OBC as per GOI norms) as on 01.03.2014
5. Essential Qualification:- i) BA/BCOM/BSC/BCA from a recognized university
ii) One year Diploma in Computer Application
iii) Computer typing speed minimum 30wpm (English)
6. **Experience** : Working experience as technical support person, IT assistant, Programming or similar in nature (Experience certificate must consist of:- i) Name of the organization ii) Employee's Name iii) name of the post iv) place of posting v) Nature/type of work (part time/fulltime etc.) vi) Date of Joining in the post vii) Date of living or still continuing viii) Remuneration ix) Employer's signature, full name, designation, seal and date of issue with memo number. Otherwise his/her experience will be treated as invalid. No appointment letter & voluntary work will be treated as experience certificate)
7. Selection procedure: Screening of application, Computer Typing test, Academic qualification, Experience, interview.
8. Total Scoring : 100 (Academic 35 marks, Computer -40 marks, Experience -10, Interview 15 marks)


26/02/2014


Chief Medical Officer of Health
Birbhum



GOVT. OF WEST BENGAL
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH
& SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY
NATIONAL HEALTH MISSION, BIRBHUM
TEL/ FAX : 03462-257566, 255216
Email- cmohbirbhumi@gmail.com, cmoh_birb@wbhealth.gov.in

Documents required (Xerox copy)

- Application as per proforma
 - Admit card of Madhyamik Examination
 - Mark sheet of MP,HS,BCOM/BSC/BA/BCA
 - Residence Proof certificate
 - Caste proof certificate (if need)
 - Computer Knowledge certificate
 - Experience certificate in
- All copies should be Self attested

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Copy forwarded for information and with the request to display in the notice board for wide circulation to:-

1. The CA to the Sabhadhipati, BZP
2. The CA to the District Magistrate, Birbhumi
3. The CA to the Add. District Magistrate Birbhumi (Gen)
- 4-7. The Station Master Suri/Bolpur/Rampurhat Rly. Station
- 7-10. The PA to the Chairman, Suri /Bolpur/Rampurhat Municipality
- 10-13. The Superintendent Suri/Bolpur/Rampurhat SD Hospital
- 16-36. The BMOHs All

**Chief Medical Officer of Health
Birbhumi**

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Copy forwarded for information to:-

1. The Sabhadhipati, Birbhumi Zilla Parishad
2. The District Magistrate, Birbhumi
3. The Addl District Magistrate, (Gen), Birbhumi
4. The Swasthya Karmadkshya, Birbhumi Zilla Parishad
5. The SDO Suri/Bolpur/Rampurhat Sub division.
6. The BDOs all
7. The DICO- Sidhu Kanhu Mancha, Birbhumi
8. The Dy.CMOH-I/II/III/ DMCHO/ZLO/ DTO/DPHNO
9. The ACMOH all
10. The DIO NIC – He is requested to publish in the Official Birbhumi web site.
11. Mr. Sourov Ghosh, IT Specialist, Dept. of Health and Family Welfare, Swasthya Bhavan, Kolkata-91 – he is requested to publish this advertisement in the wbhealth.gov.in website.
12. The DPMU Section for overall management.

**Chief Medical Officer of Health
Birbhumi**

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Copy forwarded for information to:-

1. The Mission Director, NRHM , Dept. of Health and Family Welfare, Swasthya Bhavan, Kolkata-91
2. The ADHS (Oph) Swasthya Bhavan, Kolkata
3. The HR cell of Swasthya Bhavan, Kolkata

**Chief Medical Officer of Health
Birbhumi**

APPLICATION FORMAT

Application for the post of Data Entry Operator

1.Name:

2.Father's Name:

3.Address:

4.Date of birth:

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(BA/B.Com/B.Sc)		
(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 is correct.

Place:

Date:

Signature of Applicant