

**DISTRICT HEALTH & FAMILY WELFARE SAMITI PURBA MEDINIPUR DISTRICT**

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

Tamluk, Purba Medinipur, PIN – 721636

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Phone : (03228) 270437

Memo No. DH&FWS/MID-E/ **723** /2017-18

Date – 01.08.2017

Applications are invited from eligible candidates for engagement to the post of different categories of staff (on contractual) under National Health Mission (NHM) / National AIDS Control Programme (NACP) to posted in different health unit in Purba Medinipur. It is also mentioned that the vacancy may vary. Details are given in the table below -

Name of the Post	Accounts Personnel of DH/SDH/SGHs under NHM	Lab. Technician (Blood Bank) under NACP
No. of Vacancies	1 (UR - 1)	3 (SC-1, UR-2)
Qualification (Essential)	a) Bachelor's Degree in commerce from any UGC recognized university. b) Working knowledge of Computer (especially in MS Office, Internet & Accounting Package like TALLY) (Certificate required).	a) Degree in Medical Laboratory Technology (MLT) OR Diploma in Medical Laboratory Technology (MLT) b) Should have completed 10+2 before obtaining Diploma or Degree c) The Degree or Diploma should be from a University / Institution recognized by the Central Government or State Government. d) The candidate should be registered with the concerned Para-Medical Council, if applicable. e) Working knowledge of Computer. (Certificate required)
Qualification (Desirable)	Preference may be given to Post Graduates in Commerce.	a) Post Graduate Degree. b) Proficiency in MS Office.
Experience	<u>Desirable</u> : Experience in computerised accounting, preferably in Govt. Sector.	<u>Essential</u> : Minimum two years after degree & three years after diploma.
Residential Status	Must be a resident of Purba Medinipur District.	---
Age	Maximum 35 years as on 01.01.2017	Maximum 60 years as on 01.01.2017
Remuneration	16,860/= Per Month	13,000/= per Month

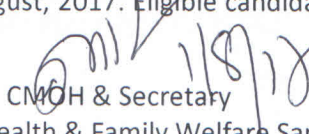
All the mentioned post are purely contractual in nature with initial period up to 31.03.2018. The selection will be done on the basis of Academic Qualification &/or Written Test &/or Computer Test &/or Interview. The tenure of engagement may be renewed on the basis of satisfactory performance and approval of state authority.

The candidates may apply only in the FORMAT annexed herewith on A4 size plain paper. The following documents must be annexed with application -

- One Self Attested Photograph pasted on proper place of application format.
- Self Attested photocopies of –
  - Admit of Madhyamik / Equivalent (as proof of Age)
  - Voter / ADHAAR Card (as proof of Address & Photo Identity)
  - All necessary Marksheet of all educational qualification starting from Madhyamik/Equivalent.**
  - Experience Certificate (Offer/Joining Letter will not be treated as proof of experience) from appointing authority properly mentioning joining date, tenure and date of resignation/retirement (if applicable).
  - Computer Certificate.
  - NOC of Employer wherever applicable.

Application should reach to the office of the CMOH & Secretary, District Health & Family Welfare Samiti, Purba Medinipur, PIN – 721636 in a sealed envelope superscribing "APPLICATION FOR THE POST OF \_\_\_\_\_" on the said envelope within 5 PM on or before 11<sup>th</sup> August, 2017 positively.

Detailed schedule of selection procedure will be published in the Notice Board of the Office of the CMOH, Purba Medinipur and also in the website in due time. Tentative date of tests is 18<sup>th</sup> August, 2017. Eligible candidates will be informed through web/sms/email.

  
 CMOH & Secretary  
 District Health & Family Welfare Samiti  
 Purba Medinipur

# APPLICATION FORMAT

To,  
The CMOH & Secretary,  
District Health & Family Welfare Samiti,  
Purba Medinipur

Paste recent  
Passport size  
photograph duly  
signed across

## APPLICATION FOR THE POST OF

Sir,

In response to your advertisement notice no. \_\_\_\_\_ Date \_\_\_\_\_ for the post of

\_\_\_\_\_, I prefer myself as a candidate. Details of my

BIO-DATA is given below :

1. Name (IN BLOCK LETTERS) :
2. Father's Name :
3. Husband's Name (for married female) :
4. Date of Birth (DD/MM/YYYY) :
5. Sex :
6. Marital Status :
7. Caste / Category (Put Tick Mark) : GEN ☐ SC ☐ ST ☐ OBC-A ☐ OBC-B ☐ PH ☐
8. Address (as mentioned in EPIC/ADHAAR) :
9. Mobile Number :
10. e-Mail ID :
11. Qualification Details :

Sl. No.	Qualification	Year of Passing	Board / University	Total Marks	Marks Obtained	Percentage
01	Madhyamik / Equivalent					
02	HS / Equivalent					
03	Graduation / Equivalent					
04	PG / Equivalent					
05	Others (if any)					

\*For Madhyamik calculate marks obtained except additional marks. For HS calculate marks obtained as total of two compulsory languages and best three of rest subjects. For honours graduates calculate total marks & marks obtained only for Honours Subjects.

**12. Computer Knowledge details :**

Sl. No.	Name of Institution	Year of Passing	Course Duration	Course Name & Modules Covered
01				
02				
03				

**13. Experience Details :**

Sl. No.	Details of employer (Organisation Name & Address)	Joining Date	Working Tenure (In complete Years)	Designation & JOB DESCRIPTION
01				
02				
03				

**Declaration**

I do hereby declare that particulars furnished above are all correct.

Place :

Date :

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Signature of Applicant