

GOVERNMENT OF WEST BENGAL  
District Health & Family Welfare Samiti, Alipurduar

Registration No: S/M/2347 of 2015-16

Matrisadan Building, 1<sup>st</sup> Floor, New Alipurduar, Ward No. XVI, Dist: Alipurduar, Pin: 736121

Telephone No: 03564-257200 :: Email ID: [dh&fwsapd@gmail.com](mailto:dh&fwsapd@gmail.com)

Memo. DH&FWS/APD No. 1242

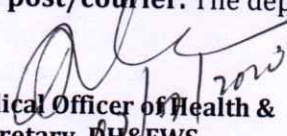
Date: 07.01.20

**RECRUITMENT NOTICE**

Applications are invited from eligible candidates for recruitment to various contractual posts under different programmes & schemes as per format/ as per **Terms of Reference (TOR)** provided in details in the **State Health Website** ([www.wbhealth.gov.com](http://www.wbhealth.gov.com)), **District website** ([www.alipurduar.gov.in](http://www.alipurduar.gov.in)) & District Health website (<https://http://apdhealth.in/>) and the **office notice boards** of the **District Magistrate, Alipurduar; Zilla Parishad, Alipurduar; Office the Chief Medical Officer of Health, Alipurduar** and the **Superintendents** of District Hospital, Alipurduar, State General Hospital, Birpara & Super/Multi Speciality Hospital, Falakata.

1. **Social Worker(NRC):** Total post-1 (UR)
2. **Sahayika (NRC):** Total post-1 (SC)
3. **Staff Nurse (NRC):** Total post-1 (UR)
4. **Facility Level Quality Manager- FLQM:** Total post-1 (UR)
5. **Physiotherapist (District NCD Clinic):** Total post-1 (UR)
6. **GNM (Thalassaemia Control Programme):** Total post-2 (1-UR / 1- SC)
7. **Staff Nurse (NUHM):** Total post-1 (SC)
8. **ICTC Counselor:** Total post-1 (UR)
9. **ICTC Lab Technician:** Total post- 3 (three) (1-UR / 1- SC / 1- ST)
10. **Multi Rehabilitation Worker (Under NPHCE Programme):** Total post- 2 (1-ST, 1-OBC-A)

The applicant must submit attested/self attested copies of all relevant supportive documents in the specified format along with **Non-Refundable Demand Draft of Rs. 100/- (Rs. 50/- for reserve category candidates)** in favour of **CHIEF MEDICAL OFFICER OF HEALTH, ALIPURDUAR** are to reach the office of the Chief Medical Officer of Health & Member Secretary, DH&FWS, Matrisadan (1<sup>st</sup> floor), Ward No. XVI, New Alipurduar, Alipurduar, Pin code: 736121 **by 22.01.2020 at 4 PM only by registered post/speed post/courier.** The department will not be responsible for any postal delay.


  
Chief Medical Officer of Health &  
Secretary, DH&FWS  
Alipurduar

Date: 07.01.20

Memo. DH&FWS/APD No. 1242/1 (4)

Copy for information with a request to display in the office notice board along with the TOR:

1. The District Magistrate, Alipurduar
2. The ADM (Health), Alipurduar
3. The SDO, Alipurduar
4. The Superintendent, District Hospital, Alipurduar/SGH, Birpara/SSH, Falakata


  
Chief Medical Officer of Health &  
Secretary, DH&FWS  
Alipurduar

Date: 07.01.20

Memo. DH&FWS/APD No. 1242/1 (8)

Copy for information to:

1. The Chairperson, District Level Selection Committee, Alipurduar
2. The Director of Health Services & e.o. Secretary, Govt of West Bengal
3. The Mission Director, NHM & Commissioner (FW) & Secretary of the Govt of WB
4. The Additional Mission Director, NHM, Govt of WB, Kolkata
5. The Deputy CMOH - I/II/ DMCHO /DTO/DPHNO, Alipurduar
6. The Accounts Officer, Office of the CMOH, Alipurduar
7. The HR Cell, Swasthya Bhawan, Kolkata-91
8. Office copy

  
Chief Medical Officer of Health &  
Secretary, DH&FWS  
Alipurduar

## TERMS OF REFERENCE FOR RECRUITMENT

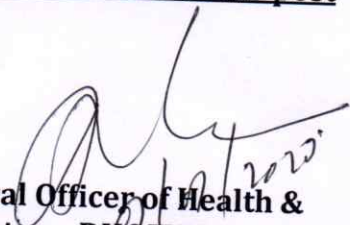
Sl. No.	Designation & consolidated salary (in Rs.)	No. of Posts	Criteria/qualifications
1	<b>Social Worker (NRC)</b> (Rs. 13,560/- per month)	Total post-1 (UR)	<p><b>1. Essential:</b></p> <p>i. Graduate degree (B.A/B.Sc/B.Com) from any recognized University.</p> <p>ii. 1 (one) year diploma in Computer Application from any reputed organization.</p> <ul style="list-style-type: none"> <li>• Operating System- Windows XP, Windows 10 or latest version</li> <li>• Office Administration- MS Office 2010 especially MS Excel, Power point and MS Word</li> <li>• Internet- Through working experience in Internet explorer or any equivalent such as e-mailing and web browsing</li> </ul> <p>a. Minimum age 20 years &amp; maximum age 40 years as on date of publication of the advertisement (age relaxation for reserved candidates as per Govt. norms) as on 01.01.2020.</p>
2	<b>Sahayika (NRC)</b> (Rs. 3500/- per month)	Total post-1 (SC)	<ol style="list-style-type: none"> <li>1. Female</li> <li>2. Aged 20-40 years as on 01.01.2020; relaxation for SC/ST &amp; OBC candidates as per government norms</li> <li>3. Higher Secondary or equivalent passed</li> <li>4. Must know all types of cooking</li> <li>5. Local candidate preferably within 5 kms of DH, Alipurduar (<b>Residential Certificate</b>) from Chairman, Alipurduar Municipality or SDO, Alipurduar or BDO of respective block</li> <li>6. Good command over local language</li> </ol>
3	<b>GNM (NRC)</b> (Rs. 17,220/- per month)	Total post-1 (UR)	<ol style="list-style-type: none"> <li>a. Female</li> <li>b. Age: Not exceeding 40 years and not below 21 as on <b>01.01.2020</b>; relaxation for SC/ST/OBC candidates as per government norms</li> <li>c. Should have completed B.SC or GNM course from recognized institution</li> <li>d. Must be permanent resident of the district (Residential certificate from Chairman, Alipurduar Municipality/Sub Divisional Officer, Alipurduar/Block Development Officer/Other bonafide Government Officer Should be able to read, write and speak Bengali</li> </ol>
4	<b>Facility Level Quality Manager- FLQM</b> Under DQAC ((Rs. 35,000/- per month))	Total post-1 (UR)	<p><b>1. Essential:</b></p> <p><b>MBBS / Dental / AYUSH / Nursing / Life Science / Social Science graduate with masters in Hospital Administration / Health Management</b> with one year experience in Public Health / Hospital Administration. Candidates with experience in Healthcare Quality / Formal quality of a quality system would be preferred, Fluency in English, Computer literacy. Knowledge of government legislations and policies are essential. Candidates must have good communication skills both written and verbal.</p>

5	<b>Physiotherapist (District NCD Clinic)</b> (Rs. 20,000/- per month)	Total post-1 (UR)	<p><b>1. Essential:</b></p> <p>i. Bachelor degree in Physiotherapist (BPT)</p> <p>ii. Age limit up to 40 years as on 01.01.2020</p> <p><b>2. Experience:</b></p> <p>i. At least 2 (two) years experience of working in a hospital</p>
6	<b>GNM (Thalassaemia Control Programme)</b> (Rs. 16,860/- + Rs. 300/- Washing Allowances per month)	Total post-2 (1-UR / 1- SC)	<p><b>1. Minimum Qualification required:</b></p> <p>i. Completed GNM course recognized by Indian Nursing Council (INC)</p> <p><b>2. Desirable:</b></p> <p>i. Experience in working with Thalassaemia patients and their families.</p> <p><b>3. Maximum Age required:</b></p> <p>i. 40 (forty) years as on 01.01.2020</p>
7	<b>Staff Nurse (NUHM)</b> (Rs. 17,220/- per month)	Total post-1 (SC)	<p>GNM from an Institute recognized by the Indian Nursing Council. Candidate should have proficiency in local language</p> <p><b>Maximum Age (years) at the time of engagement 64</b></p>
8	<b>ICTC Counselor</b> (Rs. 13,000/- per month)	Total post-1 (UR)	<p><b>1. Essential:</b></p> <p>i. Post Graduate Degree / Diploma in Psychology / Social Work / Sociology / Anthropology / Human Development / Nursing</p> <p style="text-align: center;"><b>OR</b></p> <p>Graduate in Psychology / Social Work / Sociology / Anthropology / Human Development / Nursing</p> <p>Other expertise required a. Working knowledge of Computer.</p> <p><b>2. Desirable:</b></p> <p>i. At least 1 (one) year experience of working in field of counseling in health sector; preferably in HIV/AIDS. (after PG/Diploma)</p> <p style="text-align: center;"><b>OR</b></p> <p>At least 3 (three) years experience of working in field of counseling in health sector; preferably in HIV/AIDS. (after Degree/Diploma)</p> <p><b>Age: Upto 60 years (as on 01.01.2020)</b> (Relaxation as per Govt. norms)</p>
9	<b>ICTC Lab Technician</b> (Rs. 13,000/- per month)	Total post-3 (three) (1-UR / 1- SC / 1-ST)	<p><b>Essential Qualification &amp; Experience:</b></p> <p>a. Graduate in Medical Laboratory Technology (B.Sc); with minimum 1 year experience after graduation.</p> <p style="text-align: center;"><b>OR</b></p> <p>b. Diploma in Medical Laboratory (DMLT); with minimum 2 years experience after diploma.</p> <p><b>Other experience required:</b></p> <p>1. Working knowledge of computer</p> <p><b>Age: Upto 60 years (as on 01.01.2020)</b> (Relaxation as per Govt. norms)</p>

10	<b>Multi Rehabilitation Worker (Under NPHCE Programme)</b> (Rs. 15,000/- per month)	Total post- 2 (1-ST, 1-OBC-A)	<b>Essential Qualification:</b> <ol style="list-style-type: none"> <li>10+2 or equivalent qualification</li> <li>One and half year certificate course of Multi Rehabilitation worker from recognized Institute/BPT/MPT</li> <li>Registered as Rehabilitation Personnel under Rehabilitation Council of India Act, 1992.</li> </ol> <b>Desirable:</b> <ol style="list-style-type: none"> <li>At least 1(one) year experience of working in a Hospital</li> </ol> <b>Age limit:</b> <ol style="list-style-type: none"> <li>Upto 40 years as on 01.01.2020</li> </ol>
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The applicant must submit self attested copies of educational/training qualifications, experience, bonafide SC/ST/OBC certificate, Residential certificate, Birth certificate or admit card of Madhyamik or equivalent examination for proof of date of birth, and in the **specified format** with **Non- refundable Demand Draft of Rs. 100/- (Rs. 50/- for reserve category candidates)** in favour of **CHIEF MEDICAL OFFICER OF HEALTH, ALIPURDUAR** are to reach the office of the Chief Medical Officer of Health & Member Secretary, DH&FWS, Alipurduar by **22.01.2020 at 4 PM only** by **Registered post/Speed post/Courier**. The department will not be responsible for any postal delay.

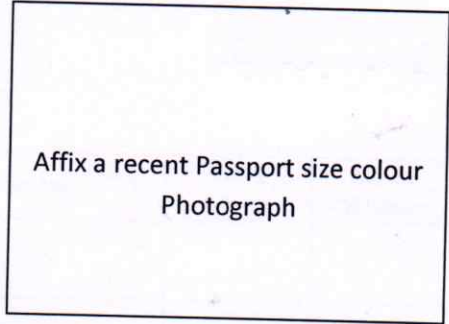
The envelopes containing the application with supporting documents should be **sealed, addressed to the Chief Medical Officer of Health & Member Secretary, DH&FWS, Matrisadan** (1<sup>st</sup> floor), Ward No. XVI, New Alipurduar, Pin code: 736121 **Alipurduar** and the **name of the post applied for written in bold letters on the envelope.**

  
 Chief Medical Officer of Health &  
 Secretary, DH&FWS  
 Alipurduar

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**APPLICATION FORMAT**  
**( USE BLACK/BLUE BALL PEN FOR FILLING UP THE APPLICATION )**

To  
The Chief Medical Officer of Health  
&  
Member Secretary, District Health & Family Welfare Samity  
New Alipurduar, Matri Sadan Building 1<sup>st</sup> Floor,  
Ward No. XVI, Alipurduar, Pin: 736121  
West Bengal



**Application for the post of** \_\_\_\_\_

1. Name in Full (In Block Letters) : \_\_\_\_\_

2. Name of the Father / Husband : \_\_\_\_\_

3. Date of Birth : 

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4. Age as on 01.01.2020 :

5. Sex (Please tick the suitable) :  Male  Female

6. Nationality :

7. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_

P.S. \_\_\_\_\_ P.O. \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Pin:

8. Present Postal Address :: \_\_\_\_\_  
\_\_\_\_\_

P.S. \_\_\_\_\_ P.O. \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Pin:

9. Contact No : \_\_\_\_\_

*a*

10. Email ID :

11. Caste :

(Please enclose self attested  
Photocopy of caste certificate)

12. Educational Qualification : (Self attested photocopies must be enclosed)

Sl. No.	Examination Passed	Year of Passing	Board / University	Total Marks	Marks Obtained

**N.B:** a. *In case self attested mark sheets are not attached with the application, the marks will not be considered*  
b. *Total marks & marks obtained should be excluding additional subjects and should be in absolute numbers and not in percentage*

13. Computer Qualification :

(Please enclose self attested  
Photocopy of computer certificate)

14. Details of Work Experience :

*(Please enclose self attested photocopy of experience certificate clearly mentioning the period of work with monthly salary in the official letter head with signature, seal and date)*

### **DECLARATION**

"I hereby declared that all statements made in this application are correct to the best of my knowledge and belief and in the event of my information being found false my candidature is liable to be cancelled."

Place:

Date:

\_\_\_\_\_  
(Full Signature of the Applicant)