



GOVERNMENT OF WEST BENGAL
Office of the Chief Medical Officer of Health
District Health & Family Welfare Samiti, Jalpaiguri

(District Health Administrative Building, 1st Floor, Hospital Road, Jalpaiguri)
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Memo No DHFWS/191/15

Dated, Jalpaiguri 13-05-2015

District Health & Welfare Samiti, Jalpaiguri will engage of Data Entry Operator under **Sick Newborn Care Unit (SNCU)**, Jalpaiguri, Government of West Bengal on purely contractual basis.

Online applications are invited in the website www.jalpaigurihealth.com from the eligible candidates for engagement of Data Entry Operator (SNCU) on contract basis from 15-05-15 at 11.30AM to 06-06-15 at 4PM.

The candidates must submit their attested copy of testimonials quoting the online generated registration number (generated at the time of online application) by registered / speed post to the CMOH & Secretary, DH & FW Samiti, Jalpaiguri, CMOH Office, 1st Floor District Health & Administrative building, Hospital Para, Jalpaiguri-735101. The same should reach by 12-06-15.

Sl. No.	Name of the Post	Category	Educational Qualification	Technical Qualification	Working Experience	Age	Remuneration (Per Month)
1	Data Entry Operator (SNCU)	UR-1	Graduate from any recognized university and having at least 1 (one) 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.	Minimum 3 years experience in Govt. Sector or 5 years experience in data recording and data analysis in Pvt. Sector and preferably having experience in handling of official correspondence.	40 years or less as on the 1 st date of year of publication of the advertisement with relaxation for SC/ST/ BOC candidates as per Govt. norms.	13,560/-

N.B.:

- Candidates applying for the post should have the requisite qualification and experience as on last date of application.
- Applicants should be permanent resident of the Jalpaiguri District.

Mode of Selection

It would be a 2 (two) stage of selection process. Candidates will be shortlisted on the basis of academic qualification the ratio of 1:5. Shortlisted candidates would have to appear for computer test.

Documents Required:

- Photo proof identity card (Passport or Voter Card or ADHAR Card or Pan Card)
- Proof of Address (Passport or Voter Card or ADHAR Card)
- Age proof Certificate (Admit Card –MP or equivalent certificate)
- Mark Sheet MP, HS and Degree
- Experience Certificate (Experience certificates must consist of Name of the post, Employer's name, Employee's Name, Date of Joining (DOJ) and Date of Leaving (DOL) otherwise experience certificates will be treated as invalid).
- Permanent residential certificate


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