



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

(District Health Administrative Building, 1<sup>st</sup> Floor, Hospital Road, Jalpaiguri)

e-mail: [dycmoh2@wbhealth.gov.in](mailto:dycmoh2@wbhealth.gov.in) / [idsp.jalpaiguri.wb@gmail.com](mailto:idsp.jalpaiguri.wb@gmail.com) :: Tele Fax No: 03561-222458

**Memo No: CMOH\_JAL/2015/DHFW/2ND/ 458**

**Dated: 16/10/2015**

District Health & Welfare Samiti, Jalpaiguri will engage different categories of staff under various programs under the Department of Health & Family Welfare Samiti, Jalpaiguri, Government of West Bengal on purely contractual basis.

Online applications are invited in the website [www.jalpaigurihealth.com](http://www.jalpaigurihealth.com) from the eligible candidates for engagement of different categories of staff under various programs under the District Health & Family Welfare, Jalpaiguri District on contract basis from 29-10-2015 to 18-11-2015.

**The candidates must submit their print out of filled up online application and self attested copy of testimonials in an envelope superscript with the name of the post by registered / speed post to the CMOH & Secretary, DH & FW Samiti, Jalpaiguri, CMOH Office, 1<sup>st</sup> Floor District Health & Administrative building, Hospital Para, Jalpaiguri-735101. The same should reach by 26-11-2015.**

Sl. No.	Name of the Post	No. of Post Category wise	Qualification	Essential Experience	Age as on 01-09-15	Consolidate Remuneration Rs. (Per Month)
1	Data Entry Operator (NPCDCS)	UR-1	<ul style="list-style-type: none"> <li>Graduate with Diploma in Computer Application (Minimum 1 Year) from reputed institute</li> <li>Typing speed in English/Bengali 40/30 .p.m.</li> </ul>	Minimum 1 Yr. experience as Data Entry Operator	Up to 40 Yrs.	10,000/-
2	Counsellor (NPCDCS)	UR-2 OBC-A-1	<ul style="list-style-type: none"> <li>Bachelor Degree in Social science from a recognised university</li> <li>Diploma in Counselling in health education/mass communication</li> </ul>	At least 2 years Experience in counseling in health care facility	Up to 40 Yrs.	12,000/-
3	Physiotherapist (NPHCE)	UR-3 SC-2, ST-1 OBC-A-1	<ul style="list-style-type: none"> <li>Bachelor Degree in Physiotherapist (BPT) from a recognised university</li> </ul>	At least 2 yrs. Experience of working in a hospital	Up to 40 yrs.	15,000/-
4	Staff Nurse (NPCDCS & NPHCE)	UR=11 SC=6 ST=1 OBC-A=2 OBC-B=2	<ul style="list-style-type: none"> <li>Bachelor Degree / Diploma in nursing</li> </ul>	At least 2 years exp. In hospital	Up to 40 Yrs.	15,000/-
5	Sanitary Attendant (NPHCE)	UR-1	<ul style="list-style-type: none"> <li>Matriculation</li> </ul>	At least 2 years experience of working in hospital	Upto 40 Yrs.	7000/-
6	MTS (NVBDCP)	UR-1 ST-1 OBC-A=1	<ul style="list-style-type: none"> <li>Graduate in bio-science from a recognised university</li> <li>Should possess a valid 2 wheeler driving license</li> <li>Preferably from Jalpaiguri &amp; Alipurduar District</li> </ul>	At least 2 years Experience in health related program	Up to 40 Yrs.	10,500/-
7	Data Entry		<ul style="list-style-type: none"> <li>Graduate from any</li> </ul>	At least 2 Years exp. In	Up to	8,000/-

	Operator (NPCB)	UR-1	recognised University • Diploma in Computer Application (Minimum 1 Yr.)	Accounts	40 Yrs.	
8	ICTC Lab Technician (DAPCU)	ST-1 OBC-A-1 OBC-B-1	<b>Essential Qualification:</b> Graduate in Medical Laboratory Technology (B.Sc. MLT) OR Diploma in Medical Laboratory Technology (DMLT) Other expertise required; Working knowledge of computers	At least 1 year experience (after graduation) OR At least 2 years experience (after diploma)	Up to 60 Yrs.	13,000/-
9	ICTC Counsellor (DAPCU)	SC-1 ST-1	<b>Essential Qualification:</b> Post Graduate Degree/ Diploma in Psychology / Social Work / Sociology / Anthropology / Human Development/ Nursing OR Graduate in Psychology / Social Work / Sociology / Anthropology / Human Development / Nursing Other expertise required; Working knowledge of computers	At least 1 year experience of working in field of counselling in health sector; preferably in HIV/AIDS. (after PG/ Diploma) OR At least 3 years experience of working in field of counselling in health sector; preferably in HIV/AIDS. (after Degree/ Diploma)	Up to 60 Yrs	13,000/-
10	Data Entry Operator (NUHM)	UR-1	<b>Educational Qualification:</b> Graduate from any recognized university and having at least 1 (one) year Diploma / Certificate course in Computer Application from Govt. registered Institution. <b>Technical Qualification:</b> 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.	Upto 40 Yrs.	13,560/-
11	Sahayika (NRC) Only for female	ST-1	<b>Educational Qualification:</b> • At least Higher Secondary Passed • Good command on local language of the district	---	Min. 20 upto 40 Yrs.	3,500/-
12	District Programme Coordinator (RNTCP)	UR-1	<b>Essential Criteria</b> 1. MBA/PG Diploma in Management/Health Administration from a recognized Institute/University. <b>Preferential Criteria</b> 1. Post Graduation 2. Preference will be given to those who have worked in field of Development /Health at District or State Level. 3. Basic Knowledge of Computer	At least one year experience in related field	Min. 22 upto 62 Yrs.	22,000/-



13	District PPM(Public Private Mix) Coordinator (RNTCP)	SC-1, UR-1	<b>Essential Criteria</b> 1. Post Graduate 2. Permanent Two wheeler Driving License and able to drive Two wheeler) <b>Preferential Criteria</b> 1. Preference to those who have worked in RNTCP 2. Certificate/Diploma/Degree/Masters holders in Social Science or Mass Media or Communication or Rural Development advocacy or partnerships or related fields 3. Basic Computer Knowledge	One year experience of working in field of communication / ACSM /Public Private partnership/Health Project or Programs	Min. 22 upto 62 Yrs.	19,000/-
14	DRTB Counsellor (RNTCP)	UR-1	<b>Essential Criteria</b> 1. Bachelors or Equivalent degree in Social Work/Sociology/Psychology <b>Preferential Criteria</b> 1. Masters degree/PG diploma in Social Work/Sociology/Psychology 2. Basic Computer Knowledge 3. Experience in RNTCP or worked as a Counsellor	---	Min. 22 upto 62 Yrs	10,000/-
15	DEO (RNTCP)	SC-1	<b>Educational Qualification:</b> Graduate from any recognized university and having at least 1 (one) year Diploma / Certificate course in Computer Application from Govt. registered Institution. <b>Technical Qualification:</b> 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.	Upto 40 Yrs.	13,560/-
16	District PMDT & TB HIV Coordinator (RNTCP)	SC-1	<b>Essential Criteria</b> 1. Graduate 2. Certificate course in computer operation (minimum two months) 3. Permanent two wheeler driving license & should be able to drive two wheeler.	1. Experience in related field as supervisor capacity .  Good communication skills in local language & willing to travel in the area of work	Min. 22 upto 40 Yrs	16,860/-
17	TBHV (RNTCP)	SC-1, UR-1	<b>Essential Criteria:</b> Graduate <b>OR</b> 1. Intermediate(10 + 2) and experience of working as MPW/LHV/ANM/ Health worker Certificate or higher course in Health Education /Counseling <b>OR</b> 3. Tuberculosis health visitor's recognized course 4. Certificate course in computer Operations (minimum two months)	1. Experience in related field. 2. Training course for MPW <b>OR</b> recognized sanitary inspector's course	Min. 22 upto 62 Yrs	13,560/-

N.B.

**Documents Required: (For Sl. No. 1 to 11)**

1. Online generated registration number
2. Admit card of Madhyamik or equivalent examination
3. Mark Sheets MP,HS, Degree and Master Degree as per post criteria
4. Caste certificate (to whom applicable)
5. Computer Diploma Certificate as per post criteria
6. Two Wheeler valid Driving Licence ((M. Cycle/Scooter) (only for MTS))
7. Applicants for a permanent resident of the Jalpaiguri District (only for Data Entry Operator (NUHM))
8. 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**).
9. Permanent residential certificate for Data Entry Operator (NUHM) sl. no. 10.
10. Age relaxation for SC/ST/OBC candidates as per Govt. norms.
11. Preference should be given to local eligible candidates (preferably residing within 5 km around Saptibari PHC) only for the post of Sahayika (NRC).
12. Common points required for Sl. No. 12 to 17
  - a. A working Mobile contact number
  - b. Should reside at the duty headquarter
  - c. Should have PAN / Aadhar card number/ Voter card
  - d. Applicant must be a resident of Jalpaiguri / Alipurduar district.

**Documents Required: (For Sl. No 12) for the post of District Programme Coordinator:**

- a. Print out of on-line application with uploaded photograph, uploaded signature at desirable space.
- b. Admit card of Madhyamik or equivalent examination(Essential)
- c. Madhyamik / equivalent Examination Mark sheet. (From recognized institution ) (Essential)
- d. Higher Secondary / equivalent Examination Mark sheet. (From recognized institution) (Essential)
- e. Graduation course Mark sheet.( From recognized institution) (Essential)
- f. MBA/PG Diploma in Management/Health Administration from a recognized Institute/University. (Essential)
- g. Experience certificate (minimum 1 year) from competent authority, Development /Health at District or State Level with mentioning time period. (Essential)
- h. Post graduation Mark sheet ( From recognized institution)(Preferential)
- i. Computer course Certificate.(Preferential) ( if done in private the organization / firm should be registered under registration act)
- j. Photo copy of Voter card

**Documents Required: (For Sl. No 13) for the post of District PPM(Public Private Mix) Coordinator**

- a. Print out of on-line application with uploaded photograph, uploaded signature at desirable space.
- b. Admit card of Madhyamik or equivalent examination
- c. Caste certificate (to whom applicable).
- d. Madhyamik / equivalent Examination Mark sheet. (From recognized institution.) (Essential)
- e. Higher Secondary / equivalent Examination Mark sheet. (From recognized institution.) (Essential)
- f. Graduation course Mark sheet from recognized institution. (From recognized institution.) (Essential)
- g. Post Graduation Mark sheet from recognized institution (Essential)
- h. Experience certificate with mentioning time period (Minimum one year experience) of working in field of communication/ACSM/Public Private partnership/Health Project or Programs. Experience from the private sector: the organization / firm should be registered under registration act & work done in the area are to be certified by concern Govt. Dept.) (Essential).
- i. Valid permanent two wheeler driving license showing date of expiry.(Essential)
- j. Certificate/Diploma/Degree/Masters holders in Social Science or Mass Media or Communication or Rural Development advocacy or partnerships or related fields(preferential)
- k. Computer course Certificate. if done in private the organization / firm should be registered under registration act)(Preferential)
- l. Photo copy of Voter card

**Documents Required: (For Sl. No 14) for the post of DRTB Counsellor**

- a. Print out of on-line application with uploaded photograph, uploaded signature at desirable space.



- b. Admit card of Madhyamik or equivalent examination
- c. Madhyamik / equivalent Examination Mark sheet. (From recognized institution.) (Essential)
- d. Higher Secondary / equivalent Examination Mark sheet. (From recognized institution.) (Essential)
- e. Bachelors or Equivalent degree in Social Work/Sociology/Psychology course Mark sheet from recognized institution. (From recognized institution.) (Essential)
- f. Masters degree/PG diploma in Social Work/Sociology/Psychology Mark sheet from recognized institution (Preferential)
- g. Experience in RNTCP or worked as a Counsellor. Experience from the private sector: the organization / firm should be registered under registration act & works are to be certified by concern Govt. Dept.) (Preferential).
- h. Computer course Certificate.( if done in private the organization / firm should be registered under registration act)(Preferential)
- i. Photo copy of Voter card

**Documents Required: (For Sl. No 15) for the post of Data Entry Operator:**

- a. Print out of on-line application with uploaded photograph, uploaded signature at desirable space.
- b. Admit card of Madhyamik or equivalent examination(Essential)
- c. Madhyamik / equivalent Examination Mark sheet. (From recognized institution ) (Essential)
- d. Higher Secondary / equivalent Examination Mark sheet. (From recognized institution) (Essential)
- e. Graduation course Mark sheet from recognized institution. (From recognized institution.) (Essential)
- f. Caste certificate (to whom applicable)
- g. MINIMUM one year Diploma/ Certificate in Computer Application from Govt. registered institution. (Essential)
- h. Working Experience: Minimum 3 years experience in Govt. Sector or 5 years experience in data recording & data analysis in private sector and preferably having experience in handling of official correspondence. Experience certificate from competent authority, with mentioning time period. .(Essential)
- i. Photo copy of Voter card

**Documents Required: (For Sl. No 16) for the post of District PMDT & TB HIV Coordinator:**

- a. Print out of on-line application with **uploaded photograph, uploaded signature** at desirable space.
- b. Admit card of Madhyamik or equivalent examination
- c. Madhyamik / equivalent Examination Mark sheet. (From recognized institution )
- d. Higher Secondary / equivalent Examination Mark sheet. (From recognized institution)
- e. Graduation course Mark sheet.( From recognized institution)
- f. Post graduation Mark sheet (if done)( From recognized institution)
- g. Caste certificate (to whom applicable)
- h. Computer course Certificate **with mentioning duration of course.(Essential)** ( if done in private the organization / firm should be registered under registration act)
- i. Valid permanent two wheeler driving license showing date of expiry.(Essential)
- j. Experience certificate from competent authority, in any public health programme **as a supervisory capacity** with mentioning time period. (preferential)
- k. Photo copy of Voter card

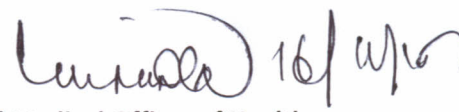
**Documents Required: (For Sl. No 17) for the post of TBHV :**

- a. Print out of on-line application with **uploaded photograph, uploaded signature** at desirable space.
- b. Admit card of Madhyamik or equivalent examination
- c. Madhyamik / equivalent Examination Mark sheet. (From recognized institution.)
- d. Higher Secondary / equivalent Examination Mark sheet. (From recognized institution.)
- e. Graduation course Mark sheet from recognized institution. (From recognized institution.)
- f. Caste certificate (to whom applicable).
- g. Computer course Certificate **with mentioning duration of course.**( if done in private the organization / firm should be registered under registration act)
- h. Experience of working as MPW/LHV/ANM/ Health worker / Certificate or higher course in Health Education / Counseling for who applying as Intermediate (10+2 ) pass candidate.(Experience from the private sector: the organization / firm should be registered under registration act & work done in the area are to be certified by concern Govt. Dept.)
- i. **Mark sheet** of Tuberculosis health visitor's recognized course. (If done from private, the organization / firm should be registered under registration act).
- j. **Certificate** of successful completion of training for Multi-purpose health workers or recognized sanitary inspector course. (Preferential).
- k. Experience certificate from competent authority, in any public health programme with mentioning time period. (preferential)
- l. Photo copy of Voter card

**\*\*\* Failure to submit any requisite documents liable to cancellation of candidature.**

## Process of recruitment

Sl. No	Name of post	Process
1	Data Entry Operator (NPCDCS)	<ul style="list-style-type: none"> <li>• Screening &amp; Scoring on Qualification and experience</li> <li>• Written Test</li> <li>• Computer Test</li> <li>• Interview</li> </ul>
2	Counselor (NPCDCS)	<ul style="list-style-type: none"> <li>• Screening &amp; Scoring on Qualification and experience</li> <li>• Computer Test</li> <li>• Interview</li> </ul>
3	Physiotherapist (NPHCE)	<ul style="list-style-type: none"> <li>• Screening &amp; Scoring on Qualification and experience</li> <li>• Interview</li> </ul>
4	Staff Nurse (NPCDCS & NPHCE)	<ul style="list-style-type: none"> <li>• Based on academic performance &amp; experience</li> </ul>
5	Sanitary Attendance	<ul style="list-style-type: none"> <li>• Screening &amp; Scoring on Qualification and experience</li> <li>• Interview</li> </ul>
6	MTS(NVBDCP)	<ul style="list-style-type: none"> <li>• Screening &amp; Scoring on Qualification and experience</li> <li>• Interview</li> </ul>
7	Data Entry Operator (NPCB)	<ul style="list-style-type: none"> <li>• Screening &amp; Scoring on Qualification and experience</li> <li>• Computer Test</li> <li>• Interview</li> </ul>
8	ICTC Lab Technician (DAPCU)	<ul style="list-style-type: none"> <li>• Written Test</li> <li>• Practical</li> <li>• Interview</li> </ul>
9	ICTC Counsellor (DAPCU)	<ul style="list-style-type: none"> <li>• Written Test</li> <li>• Computer Test</li> <li>• Interview</li> </ul>
10	Data Entry Operator (NUHM)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Shortlisted candidates would have to appear for computer test.</li> </ul>
11	Sahayika (NRC)	<ul style="list-style-type: none"> <li>• Based on academic performance</li> <li>• Interview</li> </ul>
12	District Programme Coordinator (RNTCP)	<ul style="list-style-type: none"> <li>• Based on academic performance &amp; experience</li> </ul>
13	District PPM(Public Private Mix) Coordinator (RNTCP)	<ul style="list-style-type: none"> <li>• Based on academic performance &amp; experience</li> <li>• Ability to drive two wheeler vehicle test</li> </ul>
14	DRTB Counselor (RNTCP)	<ul style="list-style-type: none"> <li>• Based on academic performance &amp; experience</li> </ul>
15	DEO (RNTCP)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Shortlisted candidates would have to appear for computer test.</li> </ul>
16	District PMDT & TB HIV Coordinator (RNTCP)	<ul style="list-style-type: none"> <li>• Based on academic performance &amp; experience</li> <li>• Ability to drive two wheeler vehicle test</li> </ul>
17	TBHV (RNTCP)	<ul style="list-style-type: none"> <li>• Based on academic performance &amp; experience</li> </ul>

  
 Chief Medical Officer of Health  
 Jalpaiguri