

Sl. No.	Name of the Programme	Name of The Post	No. Of Indicative Vacancy	Reservation Status							Consolidated Remuneration per month
				UR	UR (E.C)	SC	SC (E.C)	ST	OBC (A)	OBC (B)	
12	NUHM	Medical Officer	10	03	02	01	01	01	01	01	Rs. 40,000/
13	NUHM	Lab Technician	10	03	02	01	01	01	01	01	Rs. 9,380/
14	NUHM	Computer Assistant	02	01		01	-	-	-	-	Rs. 13,560/
15	NPHCE	Physiotherapist for CHC Clinic	04	01	01	01	-	01	-	-	Rs 15000 /-

Ram
14/01/2016

Chief Medical Officer of Health, Darjeeling
& Secretary, DH&FWS, SMP

Memo No. /1(13)/ DH&FWS / 16

Dated Siliguri the . .2016

Copy forwarded to

1. Hon'ble MIC, NBDD, Govt. Of West Bengal
2. The Savadhipati, Siliguri Mahakuma Parishad
3. The Executive Director, WB SH & FW Samity, Swasthya Bhavan, Kolkata
4. The Executive Director, Health & Family Welfare Deptt. GTA, Darjeeling
5. The District Magistrate, Darjeeling
6. The SDO, Siliguri
7. The Commissioner, Siliguri Municipal Corporation
8. The Sub Divisional Information & Cultural Officer, Siliguri, Darjeeling
9. The Dy CMOH II, Darjeeling
10. The Dy CMOH III, Darjeeling
11. The Zonal Leprosy Officer, Darjeeling
12. The District Tuberculosis Officer, Darjeeling
13. Office Copy

Chief Medical Officer of Health, Darjeeling
& Secretary, DH&FWS, SMP

Distric Health & Family Welfare Samity - Siliguri Mahakuma Parishad

TERMS OF REFERENCE IN DETAILS


(Vide Memo No. 38 dated 15/01/2016)

1. Name of the Post - Block Accounts Manager

- Programme Head – RCH
- Indicative Vacancy - 1
- Place of Posting - **Block Health & Family Welfare Samity , Matigara**
- Eligibility Criteria
 - ◆ Minimum Bachelor Degree in Commerce from any reputed University with basic knowledge of computer – especially in MS word, Excel, Power Point, preferably Accounting Package and reasonable typing speed.
 - ◆ Upper age limit to be 35 years
 - ◆ The candidate should be resident of the same Block for which he/she is applying. Offer may be given to suitable candidate of adjoining Block if no suitable candidate is available in the same Block.
 - ◆ Remuneration – Rs 16860 /- consolidated per month
 - ◆ Reservation Category - SC
 - ◆ Relaxation of age will be given to SC candidate as per norms

2. Name of the Post - GNM for NRC

- Programme Head – RCH
- Indicative Vacancy - 1
- Place of Posting - **Phansidewa BPHC**
- Eligibility Criteria
 - ◆ Educational qualification: The candidate should have completed B.Sc nursing course/ GNM training Course from any recognised institution.
 - ◆ Candidate should be able to read, write, and speak in Bengali or Nepali
 - ◆ Age : Not exceeding 40 years and not less than 21 years
 - ◆ Remuneration – Rs 17,220 /- consolidated per month
 - ◆ Reservation Category – SC
 - ◆ The candidate must be the permanent resident if the district applied for.
 - ◆ Relaxation of age will be given to SC candidate as per norms


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3. Name of the Post - Sahayika for NRC

- Programme Head – RCH
- Indicative Vacancy - 1
- Place of Posting - **Phansidewa Block**
- Eligibility Criteria
 - ◆ Should be female
 - ◆ Higher Secondary Pass
 - ◆ Good communication and counselling skill in local language
 - ◆ Upper age limit 40 years
 - ◆ Preference to be given to the local candidate.
 - ◆ Remuneration – Rs 3500/- consolidated per month
 - ◆ Reservation Category – ST
 - ◆ Relaxation of age will be given to ST candidate as per norms

4. Name of the Post - Cook for NRC

- Programme Head – RCH
- Indicative Vacancy - 1
- Place of Posting - **Phansidewa Block**
- Eligibility Criteria
 - ◆ Should be female
 - ◆ Higher Secondary Pass
 - ◆ Upper age limit 40 years
 - ◆ Preference to be given to the local candidate.
 - ◆ Remuneration – Rs 4500/- consolidated per month
 - ◆ Reservation Category - Unreserved


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5. Name of the Post - STS

- Programme Head – RNTCP
- Indicative Vacancy - 2
- Eligibility Criteria
- A) Essential Qualification:
 1. Bachelor's Degree OR Recognised sanitary inspector's course
 2. Certificate course in computer operation (minimum 2 months)
 3. Permanent two wheeler driving license & should be able to drive two wheeler
- B) Preferential Qualification:
 1. Tuberculosis health visitor's recognised Course
 2. Govt. recognised degree/ diploma in Social Work or Medical Social Work
 3. Successful completion of basic training course (Govt. Recognised) for Multi-purpose Health Workers.
- Age of 22 years to 40 years
- Applicant should preferably be the resident of Darjeeling District
- Remuneration – Rs 17720 /- consolidated per month
- Reservation Category – SC - 1 and ST - 1. Relaxation of age will be given to SC candidates as per norms

6. Name of the Post - District Programme Coordinator

- Programme Head – RNTCP
- Indicative Vacancy - 01 (One)
- Eligibility Criteria
- A) Essential Qualification:
 1. MBA/PG Diploma in management/ health administration from a recognised institute/ university
 2. At least 1 year of work experience
- B) Preferential Qualification:
 1. Preference will be given to those who have worked in the field of Development / Health at District/ State level
 - 2) Basic knowledge of computers
- Age limit : 22 years to 62 years
- Remuneration – Rs 22,000 /- consolidated per month
- Reservation Category – Unreserved


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7. Name of the Post - District PPM (public Private Mix) Coordinator

- Programme Head – RNTCP
- Indicative Vacancy - 1
- Eligibility Criteria
 - A) Essential Qualification:**
 1. Post Graduate
 2. One year experience of working in field of Communication/ ACSM/ Public Private Partnership/ Health Projects/ Programmes
 3. Permanent two wheeler driving license & should be able to drive two wheeler
 - B) Preferential Qualification:**
 1. Preference will be given to those who have worked in RNTCP
 2. Certificate/ Diploma/ Degree/ Masters holders in Social sciences/ Mass Media/ Communication/ Rural Development/ Advocacy/ Partnerships/ related field
 - 3) Basic knowledge of computers
- Age limit : 22 years to 62 years
- Remuneration – Rs 19,000 /- consolidated per month
- Reservation Category – Unreserved

8. Name of the Post - District Consultant (Quality Assurance)

- Programme Head – NQAP
- Indicative Vacancy – 1
- Place of Posting – **District Level DQAC & DQAU**
- Eligibility Criteria
 - ◆ MBBS/Dental/ AYUSH/ Nursing Graduate with Masters in Hospital Administration/ Health Management (MHA- Full time or equivalent) with 2 years experience in Public Health/ Hospital Administration. Training and experience of implementing a recognised quality system like NABH/ISO 9001:2008/ Six Sigma/ Lean/ Kaizen would be preferred. Previous work experience in the field of health quality would be an added advantage
 - ◆ Remuneration – Rs 40,000/- consolidated per month
 - ◆ Upper age limit 40 years
 - ◆ Reservation Category – UR


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9. Name of the Post - District Consultant (Public Health)


- Programme Head – NQAP
- Indicative Vacancy – 1
- Place of Posting – **District Level DQAC & DQAU**
- Eligibility Criteria
 - ◆ MBBS/Dental/ AYUSH/ Nursing Graduate with degree/ diploma in Health Management with 2 years relevant work experience. Training in Health quality like NABH/ISO 9001:2000/ Six Sigma/ Lean/ Kaizen by a reputed organisation will be preferable.
 - ◆ Remuneration – Rs 40,000/- consolidated per month
 - ◆ Upper age limit 40 years
 - ◆ Reservation Category – UR

10. Name of the Post - District Consultant (Quality Monitoring)

- Programme Head – NQAP
- Indicative Vacancy – 1
- Place of Posting – **District Level DQAC & DQAU**
- Eligibility Criteria
 - ◆ Degree in Statistics with good academic record from a reputed University. Specialisation in Biostatistics would be an added advantage. Previous work experience of Health / hospital would be preferred
 - ◆ Remuneration – Rs 30,000/- consolidated per month
 - ◆ Upper age limit 40 years
 - ◆ Reservation Category – UR

11. Name of the Post - Quality Manager

- Programme Head – NQAP
- Indicative Vacancy – 1
- Place of Posting – **Siliguri DH**
- Eligibility Criteria
 - ◆ MBBS/Dental/ AYUSH/ Nursing/ Life Science/ Social Science Graduate with Masters in Hospital Administration/ Health Management with one year experience in Healthcare Quality/ formal quality of a quality system would be preferred. Fluency in English, computer literacy, knowledge of government legislation and policies are essential
 - ◆ Remuneration – Rs 35,000/- consolidated per month
 - ◆ Upper age limit 40 years
 - ◆ Reservation Category – UR


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12. Name of the Post - Medical Officer

- Programme Head – NUHM
- Indicative Vacancy – 10
- Place of Posting – **Siliguri Municipal Corporation**
- Eligibility Criteria
 - ◆ MBBS from a MCI recognised Institute with 1 year compulsory internship. Must be registered under West Bengal Medical Council.
 - ◆ Weightage will be given for higher Qualification
 - ◆ Age limit : Upper age limit 63 years
 - ◆ Remuneration – Rs. 40,000 /- consolidated per month
 - ◆ Reservation Category – SC - 1, UR (EC) - 2, ST - 1, UR - 3, OBC (Cat A) - 1, SC (EC) - 1, OBC (Cat B) - 1
 - ◆ No relaxation of age will be given to SC/ ST/ OBC candidates as per norms

13. Name of the Post - Lab Technician

- Programme Head – NUHM
- Indicative Vacancy – 10
- Place of Posting – **Siliguri Municipal Corporation**
- Eligibility Criteria
 - ◆ Higher Secondary Passed (10+2) from a recognised Board/ Institute with Physics, Chemistry and Biology/ Mathematics and Diploma in Medical Laboratory Technology recognised by the West Bengal State Medical Faculty/ AICTE. Knowledge in Computer, MS office, Internet is required
 - ◆ Age limit : Upper age limit 40 years
 - ◆ Remuneration – Rs. 9,380/- consolidated per month
 - ◆ Reservation Category – SC - 1, UR (EC) - 2, ST - 1, UR - 3, OBC (Cat A) - 1, SC (EC) - 1, OBC (Cat B) - 1
 - ◆ Relaxation of age will be given to SC/ ST/ OBC candidates as per norms


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14. Name of the Post - Computer Assistant in CPMU

- Programme Head – NUHM
- Indicative Vacancy – 2
- Place of Posting – **Siliguri Municipal Corporation**
- Eligibility Criteria
 - ◆ Educational Qualification – Graduate from any recognised university and having at least 1 (one) year Diploma/ Certificate course in Computer application from Govt. registered institution
 - ◆ Technical knowledge – Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet and minimum typing speed of 30 words per minutes.
 - ◆ Working Experience – Minimum 3 years experience in Government Sector or 5 years experience in data recording and data analysis in Private sector and preferably having experience in handling of official correspondence
 - ◆ Weightage will be given for higher Qualification
 - ◆ Age limit : 40 years or less
 - ◆ Remuneration – Rs. 13,560/- consolidated per month
 - ◆ Reservation Category – SC - 1, UR - 1
 - ◆ Relaxation of age will be given to SC candidate as per norms

15. Name of the Post - Physiotherapist for CHC Clinic

- Programme Head – NPHCE
- Indicative Vacancy - 4
- Place of Posting - **Block Primary Health Centre under Siliguri Mahakuma Parishad Area.**
- Eligibility Criteria:
 - ◆ Bachelors' degree in Physiotherapy (B.P.T).
 - ◆ At least 2 years experience of working in a Hospital.
 - ◆ Age : Not exceeding 40 years .
 - ◆ Remuneration – Rs 15000 /- consolidated per month
 - ◆ Reservation Category – SC-1,UR-1,UR-1(E.C), ST-1


14/01/2016
Secretary, DH & FWS, Siliguri
and CMOH, Darjeeling

APPLICATION FORMAT

Application Number

Space use for office use only

To
The Secretary
District Health & Family welfare Samity, Siliguri
&
Chief Medical Officer of Health, Darjeeling

Space for pasting
recent passport size
colour photograph of
the candidate with
his/her full signature
thereon

Sub – Application for the post of _____

1. Name in Full (in BLOCK Letter) - _____

2. Sex (Put a tick) -

Male

Female

3. Father's/ Mothers' Name - _____

4. Date of Birth – Date _____/ Month _____/ Year _____

5. Age (as on date of advertisement) - _____

6. Nationality - _____

7. Address for Communication –

8. Permanent Address –

9. Contact Number - Landline (with STD Code) _____/ Mobile _____

10. Essential Qualification

Qualification	Year of passing	Subject(s)	University/ Board/ Institute	Total marks	Marks Obtained	Percentage of Marks Obtained

11. Preferential Qualification

Qualification	Year of passing	Subject(s)	University/ Board/ Institute	Total marks	Marks Obtained	Percentage of Marks Obtained

12. Experience –

Organisation	Post	Govt./ Private/ NGO	Duration of Work		
			From Date	To Date	Total Duration

14. List of Self attested Photocopies – Documents enclosed (NO other document except mentioned below is required (Put Tick marks in the box) –

Sl	Document	Yes	No	Sl	Document	Yes	No
1	One colour passport size photograph			2	Voter ID Card/ Aadhar card for verification of Identity		
3	Ration card/ electricity Bill for verification of residential proof			4	Mark sheets & certificates of educational qualification as per eligibility criteria		
5	Mark sheets & certificates of computer knowledge			6	Driving License		
7	Certificate of experiences duly issued by the appropriate authority			8	Caste certificate, where applicable		

Declaration:

I solemnly declare that all statements made in this application are true, complete and correct. Original documents will be produced on demand. I understand that the concerned authority reserve the right to reject my candidature upon short listing of the candidates based on qualifications and experiences.

Place _____

Date _____

Signature of the Candidate in Full