

Government of West Bengal

Department of Health & Family Welfare,
Swasthya Bhawan, GN- 29, Sector-V,
Bidhannagar, Kolkata -700091.

Notice No: SBH/7D-2/2015/S9

Dated : 29/02/2016.

The Chief Registrar of Births & Deaths, West Bengal & Director of Health Services , Department of Health & Family Welfare Govt. of West Bengal intends to engage Data Entry Operators (DEO) on contract basis for the Data Entry Centres (DEC) in the Govt. hospitals in the districts of West Bengal under Civil Registration System.


Eligible candidates should apply online in the prescribed format as given in the Departments's website (www.wbhealth.gov.in) from 11 AM of 2nd March, 2016 to to 5 PM of 18th March, 2016. Only online applications will be accepted. Application forms not properly filled in or incomplete application forms are liable to be cancelled.

Details of the post are given below along with list of district wise DECs :-

Name of the Post	: Data Entry Operator.
No. of Vacancy	: 322 (Unreserved - 166, SC- 72, ST- 19, OBC-A- 32, OBC-B- 23 & PWD - 10)
Remuneration	: Consolidated monthly remuneration of Rs. 13,500/- only.
Essential Qualification	: Graduate from any recognized university and have completed at least 1 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 having a minimum typing speed of 30 words per minute.
Essential Experience	: Minimum 3 years experience in Government Sector or 5 years experience in Private Sector in data recording and data analysis. Preferably having experience in handling of official correspondence.
Age (as on 01.01.2016)	: Maximum 40 years and Minimum 21 years. (Relaxation for age will be given for SC/ST/OBC/PWD candidates as per GOI norms)
Place of Posting	: In different Districts as per enclosed list.

All the above mentioned qualification and experience should be completed before the closing date of on-line application.

The applicant must be a resident of the District for the post of which he/she is applying.


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Mode of Selection - Total Marks - 100

Academic qualification - 30 Marks

For class 10 or equivalent - 5 Marks (Proportionate Marking

i.e % obtained in the exam *5/100)

For class 12 or equivalent - 10 Marks (Proportionate Marking

i.e % obtained in the exam *10/100)

For Graduation - 15 Marks (Proportionate Marking

i.e % obtained in the exam *15/100)

Computer Test & Interview - 70 Marks

Applications will initially be shortlisted district wise on the basis of academic qualification in the ratio of 1:5 as per declared vacancy of each district. The shortlisted candidates will have to appear for the computer type test of 30 words per minute. Successful candidates will appear for the Computer Test. Final Selection will be made on the basis of marks obtained in academic scoring as mentioned above, computer test and interview. If the marks are equal then preference will be given to the candidate senior in age as on 01.01.2016.

General Information for the Applicants/Candidates

1. Only online Applications will be accepted. **Application forms not properly filled in or incomplete Application forms are liable to be cancelled.** If the online application details submitted by the applicant differ with the original testimonials, that application shall liable to be cancelled.
2. If proper signature and photograph is not uploaded at the time of online application that application shall also liable to be cancelled.
3. The Essential Qualifications mentioned are the minimum and mere possession of the same does not entitles the candidate to claim selection. All the essential qualification must be completed within the last date of online application.
4. On-line registration No. should be retained by all applicants for future reference. Employer is not liable to give any information regarding the on-line registration no. in future.
5. Claim and/or change of place of posting from the side of the applicant shall not be entertained before /after issuance of appointment letter.
6. No **rounding off** of marks will be granted. Proportionate marking upto 2 decimal points will be considered.
7. Experience will be calculated after obtaining the required qualification for above mentioned post, till the last date of online application. 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 his/ her experience will be treated as invalid. No appointment letter/joining letter will be treated as experience certificate.
8. Caste Category Certificate (if any) issued before the last date of online application by the competent authority of West Bengal will only be accepted.
9. The decision of the Competent Authority regarding the recruitment is final.
10. Applicants are requested to visit www.wbhealth.gov.in at the URL "Recruitment" regularly for further details. No other correspondence will be done from this end.
11. The number of posts mentioned above may vary according to need.


B. Vajpayee
25/2/16

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List of Data Entry Centres for which Data Entry Operator to be selected:-

District	No. of DEO post vacant
Bankura	18
Purulia	21
Malda	17
Purba Medinipur	20
Bardhaman	29
Hooghly	19
North 24 Pgs	24
Howrah	02
Jalpaiguri	07
Paschim Medinipur	27
Dakshin Dinajpur	08
Murshidabad	27
Uttar Dinajpur	10
Birbhum	16
Nadia	19
Coochbehar	12
South 24 Pgs	21
Darjeeling	05
Alipurduar	09
Kolkata	11
Total	322

B. V. Das
23/2/16

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