

NOTICE

Applications are invited in 'prescribed format' by the Dist. Health & Family Welfare Samiti, Dakshin Dinajpur from the **permanent resident of Dakshin Dinajpur district only for contractual engagement** for the post of **Block Accounts Manager. Total vacancy- 01 (one) posts** at a **monthly consolidated remuneration of @ Rs. 16,860.00 (Rs. Sixteen Thousand Eight Hundred Sixty)** only per month up 31st March, 2018 which is renewable subject to the satisfactory performance.

- 1. Educational Qualification for Block Accounts Manager** – Minimum Bachelors degree in Commerce from any reputed university with advance knowledge of computer & working experience in Computer –especially in MS work, Excel, Power Point, internet browsing and accounting software eg. Tally. The selection will be done on the basis of educational marks and viva.
- 2. Selection criteria** : The selection will be done on the basis of educational marks (Secondary, Higher Secondary & Graduation or equivalent examination) and viva. The 90% weightage given for educational & 10% weightage given for viva including computer knowledge:

Sl.	% of marks	Graduation (50 marks)		Higher Secondary (30 marks)	Madhyamik (10 marks)
		B.Com (Hons.)	B.Com (Pass)		
1	60% & above	100%	80%	100%	100%
2	50% to below 60%	90%	70%	90%	90%
3	45% to below 50%	80%	60%	80%	80%
4	Below 45%	70%	50%	70%	70%

- 3. Technical Knowledge:** Working Skill in LAN Environment.
- 4. Working Experience:** Working experience in computer accounting.
- 5. Last date for submission of application: 23/06/2017 up to 5.00 p.m.** at the office of the **Chief Medical Officer of Health, Balurghat, Dakshin Dinajpur, Pin-733101** through **Registry or Speed Post only.**
- 6. Age Limit:** Applicant should be **not less than 18 years and not more than 40 years** on the **1st January, 2017.** Provided also that age may be relaxed for the candidates belonging to the categories of SC, ST and OBC as per Govt. rules.
- 7. Total Vacancies: 01(One) (Unreserved)**
- 8. Application fees in form of Demand Draft of Rs. 100.00 for General applicant and Rs. 50.00 for reserved categories** to be submitted with the application. The **Demand Draft should be in favour of District Health & Family Welfare Samiti, Dakshin Dinajpur payable at Balurghat.**
- 9. Self attested photocopy of the all mark sheets (Madhyamik, H.S., Graduation).**
- 10. Self attested photocopy of age proof of the candidate.**
- 11. Self attested recent 2 copies passport size photo to be pasted one in Application Form.**
- 12. Self attested proof regarding permanent residential status (Passport /Voter ID card /ADHAR card, etc.).**
- 13. The name of the post should be mentioned in block letter on the top of the envelop.**
- 14. No TA/DA will be paid to the candidates for the selection test / interview.**
- 15. Authority reserves the right to cancel all or any application without assigning any reason.**

CMOH & Member Secretary
DH&FWS, Dakshin Dinajpur

DM & Executive Vice Chairman
DH&FWS, Dakshin Dinajpur

