Govt. of West Bengal Office of the Chief Medical Officer of Health Dist. Health & F.W. Samiti, D/Dinajpur

Memo No. DHFWS/452

NOTICE

Date: 06 / 06 /2017

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.

- 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 | Madhyamik |
|-----|------------------|---------------|--------------|------------------|------------|
| | | B.Com (Hons.) | B.Com (Pass) | (30 marks) | (10 marks) |
| 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 **1**st **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

The Chief Medical Officer of Health, Dakshin Dinajpur

Place:

Attach passport size photo duly self attested

(Signature of the candidate)

| | Name (IN CAP) | | | er): | | | | | | | attosted | |
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| 2. | Father's / Guardian / Husband's Name (IN CAPITAL Letter) | | | | | | | | | | | |
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| 3 | Gender: Male / | Female | / Other | S | | | | | | | | |
| | | | | | Age as o | n 01 01 | 2017 | | davs | mon | th | vears |
| | Date of Birth:/ 19 . Age as on 01.01.2017: daysmonth year Present Address with PIN code (IN CAPITAL Letter): | | | | | | | | | | year. | |
| J. | Tresent Address | o with 1 | IIV code | (IIV CA | IIIALI | citci). | | | | | | |
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| | | | | 1 | Pin - | | | | | | | |
| 6 | Contact | | | - 1 | - 111 | | | | | | | |
| 8. | | Examination Passed | | Board/ University | | Year of Total passing Marks | | Marks obtained (Except Additional Subject) | | | of arks | Class / |
| | Secondary Exe | | | | 1 0 | | | | 3 | | | |
| | Higher Secondar | у | | | | | | | | | | |
| | Graduation | 1 1 | | 7 | | | | | | | | 8 |
| | Working Know of Compute | | | | | | | | | | | |
| 9. | Whether any v | vorking | Experie | ence in | compute | r accou | nting | : Ye | s / No. (| if Yes | encl | osed se |
| | attested docume | | | | T | | | | | | | |
| 10 | . Details of Draf | | , | | | | | | | | | |
| | Draft No. | Date | | Draw | n Bank | | Bra | anch | | | Amo | ount |
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