

**Government of West Bengal**  
**Office of the Chief Medical Officer of Health**  
**District Health & Family Welfare Samity**  
**Asansol HD (Paschim Bardhaman)**

**Memo No.: 1007/DH&FWS/ASNL**

**Dated Asansol, the 7<sup>th</sup> November, 2017**

Applications are invited for engagement (on contractual basis) of 1(one) Accounts Assistant for engagement on contractual basis for DPMU of Paschim Bardhaman

<b>Name of the Post</b>	<b>No. of vacancy</b>	<b>Reservation Status</b>	<b>Age (as on 01.04.2017)</b>	<b>Consolidated Remuneration</b>	<b>Place of posting</b>
Accounts Assistant	01 (one)	UR	Upper age limit 40 years	13560/- per month	DPMU, CMOH office, Paschim Bardhaman

**Eligibility criteria of "Accounts Assistant":-**

**A. Educational Qualification:**

- i) Graduate with Commerce Background from any recognized university
- ii) Diploma / Certificate course in Computer Application from any recognized institution.

**B. Technical Knowledge:**

- i) Knowledge of Computers in MS-Word, MS-Excel, MS-PowerPoint, Internet and Tally Software is essential

**C. Working experience:**

- i) Minimum 1 year experience in Government Sector or 2 years experience in private Sector in accounting job.

**D. Age:**

- i) 40 years or less as on 01.04.2017, relaxation for SC/ST/OBC candidates as per Government norms.

**N.B.**

- (i) Candidates applying for the post should have the requisite qualification and experience as on last date of application.
- (ii) Candidates must be a permanent resident of this District.

**Mode of Selection:**

Selection will be made on the basis of Marks obtained in:

1. Academic qualification
2. Experience
3. Computer Test
4. Interview

The initial contract period will be up to 31/03/2018 and it may be renewed for further period depending upon the performance of the candidates.

Desiring candidates may send their applications in the attached prescribed format only along-with attested (self) photocopies of all testimonials including proof of age, mark sheets & certificates of all examinations passed

(Educational & Computer Applications), working experience certificates on the related fields, voter ID card / AADHAR card for proof of residence, SC/ST/OBC-A/B/PH certificate from competent **authority** and one passport size photograph duly signed by the candidate under **Registered Post/Speed Post to the Office of the Chief Medical Officer of Health, Dhadka P.H.C Buildings, Kalla By Pass Crossing (NH2), Domohani Road, Asansol-713340 within 22/11/2017 within 05:00 p.m.** positively.

**The category of post should be superscripted in the Capital letters on the top of the left side of the envelope.**

Only short listed candidates (based on the marks obtained in academic qualifications, experience) will be called for testimonial verification, Computer Test and Interview.

Candidates have to follow [www.wbhealth.gov.in](http://www.wbhealth.gov.in) and [www.bardhaman.nic.in](http://www.bardhaman.nic.in) for any further information related to respective recruitment

A panel will be prepared for posting in future vacancy if any within next one year.



**CMOH, & Secretary,  
DH&FWS, Asansol HD  
Paschim Bardhaman**

**Bio-Data form for the post of: Accounts Assistant  
(To be filled in by the candidate in BLOCK LETTER)**

1. Name of the Candidate: .....
2. Father's/Guardian's Name: .....
3. Date of birth: .../.../.....(DD/MM/YYYY)
4. Caste & Categories: General/SC/ST/OBC-A/OBC-B/PH
5. Address:

Self attested  
Passport size photo

Address for communication: ..... Permanent Address: .....

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P.O.: ..... P.O.: .....

P.S.: ..... P.S.: .....

PIN: ..... PIN: .....

District: ..... District: .....

6. Contact Number:.....
7. E-mail ID:.....

**Academic Qualification:**

Examination	Board/University	Year of Passing	Marks Obtained	Out of Total Marks	% of Marks
Madhyamik or Equiv					
H.S. or Equiv.					
B.COM					
Other					

**8. Computer Qualification:**

Course Name	Institute Name	Affiliated By	Course Duration	Passing Year	Course Contains	Percentage /Grade

**10. Experience in Govt. Sector/Reputed Organization only (must have appointment letter and experience certificate):**

Sl. No.	Name of the organization	Designation	Type of work	Year of experience

.....  
Full Signature of the Candidate

**Declaration**

I hereby solemnly declare that the information furnished above are based on material records and are true to the best of my knowledge and believe. If any information furnished or any part of it's is found to be incorrect than I understand that my candidature for contractual recruitment of the post of Nutritionist, NRC is liable to be cancelled without any further information to me.

Date & Place.-

Signature of the Applicant.