

No. DH&FWS/ 1597

Date: 09/11/2017

**RECRUITMENT NOTICE**


**District Health & Family Welfare Samiti, Malda will engage purely on contract basis for the following posts:**

Sl. No	Name of the Post	No. of Post	Place of Posting	Educational Qualification	Period of Engagement	Age (As on 01.11.2017)	Remuneration (Consolidated) Rs.
A	Medical Officer Full Time (NUHM)	04 (UR-1, SC-01, OBC-A-01, ST-01)	At English Bazar & Old Malda Municipality	<p><b>Essential Qualification :</b>  MBBS from a MCI recognized Institution with 1 year compulsory Internship and must be registered under West Bengal Medical Council. Weightage will be given for higher Qualification. The applicants should be permanent resident of West Bengal.</p> <p><b>** Walk-in-Interview on 22.11.2017</b></p>	Upto 31.03.2018	Below 65 years	Rs. 40,000/- Per Month
B	Block Accounts Manager	01 (SC)	Any Block of Malda District	<p><b>Essential Qualification</b></p> <ul style="list-style-type: none"> <li>• Minimum Bachelor Degree (in Commerce from any recognized / reputed university with advanced knowledge of computer – especially in MS Word, Excel, Power Point, Internet Browsing and accounting software e.g. Tally.</li> <li>• <b>Technical Knowledge :</b> Working Skill in LAN Environment</li> </ul>	Upto 31.03.2018	Up to 40 yrs. (relaxation as per Govt. norms)	16,860/- per month
C	Lab. Technician (NUHM)	05 (SC-01, UR-02, OBC-A-01, ST-01)	At English Bazar & Old Malda Municipality	<p><b>Essential Qualification:</b>  Higher Secondary passed (10 + 12) from a recognized Board / Institute with Physics, Chemistry and Biology/ Mathematics and Diploma in Medical Laboratory Technology recognized by the West Bengal State Medical Faculty/ AICTE.  Knowledge in computer, MS Office, internet is required.</p>	Upto 31.03.2018	Up to 60 years (preference will be 25 to 40 years)	Rs.9,380/- per month



Sl. No	Name of the Post	No. of Post	Place of Posting	Educational Qualification	Period of Engagement	Age (As on 01.11.2017)	Remuneration (Consolidated) Rs.
D	Laboratory Technician (Blood Component Separation Unit)	02 (SC-01, UR-1)	Any Blood Component Separation Unit of Malda Dist.	<p><b>Essential Qualification:</b></p> <p>(a) Passed 10+2 with Physics, Chemistry, Mathematics /Biological Science before obtaining Diploma or Degree.</p> <p>(b)Diploma in Medical Laboratory Technology (DMLT)/Diploma in Laboratory Techniques (DLT) from any University/Institution recognized by the Central or State Govt. Or Degree in Medical Laboratory Technology (BMLT) from any University/Institution recognized by the Central or State Govt. Or Post Graduate Degree or Diploma in Medical Laboratory Technology (M.Sc. in MLT/PGDMLT) from any University/Institution recognized by the Central or State Govt.</p> <p>(c ) Working knowledge of Computers.</p> <p><b>Experience:</b></p> <p>Six months post qualification experience in the testing of blood and or preparation of blood components (in a licensed Blood Bank) in case of candidates having Degree/Post Graduate Degree or Post Graduate Diploma in Medical Laboratory Technology (M.Sc. in MLT/PGDMLT/BMLT).</p> <p>One year post qualification experience in the testing of blood and or preparation of blood components (in a licensed Blood Bank) in case of candidates having Diploma in Medical Laboratory Technology or Diploma in Laboratory Techniques (DMLT/DLT).</p>	Upto 31.03.2018	Up to 40 yrs. (relaxation as per Govt. norms)	Rs.17,220/-Per Month
E	Laboratory Technician (Blood Bank)	01 (ST)	Any Blood Bank of Malda Dist.	<p><b>Essential Qualification:</b></p> <p>(a) Passed 10+2 with Physics, Chemistry, Mathematics /Biological Science before obtaining Diploma or Degree.</p> <p>(b)Diploma in Medical Laboratory Technology (DMLT)/Diploma in Laboratory Techniques (DLT) from any University/Institution recognized by the Central or State Govt. Or Degree in Medical Laboratory Technology (BMLT) from any University/Institution recognized by the Central or State Govt. Or Post Graduate Degree or Diploma in Medical Laboratory Technology (M.Sc. in MLT/PGDMLT) from any University/Institution recognized by the Central or State Govt.</p> <p>(c ) Working knowledge of Computers.</p> <p><b>Desirable Experience:</b></p> <p>1. One year post qualification experience in Blood Component Separation Unit of candidate having M.Sc in MLT/PGDMLT/BMLT/DMLT/DLT.</p> <p>2. (a)Six months post qualification experience in the testing of blood and or preparation of blood components (in a licensed Blood Bank) in case of candidates having M.Sc. in MLT/PGDMLT/BMLT.</p> <p>(b) One year post qualification experience in the testing of blood and or preparation of blood components (in a licensed Blood Bank) in case of candidates having DMLT/DLT.</p>	Upto 31.03.2018	Up to 40 yrs. (relaxation as per Govt. norms)	Rs.17,220/-Per Month
F	Technical Supervisor (Blood Bank & Blood Component Separation Unit)	02 (ST-01, UR-01)	Any Blood Bank & Blood Component Separation Unit of Malda Dist.	<p><b>Essential Qualification:</b></p> <p>(a) Passed 10+2 with Physics, Chemistry, Mathematics /Biological Science before obtaining Diploma or Degree.</p> <p>(b)Diploma in Medical Laboratory Technology (DMLT)/Diploma in Laboratory Techniques (DLT) from any University/Institution recognized by the Central or State Govt. Or Degree in Medical Laboratory Technology (BMLT) from any University/Institution recognized by the Central or State Govt. Or Post Graduate Degree or Diploma in Medical Laboratory Technology (M.Sc. in MLT/PGDMLT) from any University/Institution recognized by the Central or State Govt.</p> <p>(c ) Working knowledge of Computers.</p> <p><b>Desirable Experience:</b></p> <p>1. One year post qualification experience in Blood Component Separation Unit of candidate having M.Sc in MLT/PGDMLT/BMLT/DMLT/DLT.</p> <p>2. (a)Six months post qualification experience in the testing of blood and or preparation of blood components (in a licensed Blood Bank) in case of candidates having M.Sc. in MLT/PGDMLT/BMLT.</p> <p>(b) One year post qualification experience in the testing of blood and or preparation of blood components (in a licensed Blood Bank) in case of candidates having DMLT/DLT.</p>	Upto 31.03.2018	Up to 40 yrs. (relaxation as per Govt. norms)	Rs.17,220/-Per Month

Sl. No	Name of the Post	No. of Post & reservation post	Place of Posting	Educational Qualification	Period of Engagement	Age (As on 01.11.2017)	Remuneration (Consolidated) Rs.
G	Lab. Technician (ICTC)	10 (SC-4, UR-3, OBC-A-2, OBC-B-1)	Any ICTC in Malda District	<b>Essential Qualification:</b> Graduate in Medical Laboratory Technology (B.Sc.) with minimum 01(One) year Experience after graduation. OR Diploma in Medical Laboratory Technology (DMLT), with minimum 02(two) years experience after Diploma. The service of existing LTs who do not hold a DMLT may be continued if they have done a certificate course in medical laboratory technology and have, or than 5 years experience of working in the ICTC/PPTCT/ART Centre run under the National AIDS Control Programme(NACP) Other Expertise Required: Working knowledge of Computer	Upto 31.03.2018	Up to 60 years (preference will be 25 to 40 years)	Rs.13,000/- per month
H	Nutritionist (Only For Female Candidates)	02 (UR-1, ST-1)	Any NRC in Malda District	<b>Essential Qualification:</b> B.Sc. or M.Sc. in Foods & Nutrition or Equivalent course with computer knowledge. The candidate should be able to read, write and speak in Bengali.	Upto 31.03.2018	Up to 40 yrs. (relaxation as per Govt. norms)	Rs.20,000/- per month.

  
 Secretary District Health & Family Welfare Samity  
 & Chief Medical Officer of Health, Malda

Dated: 09/11 /2017

Memo No: - DH & FWS/ 1592/1(12)

**Copy forwarded for information and necessary action to:-**

1. Dr. Moazzem Hossain, Chairman, Recruitment Committee, Malda
2. The District Magistrate, Malda
3. The Addl. District Magistrate(G), Malda
4. The Addl. District Magistrate(ZP), Malda
5. The Chairman, Englishbazar /Old Malda Municipality, Malda
6. The MSVP, Malda MMC&H, Malda
7. The Dy. CMOH- III, DMCHO, DTO, Malda
8. The District Informatics Officer(NIC), Malda, District Collectorate Building, Malda with request to publish the recruitment notice in [www.malda.gov.in](http://www.malda.gov.in)
9. All BMOH, ....., Malda
10. Mr. Sourav Ghosh, System Co-ordinator, IT Cell, Swasthya Bhawan, Kolkata with request to publish the recruitment notice in [www.wbhealth.gov.in](http://www.wbhealth.gov.in)
11. The HC, CMOH Office Malda with request to make arrangement of recruitment process.
12. The DPC, DAM-in-charge, Malda with request to co-operate.

  
 Secretary District Health & Family Welfare Samity  
 & Chief Medical Officer of Health, Malda

## General Information & instructions for Applicants

1. Application with Application fee of Rs. 100.00 (50% i.e. Rs. 50/- for reserved categories) by Demand Draft in favour of **District Health & Family Welfare Samity, Malda** should be submitted in prescribed format for all posts. **Walk-in-Interview on 22.11.2017 at 10.30 a.m. no candidate will be allowed after 12 noon for Sl. No. A (Medical Officer Full Time (NUHM) only. For Sl. No. B,C,D,E,F,G & H application should reach at the Office of the Secretary, District Health & Family Welfare Samity & Chief Medical Officer of Health, Malda, P.O:- Jhaljhalia (J.R.C.), Dist:- Malda, Pin- 732102 within 24.11.2017 upto 5.00 pm.** Applicants may collect the application format from the Notice Board of the Office of the CMOH, Malda or download the same from the website i.e. [www.malda.gov.in](http://www.malda.gov.in) / [www.wbhealth.gov.in](http://www.wbhealth.gov.in)

2. *Following documents (self attested) have to enclose with the application format :*

- i. Mark Sheet & Certificate of all Examination passed
- ii. Admit Card (Madhyamik or equivalent) for age proof
- iii. Caste Certificate (where applicable)
- iv. Registration Certificate of Medical Council (For Medical Officer)
- v. Computer Qualification Certificate (where applicable)
- vi. Working Experience Certificate (if any)
- vii. Technical Knowledge Certificate (if any)
- viii. Residential Proof – Voter ID Card/ Ration Card/ Adhaar Card/ Passport/ Certificate from competent authority etc.
- ix. ID Proof - Voter ID Card/ Ration Card/ Adhaar Card/ Passport etc;

3. **Selection Process:**

**A. Medical Officer Full Time (NUHM)**

**Total Marks-100**

Name of the Post	Basic Qualification	PG Degree / Diploma		Computer Test	Experience
		Degree	Diploma		
Medical Officer (Full Time)	80 (based on % of marks obtain in the final examination)	10	05	NA	10

**B. Block Accounts Manager**

**Total Marks-100**

Academic Qualification – 30 Marks

- Madhyamik- 5 Marks (proportionate marking i.e. obtained in the exam. \* 5/100)
- Higher Secondary- 10 Marks (proportionate marking i.e. obtained in the exam. \* 10/100)
- Graduation- 15 Marks (proportionate marking i.e. obtained in the exam. \* 15/100)

Practical – 60 Marks (Computer Test – 30 Marks, Tally Test – 30 Marks), Interview – 10 Marks

**C. Lab Technician (NUHM):**

**Total Marks-100**

Name of the Post	Basic Qualification	PG Degree / Diploma		Computer Test	Experience
		Degree	Diploma		
Lab Technician	85 (based on % of marks obtain in the final examination)	NA	NA	15	NA

**D. & E. Laboratory Technician (Blood Bank & Blood Component Separation Unit)****Total Marks: - 100**

Details	Marks Distribution
<b>Written Test – MCQ / True or False Type</b> <ul style="list-style-type: none"><li>• General Knowledge – 20 Marks</li><li>• Knowledge in Blood Banking – 40 Marks</li><li>• Computer Applications like MS-Office and Internet – 10 Marks.</li></ul>	Maximum 70
<b>Academics:</b> <ul style="list-style-type: none"><li>• Post Graduate Degree or Post Graduate Diploma in Medical Laboratory Technology (M.Sc. in MLT / PGDMLT) – 10 Marks.</li><li>• Degree in Medical Laboratory Technology (BMLT) – 9 Marks.</li><li>• Diploma in Medical Laboratory Technology (DMLT) / Diploma in Laboratory Techniques (DLT) – 8 Marks.</li></ul>	Maximum 10
<b>Post Qualification Experience:</b> <ul style="list-style-type: none"><li>• <b>Six Months' post qualification experience</b> in the testing of blood and or preparation of blood components (in a Licensed Blood Bank) in case of candidates having M.Sc. in MLT / PGDMLT/ BMLT – <b>10 Marks.</b></li><li>• <b>One year post qualification experience</b> in the testing of blood and or preparation of blood components (in a Licensed Blood Bank) in case of candidates having DMLT / DLT – <b>8 Marks.</b></li></ul>	Maximum 10
<b>Personal Interview</b>	Maximum 10

**F. Technical Supervisor (Blood Bank & Blood Component Separation Unit) :****Total Marks: - 100**

Details	Marks Distribution
<b>Written Test – MCQ / True or False Type</b> <ul style="list-style-type: none"><li>• General Knowledge – 20 Marks</li><li>• Knowledge in Blood Banking – 40 Marks</li><li>• Computer Applications like MS-Office and Internet – 10 Marks.</li></ul>	Maximum 70
<b>Academics:</b> <ul style="list-style-type: none"><li>• Post Graduate Degree or Post Graduate Diploma in Medical Laboratory Technology (M.Sc. in MLT / PGDMLT) – 10 Marks.</li><li>• Degree in Medical Laboratory Technology (BMLT) – 9 Marks.</li><li>• Diploma in Medical Laboratory Technology (DMLT) / Diploma in Laboratory Techniques (DLT) – 8 Marks.</li></ul>	Maximum 10
<b>Post Qualification Experience:</b> <ul style="list-style-type: none"><li>• <b>One year post qualification experience</b> in Blood Component Separation Unit in case of all eligible candidates – 10 Marks.</li><li>• <b>One year post qualification experience</b> in the testing of blood and or preparation of blood components (in a Licensed Blood Bank) in case of candidates having M.Sc. in MLT / PGDMLT/ BMLT – 8 Marks.</li><li>• <b>One year post qualification experience</b> in the testing of blood and or preparation of blood components (in a Licensed Blood Bank) in case of candidates having DMLT / DLT – 6 Marks.</li></ul>	Maximum 10
<b>Personal Interview</b>	Maximum 10

**G. Lab. Technician (ICTC):****Total Marks- 100**

Written Test – 70, Computer Test- 20, Interview- 10

**H. Nutritionist (Only For Female Candidates) – Guideline Annexed.**

4. A panel of the suitable candidates will be prepared for each category of posts & remain valid for 1 year from publication of the result.
5. For appearing at the Written Test, Computer Test and Interview, **No TA/DA will be paid.**
6. Only short listed candidates on the basis of weightage on Educational Qualification, Experience etc. will be called for Computer Knowledge Test / Exam. / Interview.
7. The candidature of the applicant shall be cancelled at any stage of recruitment if the supportive certificate and information given in application is found false.
8. District Health and Family Welfare Samity reserves the right to cancel the recruitment process at any stage without assigning any reason thereof. The decisions of the selection committee in any case should be considered final.
9. Canvassing in any form will be considered as disqualification.
10. Incomplete application will be rejected.

  
Secretary District Health & Family Welfare Samity  
& Chief Medical Officer of Health, Malda

## APPLICATION FORMAT

(To be filled up by the candidates own hand writing)

*Affix Recent  
Passport size  
photograph duly  
attested on photo by  
the applicant*

To  
The Secretary, DH & FW Samity  
& CMOH, Malda

**Application for the post of** \_\_\_\_\_

Memo No. DH&FWS/ \_\_\_\_\_ Date \_\_\_\_\_

Draft No. \_\_\_\_\_ Date: \_\_\_\_\_ Amount \_\_\_\_\_

Name of the applicant (in BLOCK letters) : \_\_\_\_\_

Father's/ Husband's/ Guardian's Name : \_\_\_\_\_

Full Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_

Dist. \_\_\_\_\_ PIN \_\_\_\_\_

Present Address : \_\_\_\_\_  
\_\_\_\_\_

Dist. \_\_\_\_\_ PIN \_\_\_\_\_

Contact Number: \_\_\_\_\_ Nationality \_\_\_\_\_

Email ID: \_\_\_\_\_

Date of Birth : \_\_\_\_\_ DD \_\_\_\_\_ MM \_\_\_\_\_ YYYY Sex \_\_\_\_\_

Age as on 01.11.2017 \_\_\_\_\_ Days \_\_\_\_\_ Months \_\_\_\_\_ Years.

Caste Status: \_\_\_\_\_ Marital Status \_\_\_\_\_

**Educational Qualification (Attested copy must be submitted with the application) :**

Sl. No.	Exam. Passed (Strike out which is not applicable)	Year of passing	Board / Council / University	Total Marks	Marks Obtained	% Marks	Division
a.	Madhyamik						
b.	Higher Secondary						
c.	Graduation (BA / B.Com. / B.Sc./ BCA)						
d.	MBBS						
e.	Post Graduation						

**Details of Technical Qualification (Attested copy must be submitted with the application):**

Sl. No.	Exam. Passed	Year of passing	Board / Council / Institution/ University	Total Marks	Marks Obtained	% Marks	Division/ Result

**Details of Working Experience (Attested copy must be submitted with the application) :**

Sl. No.	Name of the Organization / Institution	Key task assigned	Period		Year of experience
			From	To	
<b>Total Year of Experience :</b>					

I hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief. I also understand that in case any of my statement is found false or incorrect during any stage of recruitment thereafter it shall disqualify me for the post applied for and/or I shall be liable for any other action that may be taken under the extant rules.

Date : \_\_\_\_\_

*Signature of the Applicant*

Place : \_\_\_\_\_

**General Information & Instructions for the applicant:-**

Following documents in original have to produce:

- (a) Mark sheet of all examination passed
- (b) Academic Admit Card
- (c) Academic Certificate
- (d) Technical Training / Computer Training Certificate
- (e) Working Experience Certificate
- (f) Residential Certificate
- (g) Voter ID Card & Ration Card
- (h) Cast Certificate, where applicable.

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TOR for the post of Nutritionist is given below:

**Roles & responsibility of Nutritionist**

Technical & Administrative	<ol style="list-style-type: none"><li>1. Supervisor of the unit, trainer &amp; Counselor for the staffs posted in the NRC as well as mothers /caregivers.</li><li>2. Chart out specific therapeutic diet plan for each child as per the Guidelines in consultation with the Medical Officer.</li><li>3. Responsible for monitoring the preparation &amp; distribution of feeds as per diet charts.</li><li>4. Maintaining NRC records in registers, preparing reports of the NRC &amp; in diet &amp; treatment sheets.</li><li>5. Assess the feeding problem in each child &amp; give individual counseling to mothers.</li><li>6. Nutritionist will bring all mothers &amp; caregivers of the admitted children together &amp; give demonstration on making low cost nutritious energy dense culturally acceptable child foods</li><li>7. Provide group counseling on various topics like nutrition &amp; malnutrition, hygiene &amp; sanitation, infant &amp; young child feeding practices, immunization, family planning etc.</li><li>8. Provide counseling &amp; demonstrate to mothers on structured play therapy for psychosocial stimulation to engage children in play therapy for at least 30 minutes play each day.</li><li>9. Oversee the cleanliness &amp; ensure hygiene practices at NRC.</li><li>10. Ensure that the child is provided services as per the recommended Guidelines.</li><li>11. Ensure that the NRC data is updated &amp; entered.</li><li>12. Responsible for reporting &amp; analysis of NRC data &amp; ensuring follow up of the children discharged from the NRC.</li><li>13. Preparation of database for each block in the district i.e. database of the Anganwadi Centre, SC &amp; PHC and name &amp; contact number of the AWW/ANM &amp; ASHA.</li><li>14. Fill up the discharge cards with the support of the ANMs &amp; counsel mothers/relatives regarding follow-up schedule at the NRC &amp; home visits by AWW/ANM/ASHA.</li><li>15. In absence of GNM, Nutritionists will be responsible for GNM's work</li><li>16. Some other activities related to Nutrition Rehabilitation Center as and when required.</li></ol>
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You are requested to advertise for the vacant post of nutritionist (as mentioned above) **through the District Health and Family Welfare Samiti**. Please note that advertisement for the mentioned post should be given both in the local news paper and department's website.

**TORs for the post are given below for publication in the advertisement:**

- 1) **Name of the Post:** NUTRITIONIST (Only for Female Candidates)
- 2) **Consolidated Remuneration:** Rs. 20,000/- (Rupees Twenty Thousand Only)per month
- 3) **Age limit (as on 1.6.2015):** Not exceeding 40 years, and not less than 21 years (relaxation in age will be given for SC/ST/OBC candidates as per extant rule and order in this regard)
- 4) **Essential Qualification:** B.Sc or M.Sc in Foods and Nutrition or Equivalent course with computer knowledge. The candidate should be able to read, write and speak in Bengali.

**THE FOLLOWING POINTS SHALL BE MENTIONED IN THE RECRUITMENT NOTICE:**

1. Candidates have to submit self attested photocopy of all supportive documents with their candidature at district level.
2. A candidate can apply for only one post for any one district.
3. In case more than one application is submitted by the candidate candidature will be cancelled
4. **Only shortlisted candidates from each District will be called for testimonial verification before written examination.**
5. Candidates have to follow [www.wbhealth.gov.in](http://www.wbhealth.gov.in) for any further information related to respective recruitment.

**Process of engagement:**

1. District Health and Family Welfare Samiti will advertise for the post of Nutritionist.
2. 'Screening of candidature as per (Age, qualification & experience) will be done by the district.
3. After screening ,candidature list of eligible candidates will be prepared.
4. District wise final list of short listed eligible candidates (in soft copy) along with their details will be shared with the HR Cell, Swasthya Bhawan for further screening and candidature verification before written exam.
5. On the basis of the candidature verification a final list of candidates for written examination will be published on wbhealth website.
6. State HR cell will conduct a written examination for shortlisted candidates.



7. Result and merit list (considering 100 point roster) will be prepared district wise and published on wbhealth website.
8. Considering both 100 point roster and merit list, counseling session will be conducted by the district for placement and panel will be prepared.

**TIMELINE:**

Please complete the screening process and share the final list of eligible candidates to HR Cell, Swasthya Bhawan by 24<sup>th</sup> June 2015.

**Selection Committee** – The existing committee of DH&FW Samities for recruitment under National Health Mission as ordered vide Department's Memo No. HFW/NRHM-34/2014/660 dated 18.2.14, will conduct the recruitment process.

Yours faithfully,



**Executive Director**  
WB SH & FW Samiti