

**West Bengal State Health & Family Welfare Samiti**  
Swasthya Bhawan, Wing-'B', 3<sup>rd</sup> Floor  
GN-29, Sector-V, Bidhannagar  
Kolkata – 700091

Recruitment notice no. SHFWS/2795

Date: 17/02/2013

West Bengal State Health & Family Welfare Samiti intends to engage on contract basis for various posts as listed below for one year in the State Programme Management Unit under World Bank Assisted Malaria Control Programme (Phase – II).

The details of the posts are given below:

SL NO	NAME OF CONTRACTUAL POSTS	NO OF POST	REMUNE- RATION (RS)	AGE LIMIT AS ON 1.1.13	QUALIFICATION	EXPERIENCE
1	GIS Data Entry	1	6,500/-	40 years	Graduate from recognized university with minimum 55% marks. Working Knowledge of computers and should be able to work with software used in statistical analysis with operating knowledge on MS Office, Excel, Power Point, Internet.	Must have minimum 1 year experience in data recording and data analysis and handling of official correspondences.
2	Accountant	1	10,500/-	40 years	Graduate in Commerce from recognized university with minimum 55% marks OR qualified SAS accountant who have qualified cash & account training from Institute of Secretarial Training & Management	Minimum 5 years of experience in accounting, analysis, budgeting, financial software and reporting systems
3	Secretarial Assistant	1	6,825/-	40 years	Graduate from recognized university with minimum 55% marks. Should have Shorthand speed of 80 w.p.m and typing speed of 30 w.p.m and computer knowledge on MS-Office, Excel and Powerpoint	Minimum 1 year experience in handling official correspondences.
4	Insect Collector	2 (1 unreserved, 1 SC)	8,400/-	40 years	Passed class XII with Science Subjects getting minimum 55% marks.	1 year experience

All eligible candidates are requested to send their detailed Curriculum Vitae along with attested testimonial and self attested photo by post to the address mentioned below **within fifteen days** from the date of publication of this notice. The name of the post applied for must be mentioned at the top of the envelope.

**Executive Director**  
**West Bengal State Health & Family Welfare Samiti**  
Human Resource Cell  
GTZ Building, 1<sup>st</sup> Floor  
GN-29, Sector-V, Bidhannagar  
Kolkata – 700 091

Only shortlisted candidates having higher marks as per academic records and higher experience will be called for interview. Relaxation for age will be given for SC/ST/OBC candidates as per GOI norms.

Applicants are requested to visit [www.wbhealth.gov.in](http://www.wbhealth.gov.in) at the URL "Recruitment" regularly for information/instruction issued from time to time.

  
Executive Director  
West Bengal State Health & Family Welfare Samiti

## MODE OF SELECTION

### 1. GIS Data Entry

#### Academic qualification

- For class 10 or equivalent
- For class 12 or equivalent
- For Graduation

#### Experience

#### Computer Test

#### Interview

- 50 Marks

- 10 Marks ( Proportionate Marking)

- 15 Marks ( Proportionate Marking)

- 25 Marks ( Proportionate Marking)

- **maximum of 10 Marks** (1-2 yrs - 6 marks, above 2-upto 5 yrs – 8 marks and above 5yrs -10 marks)

- 25 Marks

- 15 Marks

### 2. Accountant

#### Academic qualification

- For class 10 or equivalent
- For class 12 or equivalent
- For Graduation

#### Experience

#### Computer Test

#### Interview

- 50 Marks

- 10 Marks ( Proportionate Marking)

- 15 Marks ( Proportionate Marking)

- 25 Marks ( Proportionate Marking)

- **maximum of 10 Marks** (5 yrs – 6 marks, above 5 yrs upto 6 yrs - 8 marks and above 6 yrs – 10 marks)

- 25 Marks

- 15 Marks

### 3. Secretarial Assistant

#### Academic qualification

- For class 10 or equivalent
- For class 12 or equivalent
- For Graduation

#### Experience

#### Computer & shorthand Test

#### Interview

- 50 Marks

- 10 Marks ( Proportionate Marking)

- 15 Marks ( Proportionate Marking)

- 25 Marks ( Proportionate Marking)

- **maximum of 10 Marks** (1-2 yrs - 6 marks, above 2-upto 5 yrs – 8 marks and above 5yrs -10 marks)

- 25 Marks

- 15 Marks

### 4. Insect Collector

#### Academic qualification

- For class 10 or equivalent
- For class 12 or equivalent

#### Interview

#### Computer Test

#### Experience

- 50 Marks

- 20 Marks ( Proportionate Marking)

- 30 Marks ( Proportionate Marking)

- 10 Marks

- 10 Marks

- **maximum of 25 Marks** (1-2 yrs – 20 marks and above 2 yrs – 25)



Executive Director

West Bengal State Health & Family Welfare Samiti

