

West Bengal State Health & Family Welfare Samiti

Swasthya Bhawan, Wing-'B', 3rd Floor
GN-29, Sector-V, Bidhannagar
Kolkata – 700091

Recruitment Notice No. SHFWS/2017/105

Date: 20.04.2017

West Bengal State Health & Family Welfare Samiti will engage personnel as **Data Manager** under **National Urban Health Mission**, Department of Health and Family Welfare, Government of West Bengal purely on contractual basis.

Eligible candidates should apply online in the prescribed format as given in the Department's website from 11 am of 28th April, 2017 to 11 pm of 12th May, 2017 for the mentioned position.

No offline Application will be accepted. Application forms not properly filled in or incomplete Application forms are liable to be cancelled.

Application fees of ₹50 are to be deposited in the form of Demand Draft to be issued from any Nationalised Bank in favour of West Bengal State Health & Family Welfare Samiti payable at Service Branch, Kolkata.

Name of the Position : Data Manager

Number of Position : 1 (SC)

Remuneration : Rs. 23,270 per month.

Place of Posting : District Programme Management Unit – North 24 Parganas.

Age (as on 1.4.2017) : Maximum 45 years

Essential Qualification : 1) Masters in Computer Application (MCA) with 2 years experience in data recording and data analysis.

OR

Master Degree in Statistics (M.Sc - Statistics) with 1 year experience in data recording and data analysis

OR

Bachelor in Computer Application (BCA) with 3 years experience in data recording and data analysis.

OR

Bachelor in Information Technology with 2 years experience in data recording and data analysis.

2) Efficiency in computers including MS office.

3) **The applicants must be permanent resident of West Bengal**

MODE OF SELECTION

: Applications will be shortlisted on the basis of marks obtained in qualifying qualification and experience. Shortlisted candidates will be called for computer Test. The candidates must obtain **at least 50% marks in the computer test to qualify for the position.**

Final selection will be done on the basis of score of educational qualification, experience and computer Test.

Sanghamitra Ghosh

Scale of Scoring - Total 100 Marks

Name of the Post	Basic Qualification	Computer Test	Experience
Data Manager	75 (based on % of marks obtained in the qualifying examination)	15	10

Notes:

Applicants are requested to visit www.wbhealth.gov.in at the URL "Recruitment" regularly for information/instruction issued from time to time. No other correspondence will be done from this end.

General Information for the Applicants/Candidates

1. Only online Applications will be accepted. **Application forms not properly filled in or incomplete Application forms are liable to be cancelled.** If the online application details submitted by the applicant differ with the original testimonials, that application shall be liable to be cancelled.
2. If proper signature and photograph are not uploaded at the time of online application that application shall also be liable to be cancelled.
3. The Essential Qualifications mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. **All the essential qualification must be completed within the last date of online application.**
4. **Experience will be calculated after obtaining the required qualification for the above mentioned position, till the last date of online application.**
5. **Caste Certificate issued before the last date of online application, by the competent authorities of West Bengal only will be accepted.**
6. **Hard copy/print copy of the online registration form (printed within the last date of on-line application), should be retained by all applicants for document verification purpose. Without registration form, no candidates will be entertained for original testimonials verification by the authority.**
7. On-line registration No. should be retained by all applicants for future reference. Employer is not liable to give any information regarding the on-line registration no. in future.
8. No **rounding off** of marks will be granted. Proportionate marking upto 2 decimal points will be considered.
9. Application fees of ₹50/ in the form of Demand Draft to be issued from any Nationalised Bank after the **date of publication of advertisement** is to be paid in favour of West Bengal State Health & Family Welfare Samiti payable at Service Branch, Kolkata. **The Draft should be enclosed along with the hard copy/print copy of the filled up on-line application form of the candidate after self attestation with date. Both must be sent to the address as mentioned below within 16th May, 2017 by post preferably by speed post or registered post. Use of stapler pin or stitching in case of demand draft, is not allowed.**

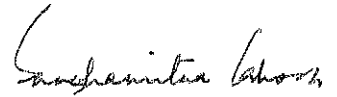
Address for sending Draft: HR Cell, 1st Floor, GTZ Building, Swasthya Bhawan
GN-29, Sector-V, Bidhannagar, Kolkata – 700091

Sanghamitra Das

10. Applicant must mention their On-line registration No, Name of the position, Date of birth, Name, Guardian's name and Caste Category on the back of the Draft and in front of the envelope. No application will be accepted without submission of the required Demand Draft. The amount taken as application fees in the form of Demand Draft will not be refunded.

11. The decision of the Competent Authorities regarding the engagement is final.

Applicants are requested to visit www.wbhealth.gov.in at the URL "Recruitment" regularly for further details.



Executive Director
WSH&FW Samiti

