



Government of West Bengal
Office of the Chief Medical Officer of Health, Malda
P. O. Jhaljhalia (J. R. C.), District – Malda, Pin-732102
E-mail: cmohmalda.estb@gmail.com & cmohmld.dpmu@gmail.com

Memo No: DH & FWS/ 2447

Date: 02/11/2022

RECRUITMENT NOTICE

District Health & Family Welfare Samity, Malda will engage purely on contract basis under NHM for the following posts:-

| | | |
|--------------------|--|--|
| Post Code: A | Name of the Post | Ophthalmic Assistant under NPCB & VI |
| | Number of Post & Category | 04 (UR- 02, SC-01, ST-01) |
| | Place of Posting | Anywhere in Block or Government Health Facility, Malda |
| | Monthly consolidated Remuneration | Rs.18,000/- Per month |
| | Age as on 1st January 2022 | Minimum 18 Years and Maximum 40 years |
| | Essential Criteria | a) Passed Higher Secondary with Physics, Chemistry and biology. b) Must have a 2 (Two) year Diploma in Paramedical Ophthalmic Assistants Course OR a Two (2) year Diploma Course in Optometry & Ophthalmic technique recognized by the Government of West Bengal. |
| | Preferential Criteria | One year training after acquiring Diploma in Optometry recognized by the Government of WB, in any Government Hospital or in a Clinical Establishment licensed under the West Bengal Clinical Establishment Act, 1950 and rules made thereafter. Preference to be given to candidates who have passed from RIO and other Govt. Hospital with Govt. Stipends. |
| | Scale of Scoring & Short Listing method | As annexed –A (As per guideline Memo No.HFW-27022/28/2021/483 (27) date 17-08-2022 |

| | | |
|----------------|--|--|
| Post Code:B | Name of the Post | Immunization Volunteer under NHM |
| | Number of Post & Category | 02 (UR- 01, SC-01) |
| | Place of Posting | Anywhere in Block of Sadar Sub- division, Malda |
| | Monthly consolidated Remuneration | Rs.550/ per day for 26 days month |
| | Age as on 1st January 2022 | Minimum 21 Years and Maximum 40 years |
| | Essential Criteria | Education Qualification: Graduate (B.SC/B.A/B.Com) Technical Qualification: Diploma/ Certificate with duration of six months or more in computer application from any reputed organization. Computer package knowledge: Operating system: Windows (XP/7), Office Automation: MS Officer especially Excel, Power Point, Word and Internet. Through working experience in internet explorer or any equivalent browser such as e-mailing, web searching etc, The candidate must be the permanent resident of the respective Malda Sadar, sub- division, Malda. Ownership of a functioning motor Cycle is a must. The candidate must have a valid driving license for Two wheelers. |
| | | Desirable Criteria |
| | Scale of Scoring & Short Listing method | As annexed – B (As per guideline Memo No.H/SFWB/16R-01-2014/20 date 07-01-2016 |

| | | |
|---|--|--|
| Post Code:C | Name of the Post | PPM Coordinator |
| | Number of Post & Category | 01 (ST) |
| | Place of Posting | District TB Centre, Malda |
| | Monthly consolidated Remuneration | Rs.26,000/- |
| | Age as on 1st January 2022 | Minimum 21 Years and Maximum 40 years |
| | Essential Criteria | <ol style="list-style-type: none"> 1. Post Graduate in any discipline 2. One year Experience of working in field of Communication/ACSM / Public-Private Partnership /Health projects/ programmes 3. Permanent two wheeler driving license & should be able to drive two wheeler 4. Computer knowledge: Certificate course in Computer Operations (MS Office especially Excel, Power Point, Word and Internet. Through working knowledge in internet explorer or any equivalent browser such as e-mailing, web searching etc.) |
| | Preferential Qualification | Certificate / Diploma / Degree/Masters holders in Social Sciences/ Mass Media / Communication/Rural Development Advocacy/ Partnerships |
| Scale of Scoring & Short Listing method | As annexed – C (As per guideline Memo No. HTB/TOR-85/2021/315(27) date 28-04-2021 | |

| | | |
|---|---|--|
| Post Code:D | Name of the Post | Senior Treatment Supervisor (STS) |
| | Number of Post & Category | 02 (01-UR,01-OBC-A) |
| | Place of Posting | Anywhere in Block, Malda |
| | Monthly consolidated Remuneration | Rs.25,000/- |
| | Age as on 1st January 2022 | Minimum 21 Years and Maximum 40 years |
| | Essential Criteria | <ol style="list-style-type: none"> 1. Graduate in science subject 2. Permanent two wheeler driving license & should be able to drive two wheeler 3. Computer package knowledge: Certificate course in Computer Operations (MS Office especially Excel, Power Point, Word and Internet. Through working knowledge in internet explorer or any equivalent browser such as e-mailing, web searching etc.) |
| | Preferential Qualification | <ol style="list-style-type: none"> 1. MSW 2. At least 1 year experience in any National Health programme |
| Scale of Scoring & Short Listing method | As annexed – D (As per guideline Memo No. HTB/TOR-85/2021/315(27) date 28-04-2021 | |

| | | |
|---|--|--|
| Post Code:E | Name of the Post | Tuberculosis Health Visitor (TBHV) |
| | Number of Post & Category | 01 (SC) |
| | Place of Posting | Anywhere in Block, Malda |
| | Monthly consolidated Remuneration | Rs.18,000/- |
| | Age as on 1st January 2022 | Minimum 21 Years and Maximum 40 years |
| | Essential Criteria | <ol style="list-style-type: none"> 1. Graduate in science 2. Minimum 1 completed year experience of working as MPW/ LHV/ ANM/Health Worker 3. Computer package knowledge: Certificate course in Computer Operations (MS Office especially Excel, Power Point, Word and Internet. Through working knowledge in internet explorer or any equivalent browser such as e-mailing, web searching etc.) |
| | Preferential Qualification | Training course for MPW |
| Scale of Scoring & Short Listing method | As annexed – E (As per guideline Memo No. HTB/TOR-85/2021/315(27) date 28-04-2021 | |

Copy forwarded for information and necessary action to:-

1. The Chairman, Recruitment Committee, Malda
2. The District Magistrate, Malda
3. The Principal MMC&H, Malda.
4. The Addl. District Magistrate (G), Malda
5. The Chairperson, English Bazaar & Old Malda Municipality, Malda with request to display in the notice board.
6. The OC, Health, Malda with request to display in the notice board.
7. The MSVP, Malda MMC&H, Malda with request to display in the notice board.
8. The Dy. CMOH-I, II, III, DMCHO, ZLO, DTO, DPHNO, Malda
9. The NDC, District Collectorate, Malda with request to display in the notice board.
10. The All BMOH, Malda, with request to display in the notice board.
11. The Accounts Officer, CMOH office, Malda
12. The District Informatics Officer (NIC), Malda, District Collectorate Building, Malda with request to publish the recruitment notice in www.malda.gov.in
13. The System Co-ordinator, IT Cell, SwasthyaBhawan, Kolkata with request to publish the recruitment notice in www.wbhealth.gov.in
14. The HC, CMOH Office Malda with request to display in the notice board & make arrangement of recruitment process.
15. The DPM-in-charge, DAM, AM NUHM, DSM, DPMU, Malda with request to co-operate.
16. Office Copy

Bayan 2/11/22
Secretary District Health & Family Welfare Samity
& Chief Medical Officer of Health, Malda

Member Secretary
District Health & F.W. Samity
Chief Medical Officer of Health
MALDA

General Information & instructions for Applicants

1. Application with application fee of Rs. 100.00 (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. No other form of Payment (like Money Order, Postal Order, Cheque and cash) will be acceptable and the amount is non-refundable. 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 on **16.11.2022** within 5.00 pm. Applicants may collect the application format from the Notice Board of the CMOH Office, Malda or download the same from the website i.e. www.malda.gov.in / www.wbhealth.gov.in
2. **Following documents (self-attested) have to enclose must with the application format and originals must be available as when required. Separate application required for each post.**
 - i. Mark Sheet & Certificate of all Examination passed
 - ii. Admit Card (Madhyamik or equivalent) for age proof
 - iii. Caste Certificate (where applicable)
 - iv. Computer qualification certificate (where applicable)
 - v. Working experience certificate (if any)
 - vi. Technical knowledge certificate (if any)
 - vii. Residential Proof -Voter ID Card/ Ration Card/ Adhaar Card/ Passport/ Certificate from competent authority etc.
 - viii. ID Proof - Voter ID Card/ PAN Card/ Adhaar Card/ Passport etc
3. **All candidates will be further communicated by their e-mail id & our web site.** (www.malda.gov.in&www.wbhealth.gov.in)
4. A panel of the suitable candidates will be prepared post & remain valid for 1 year from publication of result.
5. Only short listed candidates on the basis of weight age on educational qualification, experience etc. will be called for Written Examination/Computer Test / Interview.
6. For appearing at the Written Test, Computer Test, interview, no TA/DA will be paid.
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 and incomplete application will be rejected.
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. Relaxation for age will be given for SC/ST/OBC candidates as per norms.
10. **The name of the post should be mentioned in block letter in the Application form & top of the envelope.**

Dr. Rajah 2/11/22
Secretary, District Health & Family Welfare Samity
& Chief Medical Officer of Health, Malda

Secretary
District Health & Family Welfare Samity
Chief Medical Officer of Health
MALDA

(N.B – Application forms not properly filled in or incomplete Application forms are liable to be cancelled)

APPLICATION FORMAT

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

Affix Recent
Passport size
photograph

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

Application for the post of _____

Rs. _____/-Demand Draft No. _____ Date: _____

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 (mandatory): _____

Date of Birth : _____ dd _____ mm _____ yyyy Sex _____

Age as on 01.01.2022 _____ days _____ months _____ years.

Caste Status: _____ Marital Status _____

Educational Qualification (Self 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 (Pass / Hons.) | | | | | | |
| D | | | | | | | |
| E | | | | | | | |

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

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

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 : _____

***The envelope must be superscripted by the name of the post. (Application for the post of _____.)

Annexure -A

| Name of the position | Age Limit (as on 1st January) | Essential Criteria | Preferential Criteria | Monthly Consolidated Remuneration |
|----------------------|--------------------------------------|--|---|-----------------------------------|
| Ophthalmic Assistant | Minimum 18 years Maximum 40 years | (i) Passed Higher Secondary with Physics, Chemistry and Biology. (ii) Must have a 2(two) year Diploma in Paramedical Ophthalmic Assistants Course OR a two (2) year Diploma Course in Optometry & Ophthalmic technique recognized by the Government of West Bengal. | One year training after acquiring Diploma in Optometry recognized by the Government of WB, in any Government Hospital or in a Clinical Establishment licensed under the West Bengal Clininical Establishment Act, 1950 and rules made thereafter. Preference to be given to candidates who have passed from RIO and other Govt. Hospitals with Govt. stipends. | ₹18,000 |

| Name of the position | Particulars | Remarks |
|--|-------------|---|
| Class XII | 13 | (Proportionate marking) |
| Diploma in Paramedical Ophthalmic Assistants Course OR a two (2) year Diploma Course in Optometry & Ophthalmic technique | 20 | (Proportionate marking) (5 marks will be deducted for each extra chance in Diploma) |
| Experience | 10 | @ 2 Marks to be allotted for every completed year upto a maximum 10 marks |
| Interview | 7 | |
| Total | 50 | |

Member Secretary
District Health & F.W. Samity
&
Chief Medical Officer of Health
MALDA

Post - Immunization Volunteer under NHM

As annexed - B (As per guideline Memo No.H/SFWB/16R-01-2014/20 date 07-01-2016

2. Prepare a list of key block/district level influencers, organizations, religious institutions (Mosque, Mazar, Madrasa, PRI members (etc), undertake regular advocacy and sensitization visits.
3. Prepare event calendar (list of all community gatherings, Urs, Madarsa functions, Festivals etc) and help BMOH/ URBAN HO in planning of advocacy / polio vaccination at these sites.
4. Planning of interface meeting in coordination with mobilization partners and block IVs to keep all influencers sensitized. Help block IV in preparing the monitoring plan for interface meetings to ensure 100% participation in interface meetings.
5. Participating in Social mobilization meetings / Influencers meeting / Religious leader meeting / Local doctors meeting etc

B. Eligibility criteria

| | | |
|---|----------------------------|--|
| 1 | Educational Qualification | Graduate (B.Sc. / B.A./ B.Com) |
| 2 | Technical Qualification | Diploma / certificate with duration of six months or more in computer application from any reputed organization. |
| 3 | Computer knowledge Package | Operating system : Windows (Windows XP/7) Office Automation: MS Officer especially Excel, Power Point, Word. Internet : Thorough working experience in internet explorer or any equivalent browser such as e-mailing, web searching etc. |
| 4 | Age | 40 years or less on 01.07.2015. |
| 5 | Residence | The candidate must be the permanent resident of the respective sub-division. |
| 6 | Owning motor cycle | Ownership of a functioning motor cycle is a must. |
| 7 | Driving license | The candidate must have a valid driving license for two wheelers. |

C. Selection process:

The selection will be done on the basis of academic qualification, previous experiences and interview. Education qualification shall carry: 60 marks, Experience: 10 marks, Practical computer test: 10 marks, Written examination: 10 marks and Interview: 10 marks. Only short-listed candidates will be called for the written test & interview. The distribution of marks for assessment is given below:

| Examination | Maximum Weightage | |
|--|-------------------|--|
| Madhyamik 10 th board Exam | 10 | Proportionate marking |
| Higher Secondary/12 th board exam | 20 | Proportionate marking |
| Graduation | 20 | Proportionate marking |
| Honours/ Post-graduation | 10 | |
| Experience | 10 | Minimum 2 years in health or health related activities |
| Practical Computer test | 10 | |
| Written test | 10 | |
| Interview | 10 | |
| Total | 100 | |

Selection Committee at the district level :

Recruitment will be done from the concerned districts by the respective District Samitis. Selection committee will be as per NHM Standing order for the district recruitments.

Member Secretary
District Health & F.W. Samity
&
Chief Medical Officer of Health
MALDA

The list of high risk blocks/ municipalities as per risk scoring (2012) is as follows:

| Sl. No. | District | HIR Blocks | Numbers |
|---------|----------------|---|---------|
| 1 | North Parganas | 24 Municipalities-Basirhat, Bhatpara, Kamarhati, Kanchrapara, Khardah, Naihati, Titagarh, Baranagar, Barrackpur Blocks- Sandeshkhali-II, Hingalganj Block. | 11 |
| 2 | South Parganas | 24 Municipalities Mahestala Blocks- Bhangore-I, Canning-II, Kulpi, Kultali, Magrahat-I, Magrahat- II, Mandirbazar, Thakurpukur-MCahestala, Patharpratima, Basanti | 11 |
| 3 | Bardhaman | Asansol-MC, Kulti-Municipality, Raniganj- Municipality | 3 |
| 4 | Birbhum | Blocks- Murarai-I, Murarai II | 2 |
| 5 | Howrah | Haora-MC (2 volunteers including 1 volunteer for previous Bally municipal area), Uluberia- Municipality Blocks- Domjur, Panchla, Sankrail, Uluberia I, Uluberia- II | 8 |
| 6 | Kolkata | Borough 3, Borough 7, Borough 15 | 3 |
| 7 | Maldah | English Bazar- Municipality Blocks- EnglishBazar, Kaliachak-I, Kaliachak-II, Kaliachak-III | 5 |
| 8 | Murshidabad | Jangipur- Municipality Blocks-Beldanga-I, Beldanga-II, Khargram, Raghunathganj-II, Samsheganj, Suti-I, Suti- II, Dhulian, Farakka | 10 |
| 9 | Uttar Dinajpur | Blocks-Goalpokhar-I, Goalpokhar- II, Karandighi, Islampur | 4 |

R
Member Secretary
District Health & F.W. Society
Chief Medical Officer of Health
MALDA


[Signature]

Scoring parameter:

As per order vide memo no. HTB/TOR-85/2021/315(27)dt. 28/04/2021 from Mission Director, NHM & Executive Director, WB SH&FW Samity, the scoring parameter is as follows-


Post: **PPM Coordinator**

| SL No. | Particulars | Max.Marks | Remarks | | |
|--------------|---|-----------|--|-------|-------|
| 1 | Class X | 5 | Proportionate Marking (i.e. % obtained in the exam excluding additional subjects where marks in excess of pass marks are added to the aggregate will not be considered.) rounded off to 2 decimals | | |
| 2 | Class XII | 5 | | | |
| 3 | Graduation | 5 | (Proportionate marking) | | |
| 4 | Post Graduation | 15 | (Proportionate marking) | | |
| 5 | Certificate / Diploma / Degree/Masters holders in Social Sciences/ Mass Media / Communication / Rural Development Advocacy / Partnerships | 5 | (Additional marks) | | |
| 6 | Experience | 10 | Length of Experience | Govt. | Pvt.* |
| | | | 5 Years or more | 10 | 05 |
| | | | 4 Yrs and more but less than 5 Yrs | 08 | 04 |
| | | | 3 Yrs and more but less than 4 Yrs | 06 | 03 |
| | | | 2 Yrs and more but less than 3 Yrs | 04 | 02 |
| | | | 1 Yr and more but less than 2 Yrs | 02 | 01 |
| 7 | Computer Test | 5 | | | |
| Total | | 50 | | | |


 Member Secretary
 District Health & F.W. Samity
 &
 Chief Medical Officer of Health
 MALDA

POST-STTS

| SL No. | Particulars | Max.Marks | Remarks | | |
|--------------|---------------|-----------|--|-------|-------|
| 1 | Class X | 5 | Proportionate Marking (i.e. % obtained in the exam excluding additional subjects where marks in excess of pass marks are added to the aggregate will not be considered.) rounded off to 2 decimals | | |
| 2 | Class XII | 5 | | | |
| 3 | Graduation | 15 | (Proportionate marking) | | |
| 4 | MSW | 5 | (Proportionate marking) | | |
| 6 | Experience | 10 | Length of Experience | Govt. | Pvt.* |
| | | | 5 Years or more | 10 | 05 |
| | | | 4 Yrs and more but less than 5 Yrs | 08 | 04 |
| | | | 3 Yrs and more but less than 4 Yrs | 06 | 03 |
| | | | 2 Yrs and more but less than 3 Yrs | 04 | 02 |
| | | | 1 Yr and more but less than 2 Yrs | 02 | 01 |
| 6 | Computer Test | 10 | | | |
| Total | | 50 | | | |


 Member Secretary
 District Health & F.W. Society
 Chief Medical Officer of Health
 MALDA

POST-TBHV

| SL No. | Particulars | Max.Marks | Remarks | | |
|--------|-----------------|-----------|--|-------|-------|
| 1 | Class X | 5 | Proportionate Marking (i.e. % obtained in the exam excluding additional subjects where marks in excess of pass marks are added to the aggregate will not be considered.) rounded off to 2 decimals | | |
| 2 | Class XII | 10 | | | |
| 3 | Graduation | 15 | (Proportionate marking) | | |
| 4 | Training in MPW | 5 | (Additional marks) | | |
| 5 | Experience | 10 | Length of Experience | Govt. | Pvt.* |
| | | | 5 Years or more | 10 | 05 |
| | | | 4 Yrs and more but less than 5 Yrs | 08 | 04 |
| | | | 3 Yrs and more but less than 4 Yrs | 06 | 03 |
| | | | 2 Yrs and more but less than 3 Yrs | 04 | 02 |
| | | | 1 Yr and more but less than 2 Yrs | 02 | 01 |
| 6 | Computer Test | 5 | | | |
| Total | | 50 | | | |

*Means the org/firm should be registered under registration Act & work done in the area are to be certified by concerned government or department

D
 Member Secretary
 District Health & F.W. Samity
 &
 Chief Medical Officer of Health
 MALDA