OFFICE OF THE SECRETARY DISTRICT HEALTH & FAMILY WELFARE SAMITI, MALDA
P.O. Jalijhalia (J.R.C), District-Malda, Pin-732102, e-mail: cmoh_mld@wbhealth.gov.in, Phone: 03512-264070, Fax: 03512-264070

RECRUITMENT NOTICE

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

<table>
<thead>
<tr>
<th>SI No</th>
<th>Name of the Post</th>
<th>No of Post &amp; reservation post</th>
<th>Place of Posting</th>
<th>Educational Qualification</th>
<th>Period of Engagement (Renewable one year at a time subject to satisfactory performance)</th>
<th>Age (As on 01.06.2019)</th>
<th>Remuneration (Consolidated) Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Medical Officer</td>
<td>03 (OBC-A-01, ST-01, SC-01)</td>
<td>At English Bazar &amp; Old Malda Municipality</td>
<td>Essential Qualification: 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.</td>
<td>Upto 31.03.2020</td>
<td>Below 65 years</td>
<td>Rs. 40,000/- Per Month</td>
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<td></td>
<td>Full Time (NUHM)</td>
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<tr>
<td>B</td>
<td>Medical Officer</td>
<td>01 (SC)</td>
<td>Any AFHC, Malda District</td>
<td>Essential Qualification: MBBS doctor, preference will be given for Post Graduate Diploma/Degree in G&amp;O or Paediatrics and similar experience.</td>
<td>Upto 31.03.2020</td>
<td>Below 65 years</td>
<td>Rs. 40,000/- Per Month</td>
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<tr>
<td></td>
<td>(AH)</td>
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<tr>
<td>C</td>
<td>Medical Officer</td>
<td>01(UR)</td>
<td>Malda Medical College &amp; Hospital</td>
<td>Essential Qualification: MBBS or equivalent degree from institution recognized my MCI must have completed compulsory rotatory internship. Preferential Qualification:</td>
<td>Upto 31.03.2020</td>
<td>Below 65 years</td>
<td>Rs. 40,000/- Per Month</td>
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<td>(RNTCP)</td>
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<tr>
<td>D</td>
<td>Medical Officer</td>
<td>01(UR)</td>
<td>Malda Medical College &amp; Hospital</td>
<td>Diploma / MD Public Health / PSM / Community Medicine / CHA / Tuberculosis &amp; Chest Diseases. One year experience in RNTCP, Basic knowledge of computer</td>
<td>Upto 31.03.2020</td>
<td>Below 65 years</td>
<td>Rs. 40,000/- Per Month</td>
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<tr>
<td></td>
<td>(DTC)</td>
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<tr>
<td>E</td>
<td>Medical Officer</td>
<td>03 (SC-01, UR-02)</td>
<td>Chanchal SSH</td>
<td>Essential Qualification: 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.</td>
<td>Upto 31.03.2020</td>
<td>Below 65 years</td>
<td>Rs. 45,000/- Per Month</td>
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<tr>
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<td>(SNCU)</td>
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<tr>
<td>F</td>
<td>Nutritionist (Only Female Candidate)</td>
<td>02 (OBC-A-01, ST-01)</td>
<td>Any NRC in Malda District</td>
<td>Essential Qualification: B.Sc. or M.Sc. in Foods &amp; Nutrition or Equivalent course with computer knowledge. The candidate should be able to read, write and speak in Bengali.</td>
<td>Upto 31.03.2020</td>
<td>Upto 40 yrs. relaxation as per Govt. Norms</td>
<td>Rs. 20,000/- per month</td>
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</tbody>
</table>

Date: 13/06/2019

Page 1 of 8
<table>
<thead>
<tr>
<th>SI No</th>
<th>Name of the Post</th>
<th>No of Post &amp; reservation post</th>
<th>Place of Posting</th>
<th>Educational Qualification</th>
<th>Period of Engagement (Renewable one year at a time subject to satisfactory performance)</th>
<th>Age (As on 01.03.2019)</th>
<th>Remuneration (Consolidated) Rs.</th>
</tr>
</thead>
</table>
| G     | Laboratory Technician (Blood Bank)          | 01 (ST)                       | Any blood bank of Malda District | Essential Qualification:  
(a) Passed 10+2 with Physics, Chemistry, Mathematics / Biological Science before obtaining Diploma or Degree.  
(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.  
(c) Working knowledge of Computers.  
Experience:  
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).  
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). | 31.03.2020 | Up to 40 yrs. (relaxation as per Govt. norms) | Rs.17,220/- Per Month |
| H     | Technical Supervisor (Blood Bank & Blood Component Separation Unit) | 01 (ST)                       | Any BB&BCSU of Malda District | Essential Qualification:  
(a) Passed 10+2 with Physics, Chemistry, Mathematics / Biological Science before obtaining Diploma or Degree.  
(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.  
(c) Working knowledge of Computers.  
Desirable Experience:  
1. One year post qualification experience in Blood Component Separation Unit of candidate having M.Sc. in MLT/PGDMLT/BMLT/DMLT/DLT.  
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.  
(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. | 31.03.2020 | Up to 40 yrs. (relaxation as per Govt. norms) | Rs.17,220/- Per Month |
<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Post</th>
<th>No of Post &amp; reservation post</th>
<th>Place of Posting</th>
<th>Educational Qualification</th>
<th>Period of Engagement</th>
<th>Age (As on 01.03.2019)</th>
<th>Remuneration (Consolidated) Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lower Division Assistant</td>
<td>01 (UR), Retired person</td>
<td>Office of DMO(Ayush)</td>
<td>Eligible retired Government Employee from the same rank. He must be a computer literate person.</td>
<td>Contract engagement for one year</td>
<td>Below 62 years.</td>
<td>As per existing financial rules</td>
</tr>
</tbody>
</table>

Memo No: - DH & FWS/990/11(11)

Copy forwarded for information and necessary action to:-
1. The 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 with request to display in the notice board.
6. The MSVP, Malda MMC&H, Malda
7. The Dy. CMOH-I, II, III, DMCHO, ZLO, DTO, DPHNO, Malda
8. The District Informatics Officer (NIC), Malda, District Collectorate Building, Malda with request to publish the recruitment notice in www.maida.gov.in
9. The System Co-ordinator, IT Cell, Swasthya Bhawan, Kolkata with request to publish the recruitment notice in www.wbhealth.gov.in
10. The HC, CMOH Office Malda with request to make arrangement of recruitment process.
11. The DPC-in-charge, DAM, DSM, DPMU, Malda with request to co-operate.

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

Dated: 13/06/2019
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. Application should reach at the Office of 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 28.06.2019 within 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 / www.wbhealth.gov.in

2. Following documents (self attested) have to enclose with the application format and originals must be available as when required.
   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. Driving License(where applicable)
   vi. Computer qualification certificate (where applicable)
   vii. Working experience certificate (if any)
   viii. Technical knowledge certificate (if any)
   ix. Residential Proof – Voter ID Card/ Ration Card/ Adhaar Card/ Passport/ Certificate from competent authority etc.
   x. ID Proof - Voter ID Card/ Ration Card/ Adhaar Card/ Passport etc

3. Process of selection:
   A. Medical Officer (Full Time), B. Medical Officer (AH):
      Total Marks-100

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Basic Qualification</th>
<th>PG Degree / Diploma Degree</th>
<th>Computer Test</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Officer (Full Time)</td>
<td>80 (based on % of marks obtain in the final examination)</td>
<td>10</td>
<td>05</td>
<td>NA</td>
</tr>
<tr>
<td>Medical Officer (AH)</td>
<td>Qualification- 15 (Graduation-5, Diploma-5, Master-10), Interview- 10, Experience- 25 @ 5 point/year (Total – 50)</td>
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<td></td>
</tr>
</tbody>
</table>

C. Medical Officer (RNTCP), D. Medical Officer (DTC), E. Medical Officer (SNCU) :
   Total Marks-100
   *Weightage on Educational Qualification-60, Experience-25, Extracurricular activities-05 & Interview-10 Marks
   ** 05 marks will be deducted for each additional attempt.

<table>
<thead>
<tr>
<th>MBBS (Bachelor Degree)</th>
<th>1st PROF (15 marks)</th>
<th>2nd PROF (15 marks)</th>
<th>3rd PROF (Part-I) (15 marks)</th>
<th>3rd PROF (Part-II) (15 marks)</th>
<th>Desirable Qualification (*Diploma-10 marks &amp; **Degree-20 marks) (20 Marks)</th>
<th>Experience Govt. –02 Marks / year Private—01 Mark / year (10 Marks)</th>
<th>Viva (10 marks)</th>
</tr>
</thead>
</table>

F. Nutritionist (Only for Female candidates) – Guideline Annexed.
### G. Lab Technician (Blood Bank):

**Total Marks: 100**

<table>
<thead>
<tr>
<th>Details</th>
<th>Marks Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Written Test – MCQ / True or False Type</strong></td>
<td></td>
</tr>
<tr>
<td>• General Knowledge – 20 Marks</td>
<td></td>
</tr>
<tr>
<td>• Knowledge in Blood Banking – 40 Marks</td>
<td></td>
</tr>
<tr>
<td>• Computer Applications like MS-Office and Internet – 10 Marks.</td>
<td>Maximum 70</td>
</tr>
<tr>
<td><strong>Academics:</strong></td>
<td></td>
</tr>
<tr>
<td>• Post Graduate Degree or Post Graduate Diploma in Medical Laboratory Technology (M.Sc. in MLT / PGDMILT) – 10 Marks.</td>
<td></td>
</tr>
<tr>
<td>• Degree in Medical Laboratory Technology (BMLT) – 9 Marks.</td>
<td>Maximum 10</td>
</tr>
<tr>
<td>• Diploma in Medical Laboratory Technology (DMLT) / Diploma in Laboratory Techniques (DLT) – 8 Marks.</td>
<td></td>
</tr>
<tr>
<td><strong>Post Qualification Experience:</strong></td>
<td></td>
</tr>
<tr>
<td>• <strong>Six Months’ post qualification experience</strong> 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 / PGDMILT / BMLT – 10 Marks.</td>
<td>Maximum 10</td>
</tr>
<tr>
<td>• <strong>One year post qualification experience</strong> in the testing of blood and or preparation of blood components (in a Licensed Blood Bank) in case of candidates having DMLT / DLT – 8 Marks.</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Interview</strong></td>
<td>Maximum 10</td>
</tr>
</tbody>
</table>

### H. Technical Supervisor (Blood Bank & BCSU):

**Total Marks: 100**

<table>
<thead>
<tr>
<th>Details</th>
<th>Marks Distribution</th>
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</thead>
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<tr>
<td><strong>Written Test – MCQ / True or False Type</strong></td>
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<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>• Computer Applications like MS-Office and Internet – 10 Marks.</td>
<td>Maximum 70</td>
</tr>
<tr>
<td><strong>Academics:</strong></td>
<td></td>
</tr>
<tr>
<td>• Post Graduate Degree or Post Graduate Diploma in Medical Laboratory Technology (M.Sc. in MLT / PGDMILT) – 10 Marks.</td>
<td></td>
</tr>
<tr>
<td>• Degree in Medical Laboratory Technology (BMLT) – 9 Marks.</td>
<td>Maximum 10</td>
</tr>
<tr>
<td>• Diploma in Medical Laboratory Technology (DMLT) / Diploma in Laboratory Techniques (DLT) – 8 Marks.</td>
<td></td>
</tr>
<tr>
<td><strong>Post Qualification Experience:</strong></td>
<td></td>
</tr>
<tr>
<td>• <strong>One year post qualification experience</strong> in Blood Component Separation Unit in case of all eligible candidates – 10 Marks.</td>
<td>Maximum 10</td>
</tr>
<tr>
<td>• <strong>One year post qualification experience</strong> 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 / PGDMILT / BMLT – 8 Marks.</td>
<td></td>
</tr>
<tr>
<td>• <strong>One year post qualification experience</strong> 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.</td>
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</tr>
<tr>
<td><strong>Personal Interview</strong></td>
<td>Maximum 10</td>
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</tbody>
</table>

4. A panel of the suitable candidates will be prepared for each category of posts & remain valid for 1 year from publication of result.
5. Only short listed candidates on the basis of weightage 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. The name of the post should be mentioned in block letter on the top of the envelope.
10. Canvassing in any form will be considered as disqualification.

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*Secretary, District Health & Family Welfare Samity & Chief Medical Officer of Health, Malda*
To  
The Secretary, DH & FW Samity  
& CMOH, Malda  

Application for the post of ________________________________  

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 01.06.2019 ____________ days ____________ months ____________ years.  

Caste Status: ____________________________ Marital Status ________________  

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Exam. Passed (Strike out which is not applicable)</th>
<th>Year of passing</th>
<th>Board / Council / University</th>
<th>Total Marks</th>
<th>Marks Obtained</th>
<th>% Marks</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Madhyamik</td>
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<tr>
<td>b.</td>
<td>Higher Secondary</td>
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<td>c.</td>
<td>Graduation (BA / B.Com. / B.Sc./ BCA) (Pass / Hons.)</td>
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<td>d.</td>
<td>MBBS</td>
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<td>e.</td>
<td>Post Graduation</td>
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</table>
Details of Technical Qualification (Self Attested copy must be submitted with the application):

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Exam. Passed</th>
<th>Year of passing</th>
<th>Board / Council / Institution/ University</th>
<th>Total Marks</th>
<th>Marks Obtained</th>
<th>% Marks</th>
<th>Division/Result</th>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Organization / Institution</th>
<th>Key task assigned</th>
<th>Period</th>
<th>Year of experience</th>
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<td></td>
<td>From</td>
<td>To</td>
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</tbody>
</table>

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: ____________________

Place: ____________________

Signature of the Applicant
APPLICATION FORMAT

(Retired State Govt. Employee Only)
(To be filled up by the candidates own hand writing)

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

Application for the post of

Draft No.: Date:

Name of the applicant (in BLOCK letters):  

Father’s/ Husband’s/ Guardian’s Name:  

Present Address:

Dist. PIN

Contact Number: Nationality

Email ID (mandatory):  

Date of Birth: dd mm yyyy Sex

Age as on 01.06.2019: days months years.

Caste Status:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name &amp; Designation at the time of Superannuation</th>
<th>Date of Birth</th>
<th>Date of Superannuation</th>
<th>Full Postal Address</th>
<th>Contact No.</th>
<th>Details of Pay &amp; emoluments last drawn</th>
<th>Pension Drawn</th>
</tr>
</thead>
</table>

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: 
Place:  

Signature of the Applicant
TOR for the post of Nutritionist is given below:

**Roles & responsibility of Nutritionist**

1. Supervisor of the unit, trainer & Counselor for the staffs posted in the NRC as well as mothers/caregivers.
2. Chart out specific therapeutic diet plan for each child as per the Guidelines in consultation with the Medical Officer.
3. Responsible for monitoring the preparation & distribution of feeds as per diet charts.
4. Maintaining NRC records in registers, preparing reports of the NRC & in diet & treatment sheets.
5. Assess the feeding problem in each child & give individual counseling to mothers.
6. Nutritionist will bring all mothers & caregivers of the admitted children together & give demonstration on making low cost nutritious energy dense culturally acceptable child foods.
7. Provide group counseling on various topics like nutrition & malnutrition, hygiene & sanitation, infant & young child feeding practices, immunization, family planning etc.
8. Provide counseling & demonstrate to mothers on structured play therapy for psychosocial stimulation to engage children in play therapy for at least 30 minutes play each day.
9. Oversee the cleanliness & ensure hygiene practices at NRC.
10. Ensure that the child is provided services as per the recommended Guidelines.
11. Ensure that the NRC data is updated & entered.
12. Responsible for reporting & analysis of NRC data & ensuring follow up of the children discharged from the NRC.
13. Preparation of database for each block in the district i.e. database of the Anganwadi Centre, SC & PHC and name & contact number of the AWW/ANM & ASHA.
14. Fill up the discharge cards with the support of the ANMs & counsel mothers/relatives regarding follow-up schedule at the NRC & home visits by AWW/ANM/ASHA.
15. In absence of GNM, Nutritionists will be responsible for GNM’s work.
16. Some other activities related to Nutrition Rehabilitation Center as and when required.
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 newspaper 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 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 24th 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,

[Signature]

Executive Director
WB SH & FW Samiti