



Government of West Bengal  
Office of the Chief Medical Officer of Health, Malda  
P. O. Jhaljhalia (J. R. C.), District – Malda, Pin-732102  
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Memo No: DH & FWS/ 1945

Dated: 24/11/2021

**Recruitment Notice (Walk-in-Interview on 29.11.2021)**

In pursuance of Order of the Mission Director, NHM & Secretary, Health and Family Welfare Department, Government of West Bengal vide memo no.HFW-35099/188/2021/3244, Dated 28.10.2021, the undersigned is going to recruit the following category of temporary contractual Staff. **The engagement of the Co-ordinator and Data Entry Operator will be temporary in nature and will not be extended beyond 31<sup>st</sup> March 2022** with effect from the date of engagement. Candidates are requested to apply and attend for **Computer Skill Test and walk-in-interview** to the office of Chief Medical Officer of Health, Malda, P.O- Jhaljhalia (J.R.C), Dist- Malda, Pin-732101 (W.B) along with prescribed format (copy attached) & self attested photo copies with originals of all testimonials on 29/11/2021 and register their names from 10 am to 12:00 noon sharp on the day of walk in interview.

**Note: Essential qualification degree through Distance Learning Course or from any Open University will not be entertained.**

Name of the Post	No of Posts	Qualification	Remuneration (Consolidate) Rs.
Co-ordinator (Chanchal SSH, Malda)	01	<b>Essential Qualification:</b> 1. Post Graduation Diploma / Degree in Health Care Management/ Hospital Administration. 2. Proficiency in using MS-Office <b>Essential Experience:</b> At least 2 Years experience of working with Government/ Non-Government organization. Age (as on 01.01.2021) Minimum 21 years and Maximum 40 years	Rs.45,000/- per month.
Data Entry Operator (Chanchal SSH, Malda)	01	<b>Essential Qualification:</b> Graduate from any recognized university and have completed at last 1 year Diploma / Certificate course in Computer Application from Govt. registered Institution. Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet. <b>Essential Experience:</b> Minimum 3 years experience in Government Sector or 5 Years experience in Private Sector in data recording and data analysis. Age (as on 01.01.2021) Minimum 21 years and Maximum 40 years	Rs.13,560/- per month.

Memo No: DH & FWS/ 1945/1 (14)

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

1. The District Magistrate, Malda
2. The Principal MMC&H, Malda.
3. The Addl. District Magistrate (G), Malda
4. The Addl. District Magistrate (ZP), Malda
5. The MSVP, Malda MMC&H, Malda with request to display in the notice board.
6. The Dy. CMOH-I, II, III, DMCHO, ZLO, DTO, DPHNO, Malda
7. The ACOH (Sadar / Chanchal), Malda
8. The Superintendent Chanchal SSH, Malda, is requested to attend on the day of walk in interview with one Specialist (Paediatrician).
9. The All BMOH, Malda, with request to display in the notice board.
10. The Accounts Officer, CMOH office, Malda
11. 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)
12. The 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)
13. The HC, CMOH Office Malda with request to make arrangement of recruitment process.
14. The DPM-in-charge, DSM, DAM, AM, DPMU, Malda with request to co-operate.

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

Dated: 24/11/2021

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 \_\_\_\_\_

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 01.01.2021 \_\_\_\_\_ 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 (BA / B.Com. / B.Sc./ BCA) (Pass / Hons.)						
d.	Post Graduation Diploma / Degree in Health Care Management/ Hospital Administration						
e.							

