



Memo No.: 5297 _____

Date: Cooch Behar the 8th November, 2021 _____

WALK-IN-INTERVIEW

A walk in interview will be held for engagement of Coordinator & Data Entry Operator in temporary in nature and **will not be extended beyond 31.03.2022** under District Health & Family Welfare Samiti, Cooch Behar.

Date of Interview: 18th November, 2021

Time of Interview: from 11 AM (Applicant should present at 11 am)

Venue: Office of the Chief Medical Officer of Health, Cooch Behar, Lal Bagh Building, Debibari, Cooch Behar-736101

GENERAL INFORMATION AND INSTRUCTIONS FOR CANDIDATES

Candidates must read the each instruction thoroughly, carefully and check eligibility before attending interview.

1. **Essential qualification degree through Distance Learning Course or from any Open University will not be entertained.**
2. All the original testimonials along with photo copy with self attested has to be bought on (18.11.2021) that day.
 - a. Admit card of Madhyamik or equivalent examination.
 - b. All Mark Sheets (as per post criteria).
 - c. Photo copy of Voter card /Aadhar card / other address proof.
 - d. Clear photocopy of all experience certificates
3. In experience certificate duration of experience, post held, nature of work, Employer signature with date must be clearly written otherwise experience certificates will be treated as invalid. Experience certificate must be as per criteria required.
4. Application form attached in Annexure-I(Application Format for Coordinator) & Annexure-II(Application Format for Data Entry Operator) with notification, candidate must fill up and submit application form with self attested passport size photo & Demand Draft in favour of “DH&FWS NON NHM MOTHER A/C COOCH BEHAR”
5. **Fee:** Candidate must pay application fee (amounting to Rs. 100/- for Unreserved and Rs.50/-for reserved categories) by Crossed. Other form of payment like Money order, Cheque, Bank Draft, and Cash etc will not be acceptable.

Sl. no.	Post Name	No of Post	Place of posting	Eligibility	Age (as on date 01.01.2021)	Remuneration /Month(Rs)
1.	Coordinator	Two (1UR+1SC)	Tufanganj SDH & Dinhata SDH	Essential Qualification –1. Post Graduation Diploma/Degree in Health Care Management /Hospital Administration 2. Proficiency in using MS-Office of Computers 3. Essential Experience: At least 2 years experience of working with Government/Non Government organization	Minimum 21 years and Maximum 40 years	45,000/-
2.	Data Entry Operator	Two (1UR+1SC)	Tufanganj SDH & Dinhata SDH	Essential Qualification –1. Graduate from any recognised university and have completed at least 1 years Diploma/Certificate course in Computer Application from Govt.Registered Institution 2. Working knowledge of computer with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet 3. Essential Experience: At least 3 years experience of working with Government Sector or 5 years experience in Private Sector in data recording and data analysis.	Minimum 21 years and Maximum 40 years	13,560/-

Mode of Selection for the post of Coordinator

Particulars	Maximum Marks	Remarks
Class 12	10	Proportionate Marking (i.e % of marks obtained in the examination*10/100)
Graduation	20	Proportionate Marking (i.e % of marks obtained in the examination*20/100)
Post Graduation	30	Proportionate Marking (i.e % of marks obtained in the examination*30/100)
Experience	10	Over and above the essential experience of 2 years
Computer Test Interview	20	Qualifying Marks for Computer Test is 50%
Interview	10	
Total	100	Scale of scoring

Mode of selection for the post of Data Entry Operator

Particulars	Maximum Marks	Remarks
Class 10	10	Proportionate Marking(i.e % of marks obtained in the examination*10/100)
Class 12	10	
Graduation	20	Proportionate Marking(i.e % of marks obtained in the examination*20/100)
Computer Test Interview	50	Qualifying Marks for Computer Test is 50%
Interview	10	
TOTAL	100	Scale of scoring

Chief Medical Officer of Health
Cooch Behar

June
8/11/21

08/11/21

Annexure-I

Affix Passport
Size Photo

Application form for engagement of Coordinator at Cooch Behar District

(Office of the Chief Medical Officer of Health, Cooch Behar
Lal Bag ,Debibari by Lane, Cooch Behar-736101)

Name of candidate(Block Letter)	
Name of Father/Mother/Husband with Full Address	
Mobile no.	
Date of Birth(DD/MM/YYYY)	
E-Mail ID	

Signature of the Candidate

Annexure-I I

Affix Passport
Size Photo

Application form for engagement of Data Entry Operator at Cooch Behar District

(Office of the Chief Medical Officer of Health, Cooch Behar
Lal Bag ,Debibari by Lane, Cooch Behar-736101)

Name of candidate(Block Letter)	
Name of Father/Mother/Husband with Full Address	
Mobile no.	
Date of Birth(DD/MM/YYYY)	
E-Mail ID	

Signature of the Candidate