

West Bengal State Health & Family Welfare Samiti
Swasthya Bhawan, Wing-'B', 3rd Floor
GN-29, Sector-V, Bidhannagar
Kolkata – 700091

Recruitment Notice No. SAFWS/2024/306

Date: 19.02.2024

West Bengal State Health & Family Welfare Samiti will engage personnel for the position of **Programme Co-ordinator-Oral Health** as mentioned below in **National Oral Health Programme** under **National Health Mission**, Department of Health and Family Welfare, Government of West Bengal purely on contractual basis.

The applicant must be a permanent resident of West Bengal.

The applicant must have knowledge of local languages.

Eligible candidates should apply online in the prescribed format as given in Department's Website from 11 am of 22nd July, 2024 to Midnight 5th August, 2024 for the mentioned position.

Only online applications will be accepted. Application forms not properly filled in or incomplete application forms are liable to be cancelled. Application fees of ₹100/- have to be deposited through on-line mode only. The amount is non-refundable (Details of on-line mode, payment details and important dates are given in General Information point no. 8 & 9).

All the essential criteria must be completed on or before the first date of online application.

Name of the Position : Programme Co-ordinator-Oral Health

Number of Vacancy : 01 (Unreserved)

(*If any consequential vacancy of the said post is created till the panel remains valid, such subsequent vacancy may be filled up from the approved panel.)

Remuneration : ₹32,000 per month (Increment as per NHM guidelines)

Place of Posting : State National Oral Health Programme Cell.

Essential Criteria : a) B.D.S. from institutions recognized by Dental Council of India. **OR** Graduation in Hospital Administration/ Hospital Management.

b) Minimum 2 years work experience in health sector
(Teaching experience will not be considered as working experience).

c) Minimum one year diploma in computer application including knowledge of MS office and internet

d) Excellent communication and presentation skill with proficiency to read and write mainly in English as well as Bengali.

e) Ability to work in mission mode.

Desirable Criteria : a) Master of Public Health (MPH) from any UGC recognized university.

b) Expertise in excel-based data management.

c) 2 years work experience as Coordinator / Programme Coordinator.

(Teaching experience will not be considered as working experience).

d) Knowledge of National Health Programmes especially in dental.

Age (as on 01.01.2024) : Minimum 21 years and Maximum 40 years

MODE OF SELECTION :

1. Candidates will be called for Computer Test and Interview on the basis of score of essential and desirable criteria.
2. **Qualifying Marks for Computer Test is 50% .**
3. Candidates qualified in computer test will be called for interview.
4. **Final Selection will be made on the basis of total marks obtained in Computer Test, Interview and score on essential and desirable criteria.**

Scale of Scoring – Total 100 Marks

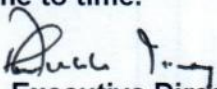
Particulars	Maximum Marks	Remarks
B.D.S /Graduation in Hospital Administration/ Hospital Management	40	Proportionate marking (i.e. % of Marks obtained \times 40/100)
Master of Public Health (MPH)	20	Additional Marks
Experience in health sector	10	Completed 2 years = 5 Marks
		> 2 years but < 5 Years = 8 marks
		More than 5 years = 10 Marks
2 years work experience as Coordinator / Programme Coordinator.	10	Additional Marks
Computer test	10	Minimum Qualifying Marks 50%
Interview	10	
Total	100	

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. Essential Criteria mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. **All the essential criteria must be completed on or before the first date of online application.**
4. Experience will be calculated after obtaining the required essential academic qualification for the above mentioned position, till the first date of online application.
5. Hard copy/print copy of the online registration form may be downloaded from the link "http://hr.wbhealth.gov.in:8888/Index.aspx"-> "Application Print" and should be retained by all the applicants for document verification purpose. Without registration form, candidates will not be entertained for original testimonials verification by the authority. No need to send Hard copy/print copy of the online registration form by post.
6. 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.
7. Marking after rounding off up to 2 decimal points will be considered.
8. i) Start date of Application : From 11 a.m. of 22nd July, 2024.
ii) Last date of Registration : Midnight of 31st July, 2024.
iii) Last date of Submission of application Fees : Midnight of 2nd August, 2024.
iv) Last date of full Submission of form : Midnight of 5th August, 2024
9. The online deposition of application fees can be done through net banking or credit/debit card system through an online interface. If the payment is successful, the candidate will be immediately reverted back to the link for final submission of the application form by using the application id already received at the time of Registration. Please do not deposit fee more than one time.
10. As mentioned in addendum issued vide no. HFW-27011/137/2020/1611 dated 23/02/2021 point no. ii, All new employees who have joined / will be joining between 29th December, 2020 to 30th September 2024 against new entry point remuneration as per memorandum vide no. HFW-27011/137/2020/1352 dated 29/12/2020 will not be entitled for annual increment for the financial year 2024-25. Annual increment will be applicable for these new contractual employees from financial year 2025-26.
11. The candidates, **if found ineligible/absent** at any stage of recruitment process, will not be called for the subsequent stages of the selection process.
12. The decision of the competent authorities regarding the recruitment is final.
13. The competent authorities may cancel the recruitment process at any stage of the selection process.

Applicants are requested to visit www.wbhealth.gov.in at the link "On-line Recruitment" for on-line applications and link "Recruitment" for information/instruction issued from time to time.


Executive Director
WB SH & FW Samiti