

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

Recruitment notice no. SHFW/2022/272

Date: 13/01/2023.

West Bengal State Health & Family Welfare Samiti intends to engage on contractual basis for the position of **Accounts Manager (DPMU) / (CPMU)** under **National Urban Health Mission**, Department of Health and Family Welfare, Government of West Bengal.

The applicant must be a permanent resident of West Bengal.

Eligible candidates should apply online in the prescribed format as given in Department's Website from 11 am of 19th January, 2023 to Midnight of 31st January, 2023 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/ for general candidates and ₹50 for reserved category candidates 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. 10 &11)

Existing employees working under National Health Mission in the same position may also apply on own choice. In that case, five (5) years relaxation of age from the maximum age limit mentioned in the recruitment notification will be given to such employees, but will not be entitled to any other benefits of the present position such as continuity of length of service, rationalization benefits and any other benefit, if applicable, against that post. Such employees will start as a fresher in the new position, if selected.

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

Details for the position

- Name of the Position** : Accounts Manager (DPMU) / (CPMU)
- Number of Vacancies** : 3 (SC-1, UR-1 and OBC-A-1)
*If any subsequent vacancies are created till the panel remains valid, such subsequent vacancies would be filled up from the approved panel.
- Consolidated Remuneration** : ₹.35,000 per month. *(Increment as per NHM guidelines)
- Place of Posting** : UCHC of any Municipality/Municipal Corporations in West Bengal

Essential Criteria	Desirable Experience
M.Com/ ICWA (Inter)/ CA(Inter) Should have knowledge of double entry accounting system and knowledge of Tally 7.2 / 8.1 version	Completed 1 year experience in accounting system

- Age (as on 01.01.2023) : Maximum 40 years and Minimum 21 years.
(Age relaxation will be given for the reserved candidates as per govt. norms)

MODE OF SELECTION**: Total 100 Marks**

Sl.	Particulars	Max. Marks	Details
1	Class X	10	Proportionate Marking: (% of Marks obtained in the exam)*10/100
2	Class (10+2)	15	Proportionate Marking: (% of Marks obtained in the exam)*15/100
3	M.Com/ ICWA (Inter)/ CA(Inter)	30	Proportionate Marking: (% of Marks obtained in the exam)*30/100
4	Additional qualification (any qualification over and above the essential qualification)	5	Additional Marks
5	Completed 1 year experience in accounting system	10	X
6	Computer Knowledge Test	15	Qualifying marks 50%
7	Interview	15	X

Selection will be done on the basis of marks obtained in academic qualification, experience, computer test and interview. Applications will be shortlisted on the basis of weighted marks obtained in educational qualification and experience. From the short list, candidates will be called for computer test. In Computer Test which will count as practical, candidates will have to obtain at least 50% marks to qualify for further process.


Note:

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.

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 Qualifications mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. **All the essential qualification must be completed on or before the first date of online application.**
4. **Experience will be calculated after obtaining the required essential qualification for the above mentioned position, till the first date of online application**
5. **Caste Certificate issued on or before the first date of online application, by the competent authorities of West Bengal only will be accepted.**

6. Caste Certificate issued on or before the first date of online application, by the competent authorities of West Bengal only will be accepted. In case of OBC candidates, category 'A' must be mentioned specifically in the caste certificate, otherwise the caste certificate will not be accepted.
7. 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.
8. 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.
9. Marking after rounding off up to 2 decimal points will be considered.
10. i) Start date of Application : From 11 a.m. of 19th January, 2023.
ii) Last date of Registration : Midnight of 28th January, 2023.
iii) Last date of Submission of application Fees : Midnight of 30th January, 2023.
iv) Last date of full Submission of form : Midnight of 31st January, 2023.
11. 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.
12. 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 three consecutive financial years i.e., 2022-23, 2023-24 and 2024-25". Annual increment will be applicable for these new contractual employees from financial year 2025-26.
13. The candidates, if found ineligible at any stage of recruitment process, will not be called for the subsequent stages of the selection process.
14. The decision of the competent authorities regarding the recruitment is final.
15. The competent authorities may cancel the recruitment process at any stage of the selection process.


Executive Director
WB SH & FW Samiti