



# INSTITUTE OF HEALTH & FAMILY WELFARE

(Department of Health and Family Welfare, Government of West Bengal)  
29, GN BLOCK, SECTOR – V, BIDHAN NAGAR, KOLKATA – 700 091.

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## NOTICE

No. IHFW/PF-21/2019/2845

Date : 24/04/23

Applications are invited from willing retired State Government Deptt. / Directorate employees holding the post not below the rank of Head Assistant / Head Clerk / Accountant or in the same capacity (before retirement) within 62 years of age as on 01.04.2023, minimum Qualification B. Com Graduate and having at least 3 years experience in handling Cash, maintenance of Cash Book and Computer related work for engagement in the Post of 1 (one) Cashier – cum – Office Assistant in the Institute of Health & Family Welfare, Kolkata on temporary and contractual basis on a consolidated remuneration as per Finance Deptt.'s Memo No. 6472-F(P) dated 02/12/2019 of the GoWB which is applicable for retired Govt. employee.

The initial appointment to the selected candidate will be for a period of 6 (six) months which is likely to be extended subject to satisfactory discharging of allotted duties and status of physical and mental health.

Last date of the receipt of Application is 19/05/2023 upto 4 P.M. Please visit website [www.wbhealth.gov.in](http://www.wbhealth.gov.in) Application should be submitted to the Office of the Director, Institute of Health & Family Welfare, 29, G.N. Block, Sector-V, Bidhannagar, Kolkata-700091 as per attached Performa of Application. Application received after the last date of submission will be rejected.

*Suparna Datta*  
24/4/23  
\_\_\_\_\_  
DIRECTOR, IHFW

No. IHFW/PF-21/2019/2845/1(C).

Date : 24/04/23

Copy forwarded to :

- ✓ 1. IT Cell, H&FW Deptt. – with a request to display the Notice immediately in the Website.
2. M/s. Astra Infotech – with a request to display the Notice in our Website immediately
3. Notice Board of IHFW
4. Notice Board of DME
5. Notice Board of DHS
6. Office copy

*Suparna Datta*  
24/4/23  
\_\_\_\_\_  
DIRECTOR, IHFW

**APPLICATION FOR THE POST OF CASHIER CUM OFFICE ASSISTANT (Contractual) IHFW,**

**Kolkata,**

**PROFORMA OF APPLICATION**

Self attested  
Passport  
size  
photograph

1. Name (in block letters) :
2. Father's Name :
3. Address  
(i) Permanent :
- (ii) Present :
4. Contact Phone No. with e-mail address :
5. Date of Birth :
6. Age as on 01.04.2023 :
6. Date of retirement on attaining  
the age of Superannuation :
7. Post held on the date of retirement :
8. (i) Last pay drawn :  
(ii) Drawing amount of Pension  
as per PPO :
9. Qualifications  
(i) Educational (Highest) :  
(ii) Others, if any :
10. Experience (Please state in details) :

Date :

Signature of Applicant

Self-Attested photocopies regarding proof of age, qualifications, Aadhar Card, PAN Card and Statement of working experience alongwith PPO to be submitted alongwith the application addressed to the Director of the Institute.