

# West Bengal State Rural Development Agency

(An Agency of the Panchayats & Rural Development Department, Government of West Bengal.  
Registered under Registration of Societies, Act, 1961, Registration No. S/IL/17726 of 2003-04)

## State Public Health Cell

**Jessop Building, 63 Netaji Subhash Road, Kolkata-700 001. Tele Fax : 2243-9057**

No.: 366-SPHC/2E-3/09

Dated Kolkata the 2<sup>nd</sup> August, 2010

### **Notification for Contractual Engagement in the State Public Health Cell under WBSRDA**

Applications are invited in prescribed proforma (enclosed) from eligible candidates for contractual engagement for 1 year in the State Public Health Cell of West Bengal State Rural Development Agency, 63 Netaji Subhash Road, Kolkata – 700 001 for the works to be implemented under “Community Health Care Management Initiative” and “National Rural Health Mission”.

#### **Names of Posts and other Details:**

##### **1. Support Staff (Data Management):**

Total Post: 1 (one)

Job specification: (a) To compose and print letters and orders issued by the SPHC through Computer.

(b) To enter the data supplied by the districts in the Computer.

(c) To analyze and supply data for making and designing the Action Plan when necessary.

Age: Within 35 years for General candidates, 40 years for SC and ST candidates and 38 years for OBC candidates as on 31.3.2010.

Educational Qualification: Higher Secondary passed in any stream with a number of 45% in aggregate from any recognized Council of Higher Secondary Education.

Other Qualification: (a) Passed at least 3 months' course on Computer Operating mainly in Ms-Word, Ms-Excel and Ms-Access from any recognized Computer Education Institution.

(b) 1 year working experience with preference in the field of Public Health.

Monthly Remuneration: Rs. 6,500/- at a lump.

Place of Posting: State Public Health Cell, Panchayats and Rural Development Department, 63 Netaji Subhash Road, Kolkata – 700 001

##### **2. Support Staff (Office Management):**

Total Post: 2 (two)

Job specification: (a) To deal with all the files related to Public Health.

(b) To assist the Officials of the SPHC in all office works.

(c) To arrange various meeting and to write/prepare the proceedings of the meetings etc. and any job specified by the Head, SPHC from time to time.

Age: Within 35 years for General candidates, 40 years for SC and ST candidates and 38 years for OBC candidates as on 31.3.2010.

Educational Qualification: Higher Secondary passed in any stream with a number of 45% in aggregate from any recognized Council of Higher Secondary Education.

Other Qualification: (a) Passed at least 3 months' course on Computer Operating mainly in Ms-Word, Ms-Excel and Ms-Access from any recognized Computer Education Institution.

(b) 1 year working experience with preference in the field of Public Health.

Monthly Remuneration : Rs. 6,500/- at a lump.

Place of Posting: Three post for State Public Health Cell, WBSRDA, 63 Netaji Subhash Road, Kolkata – 700 001.

**General Instructions for the Candidates:**

1. One recent passport size photograph duly signed should be fixed on the application and on the admit card.
2. The attested copy of the mark-sheet, SC, ST or OBC Certificate and other Certificates along with the age proof will have to be enclosed with the application. The original of the same should be produced before the test in the examination hall for verification.
3. Details of written test, Computer test and viva-voce will be informed to the candidate by issuing Admit Card. No Traveling Allowance will be admissible.
4. Application and Admit Card duly filled up in the prescribed proforma in the sealed envelope along with one self addressed envelope (10.5" x 4.5") with postage of Rs.5/- affixed on it, may be dropped in the Drop-Box kept in the State Public Health Cell, Room No. 22, Panchayats and Rural Development Department, 63 Netaji Subhash Road, Kolkata – 700 001 within the working hour of any working day. The last date for receiving application is 31/08/2010 upto 5 PM.
5. A candidate can apply for any one post. The name of the post will be clearly mentioned in the sealed envelope.

(Bharati Ghosh)  
Joint Chief Executive Officer,  
WBSRDA

**Application Format:**

To  
The Joint Chief Executive Officer  
WBSRDA (SPHC)  
63, Netaji Subhash Road, Kolkata-1.

Signed  
Passport  
Photograph  
of the  
Candidate

Madam,

Knowing from the notification No.: 366-SPHC/2E-3/09 Dt. 02.08.2010, I offer myself as a candidate for the post of .....  
My particulars are given below:

- I. Name of the Candidate :  
II. Name of father/ Husband :  
III. Date of Birth :  
IV. Mailing Address with Pin code and Telephone No :  
V. Nationality :  
VI. Sex :  
VII. Category (please put √) : General/ SC/ ST/ OBC  
VIII. Educational Qualification in following Proforma :

Name of Exam	Year of passing	% of marks obtained	Division/Class/ Grade	Remarks if any
Higher Secondary				
Graduation				
Others				

- IX. Work Experience :  
X. Present job details, if any  
[a] Name of Organisation :  
[b] Present Post :  
[c] Total emoluments received :

Declaration: I do hereby certify that the details stated above are true and that in case any information proves to be false, my candidature will be liable to be cancelled.

**Enclosed:**

- a. Self addressed envelope (10.5" x 4.5") with postage of Rs.5/- affixed on it.
- b. Admit Card in the prescribed proforma (duly filled up).
- c. Certificate of the Age proof (birth certificate or Admit card of the Madhyamik)
- d. Attested photocopies of the Mark sheets and Certificates of Educational qualification
- e. Attested photocopy of SC/ ST/ OBC Certificate.
- f. ....

.....  
Full signature of the candidate

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**Jessop Building, 63 Netaji Subhash Road, Kolkata-700 001. Tele Fax : 2243-9057**

### **ADMIT CARD**

Reference: Notification No.: 366-SPHC/2E-3/09

Dated. 02.08.2010

Schedule of Examination:

Written Test – 50 marks	1 hr.
Computer Test – 20 marks	30 mins.
Viva-voce – 30 marks	

**Signed  
passport  
photograph of  
the Candidate**

.....  
Signature of the Candidate in  
front of the Invigilator

#### **(To be filled up by the Candidate)**

Name of the Post : .....

Name of the candidate : .....

The candidate will have to bring the Admit Card of the test with all **Original testimonials** with him/ her which will have to be shown in the examination for verification.

No traveling allowance will be admissible.

#### **(To be filled up by SPHC)**

Roll No. : .....

Place of Examination : .....

Date of Examination : .....

Reporting time : .....

(Bharati Ghosh)  
Joint Chief Executive Officer  
WBSRDA