

**Government of West Bengal**  
**Office of the District Magistrate, Howrah,**  
**RSBY Cell**

**Notice**

Application in plain paper as per enclosed format is invited for engagement of the following one contractual post under RSBY. The details of qualification, experience entitlement and selection criteria are detailed below:

Sl. No.	Name of the Post	No. of Post	Essential Qualifications	Desirable Qualifications	Contractual Remuneration	Selection Criteria
1.	District Coordinator -Hospital	1	Post Graduate with Diploma in Hospital Management / PGDHM	Diploma (or Certificate Course) in Computer Application	Rs. 16860.00 p.m.	Written Examination - 75 marks Computer Test - 20 marks Personal Interview - 05 marks

**Age Limit:** Age not more than 40 years as on 01.01.2018. However the upper age limit is relaxable for the candidate belonging to categories of Schedule Caste, Schedule tribe and other Backward Classes as per extant Government Order.

**Period of Engagement and Other Conditions:**

- a) The initial engagement for a person selected for the above post would be for a period of one year. Thereafter, the engagement may be renewed as per satisfactory performance of the incumbent concerned.
- b) The appointment to the above post would be full time basis and they would not be permitted to take up any other assignment during that period.
- c) The contract for engagement may be terminated by giving one month notice from either side.

**Eligible applicants will have to submit the following documents along with the application in plain paper as per enclosed format:**

- i) **Any document for proof of DOB from any of the one following documents:** Birth Certificate from competent Authority / Madhyamik or equivalent Examination Admit Card / Registration Certificate
- ii) Copies of testimonials of Graduate and Post Graduate Degree from any recognized University
- iii) Copies of testimonials of Post Graduate Diploma / PGDHM
- iv) Copies of certificate or Diploma course as per Desirable Qualification as noted in the above table

- v) Copy of Voter Identity Card (EPIC) or any other document showing Indian Citizenship
- vi) Two recent passport size photograph, one pasted in the application and the other pasted on the Admit Card (Format enclosed) and to be self signed on both the photograph
- vii) A self addressed Rs. 10/- stamped envelope

**General Guideline:**

1) The selection for the above posts will be conducted by a District Level Selection Committee headed by the District Magistrate, Howrah. Decision of the District Level Selection shall be final.

2) A sealed envelope addressed to the District Level Selection Committee, RSBY Cell, Howrah containing plain paper application (in prescribed format) along with all the above enclosures including self addressed Rs. 10/- stamped envelope will have to be submitted at the Drop Box to be kept at the **Health Section, 5<sup>th</sup> floor, New Collectorate Building, Howrah-711101 from 12.00 Noon to 04.00 PM on any working day between 30<sup>th</sup> July, 2018 to 14<sup>th</sup> August, 2018.** Application by post or by mail or by any other means will not be entertained and will not be accepted.

3) Last date of receiving completed application will be **14<sup>th</sup> August, 2018 at 04.00 PM.** Application beyond this date and time will not be received.

4) Incomplete application or application without sufficient documents will be summarily rejected. If any applicant is found ineligible for the respective posts in any respect at any step of the engagement procedure, his/her application will be rejected

5) Self attested copies of all documents are to be submitted at the timing of submitting application. All original documents have to be brought on the date of interview for verification

6) Admit cards will be sent by post. Information regarding date of dispatch of Admit card to eligible candidates will also be available in the website.

# Application Format

To  
The District Level Selection Committee,  
RSBY Cell, Howrah

Paste one  
passport size  
recent  
photograph &  
signed by the  
candidate

Sub: Application for the post of \_\_\_\_\_, Howrah District  
(Name of the post)

1) Name of the Applicant: \_\_\_\_\_

2) Father's/Husband's Name: \_\_\_\_\_

3) Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) Permanent Address: \_\_\_\_\_

5) Phone Number: \_\_\_\_\_

a) Land Line \_\_\_\_\_ b) Mobile \_\_\_\_\_

6) E-mail ID: \_\_\_\_\_

5) Nationality: \_\_\_\_\_

6) Religion: \_\_\_\_\_

7) Caste: \_\_\_\_\_

8) Sex: \_\_\_\_\_

9) Date of Birth: \_\_\_\_\_

10) Qualification:

Level	Qualification (Degree/Diploma)	University	Subject	% of marks obtained
Graduate				
Post Graduate				
PG Diploma				

10) Desirable Qualification: \_\_\_\_\_

11) Documents Submitted:

i) Document of DOB: Birth Certificate from competent Authority / Madhyamik or  
equivalent Examination Admit Card / Registration Certificate: \_\_\_\_\_

ii) Copies of testimonials of Graduate and Post Graduate Degree from any recognized  
University: \_\_\_\_\_

iii) Copies of testimonials of Post Graduate Diploma / PGDHM / PGDCA: \_\_\_\_\_

iv) Copies of certificate course or Diploma course as per Desirable Qualification as noted in the above table: \_\_\_\_\_

v) Copy of Voter Identity Card (EPIC) or any other document showing Indian Citizenship: \_\_\_\_\_

vi) Two recent passport size photograph, one pasted on the application and the other pasted on the Admit Card (Format enclosed) and self signed on the photograph: \_\_\_\_\_

vii) A self addressed Rs. 10/- stamped envelope: \_\_\_\_\_

viii) Any other document: \_\_\_\_\_

This is to certify that all information furnished by me as above are all correct to the best of my knowledge and belief and all documents are attested by me. I understand that if any of the above information / document (s) submitted be found false or fake, or in case I am found to be ineligible at any stage of the engagement procedure, my candidature will be cancelled.

Place:

Date:

Signature of the Applicant

Admit Card for selection to the post of  
**District Coordinator-Hospital / District Coordinator-IT,**  
Howrah District

Paste one passport  
size recent  
photograph &  
signed by the  
candidate

Name of the Candidate: \_\_\_\_\_

Father's / Husband's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Venue of Written Examination: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

Time of Examination: \_\_\_\_\_

(Candidates are instructed to reach the examination venue and report 30 minutes before the schedule time and they must bring this Admit card with them at the time of examination, otherwise they will not be allowed to enter into the examination venue)

District Nodal Officer, RSBY  
Howrah

\_\_\_\_\_  
Signature of the Candidate  
for **written examination**

\_\_\_\_\_  
Signature of the Invigilator

\_\_\_\_\_  
Signature of the Candidate  
for **computer test**

\_\_\_\_\_  
Signature of the Invigilator

\_\_\_\_\_  
Signature of the Candidate  
for **interview**

\_\_\_\_\_  
Signature of the Invigilator