



सत्यमेव जयते

Government of West Bengal
Department of Health and Family Welfare
Office of the Principal, Burdwan Medical College
Baburbag, Burdwan – 713104

Phone and Fax no- (0342)2665228

Mail ID- burdwanmedicalcollege76@gmail.com

Memo No.- BMC/ECRP-II/ 2877

Dated: ...27.11.2021

NOTICE FOR WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT

In terms of the Notification issued by the Mission Director, N.H.M. & Secretary, H&FW Department, Swasthya Bhawan, Govt. of W.B., vide Memo No. **HFW-35099/188/2021/3244** dated **18th October, 2021**; a walk-in-interview has been arranged for engagement of the following posts for smooth functioning and monitoring of HUB (CoE) and SPOKE Model at Burdwan Medical College & Hospital, Burdwan, **purely on temporary contractual basis, not beyond 31/03/2022.**

- I. Co-ordinator**:- Fixed remuneration of **Rs. 45,000/-** only per month, Total vacancy = **01**
- **Age (as on 01st January, 2021):** 21 – 40 years
 - **Essential Criteria:** Post Graduation Diploma / Degree in Health Care Management / Hospital Administration, and Proficiency in using MS-Office.
 - **Essential Experience:** At least **2 years** experience of working with Government/Non-Government organization.
- II. Data Entry Operator**:- Fixed remuneration of **Rs. 13,560/-** only per month, Total Vacancy = **01**
- **Age (as on 01st January, 2021):** 21 – 40 years
 - **Essential Qualification:** Graduate from any recognized university and have completed at least 01 year Diploma/Certificate course in Computer Application from Govt. Registered institution. Working knowledge of computers with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access and Internet.
 - **Essential Experience:** Minimum **3 years** experience in *Government* sector or **5 years** experience in *Private* sector, in **data recording and data analysis.**

❖ **Please note that Essential Qualification degree obtained through Distant Learning Course or from any Open University will NOT be entertained.**

➤ **Points to Note before appearing for the Walk-in-Interview:-**

Aspirants willing to attend the Interview should carry the following documents/testimonials along with them, at the Interview Hall.

- An application Format duly filled in as given below in Annex (C.V.)
- Self attested proof regarding permanent residential status (Passport /Voter ID card /AADHAR card /Ration card, etc.) and all academic certificates are to be submitted along with Application.
- NOC from employer in case of candidate being employed at present in any public/private institution/establishment.
- All testimonials in respect to **Educational Qualification** (*starting from Class-X*), i.e. Marksheets & Certificates, and **Essential Experience** (*Experience certificates for the required time period*), should have to be produced before the Interview Board in **Original**, and the **self attested copies** of the same should be enclosed with the Application Format (C.V.).

- No TA/DA will be paid to the candidates for appearing in the interview procedure.
- Selection will be made on the basis of marks obtained in academic qualification and Interview. Decision of the Board/Authority will be final regarding selection of candidates.

Date and Time of Interview : - All candidates are required to report for the Interview on 8th December, 2021 (Wednesday) at 10:30 a.m.

Venue for reporting at the Interview : New Administrative Building (Office of the Principal, Burdwan Medical College, Burdwan).

Principal
Principal

**Burdwan Medical College
Burdwan**

27/11
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Government of West Bengal
Office of the Principal, Burdwan Medical College
Baburbag, Burdwan – 713104

APPLICATION FOR THE POST OF CO-ORDINATOR & D.E.O. (CONTRACTUAL & TEMPORARY)

1. Name (in BLOCK letters) :- _____
2. Father's/Guardian's name :- _____
3. Address for correspondence (with PIN code) :-

PIN: _____

Affix a Passport size recent colour photograph, duly signed by the applicant.

**DO NOT
STAPLE**

4. (a) Contact No.- [mandatory]
(b) E-mail ID:-
(c) Aadhar No.-
5. Date of Birth (DD/MM/YYYY):- _____
6. Age (as on 01/01/2021):- _____ years _____ months _____ days
7. Sex:- _____ Nationality :- _____

8. EDUCATIONAL QUALIFICATION :-

Sl. No	Name of the Exam passed	Board/Council/ University	Year of Passing	Total Marks	Marks obtd.	% of marks	Class/ Divn.
1.							
2.							
3.							
4.							

9. ESSENTIAL EXPERIENCE :-

Sl. No	Brief details of previous experience, with nature of work done	Name of the Organization	From	To	Remarks
1.					
2.					

10. Other Qualifications (if any) :-

11. Any other Experience:- _____

I solemnly declare that, (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief; (b) original documents will be produced as and when asked for; (c) I understand that the concerned authority reserves the right to reject my candidature upon short-listing of the candidates based on qualifications and experiences and (d) I have submitted no other application for this post.

**** I have informed the head of my office/department in writing regarding my application for this post.**
(Applicable only for those candidates presently serving in any Govt. / Private establishment. Strike out if not applicable)

Place:-

Dated :-

(Signature of the applicant in full)
NOT IN BLOCK LETTERS



Government of West Bengal
Health & Family Welfare Department
National Health Mission

GN-29, 4th Floor, Swasthya Sathi Building, Swasthya Bhawan Premises
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(Phone) 033-2333 0285; (Fax) 033-2357 7930
E-mail: mdnhmwb20@gmail.com



Memo No: HFW-35099/188/2021/3244

Date: 28.10.2021

ORDER

There is a general apprehension that children may be affected more in number during the next surge of COVID-19. Considering this, Government has planned to protect the children by escalating in-patient as well as community level COVID facilities for the younger age group under Emergency Response and Health Systems Preparedness Package, Phase-II (ECRP-II). Accordingly order has been issued for establishment of Centre of Excellence (HUB) to monitor and mentor COVID facilities (SPOKES) vide order no. HFW-35099/188/2021-SFWB SEC(DHS)(HFW)-Dept. of H & FW/1205 dated 17/09/2021.

The HUBS(CoE) will be providing Tele-ICUs, mentoring and technical hand holding to district paediatric units.

Now for smooth functioning and monitoring of HUB (CoE) and SPOKE Model, engagement for the positions of one Co-ordinator and one Data Entry Operator for each HUB (CoE) and each SPOKE may be initiated by the concerned Medical College and Hospitals and other Hospitals as per approved ToRs attached. The engagement of the Co-ordinator and Data entry Operator will be temporary in nature and will not be extended beyond 31/03/2022.

After completion of entire recruitment process a copy of engagement orders should be sent to HR Cell (hrcell.samiti@gmail.com) for further necessary action and disbursement of fund.

Encl: Annexure-A (Approved ToRs)
Annexure-B (Number of posts under HUB and SPOKE)


Dr. Saumitra Mohan, IAS
Mission Director, NHM &
Secretary, H & FW Department
Govt. of West Bengal

Memo No: HFW-35099/188/2021/3244/1(16)

Date: 28.10.2021.

Copy forwarded for kind information to:

1. DHS, H & FW Department, Govt. of WB.
2. DME, H & FW Department, Govt. of WB.
3. District Magistrate (All)
4. Principal, (All Medical College and Hospital).
5. MSVP, (All Medical College and Hospital).
6. JS. PHP, H & FW Department, Govt. of WB.
7. Programme Officer, NHM & Dy. Secy, H & FW Department, Govt. of WB.
8. SFWO, H & FW Department, Govt. of WB.
9. CMOH, District/Health District.(All)
10. HOD (Paediatrician), Medical College and Hospital (All).
11. Superintendent (All DH)
12. Superintendent (All SDH)
13. Superintendent (All SSH)
14. Dy. Super (Medical), Medical College and Hospital (All).
15. DADHS(CH), H & FW Department, Govt. of WB.
16. State HR Cell, Swasthya Sathi Building, Swasthya Bhawan.


Dr. Saumitra Mohan, IAS
Mission Director, NHM &
Secretary, H & FW Department
Govt. of West Bengal