



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH
BANKURA**

Memo No. 198

Date: 6/1/2011

NOTIFICATION

Applications are invited for engagement of Block Accounts Manager / Accounts Personnel and Data Entry Operator on contractual basis in Health Units of Bankura district.

Educational Qualification for Data Entry Operator :

- Minimum bachelor degree (B.Sc., B.Com. & B.A.) with advanced knowledge in Computer Application (One year diploma Certificate) especially in MS Word, Excel, Power Point and internet browsing.
- Typing Speed : Minimum 30 words per minute.
- Technical knowledge: Working Skill in LAN Environment
- Age: 30 years or less as on 01/01/2011 relaxable in case of SC/ST/OBC & other categories as per Government norms.
- Working Experience in computer application.
- The post will carry a consolidated pay of Rs. 9,110/- per month.

Educational Qualification for Block Accounts Manager /Accounts Personnel

- Minimum Bachelors degree in Commerce from any reputed university with advanced knowledge of computer (One year diploma Certificate) especially in MS word, Excel, Power Point, internet browsing and accounting software eg Tally.
- Upper age limit to be 35 years as on 01/01/2011.
- Technical Knowledge: Working Skill in LAN Environment
- Working experience in computer accounting.
- The post will carry a consolidated pay of Rs.11,380/- per month.

The candidate would compulsorily be resident of the Bankura district.

The initial contract period is for **one year** and it may be renewed for further period depending on need and performance of the candidates. Desiring candidates may send their applications in the **prescribed format only** (available in CMOH Office, Bankura) along-with **attested photocopies** of all testimonials including **proof of age, mark sheets & certificates** of all examinations passed (Educational & Computer Applications), **working experience certificates on the related fields, voter ID card / ration card for proof of residence, SC/ST/OBC certificate from competent authority** and two passport size photographs duly signed by the candidate under **Registered Post or Courier Service** to the Office of the Chief Medical Officer of Health, Bankura, P.O. & Dist- Bankura, Pin-722101 within **31.01.2011** positively.

The category of post should be superscripted in the Capital letters on the top of the left side of the envelope

Selection will be based on the marks obtained in qualifying examinations, Written Test, Viva-voce & Practical Examination conducted for computer proficiency.


CMOH & Member Secretary
DHFWS, Bankura