



**Government of West Bengal**  
**Office of the Chief Medical Officer of Health, Malda**  
**P. O. Jhaljhalia (J. R. C.), District – Malda, Pin-732102**  
**E-mail: [cmohmalda.estb@gmail.com](mailto:cmohmalda.estb@gmail.com) & [cmohmld.dpmu@gmail.com](mailto:cmohmld.dpmu@gmail.com)**

Memo No: DH & FWS/ 484

Date: 12/03/2024

**RECRUITMENT NOTICE**

On the basis of the department order vide memo no. HFW-327/2022/5064 dated 16/08/2023 issued by Mission Director, NHM & Executive Director WBSH&FW Samiti, West Bengal, the District Health Family Welfare Samity & office of the Chief Medical Officer of Health, Malda is inviting applications for recruitment of following contractual post under NHM.

Eligible candidates should apply online in the prescribed format as given in Departmental Website ([www.wbhealth.gov.in/online](http://www.wbhealth.gov.in/online) recruitment) from **11:00 am, 15th March, 2024 to Midnight of 30<sup>th</sup> March, 2024** for the below mentioned position.


Only online application will be accepted. Application forms not properly filed in or incomplete Application forms are liable to be cancelled.

Application fess of Rs.100/- for Unreserved Candidates and Rs.50/- for reserved Category candidates have to be deposited through on-line mode only. The amount is non-refundable.

Details Vacancies are given below :-

|   | Name of the Post                  | GDMO  |
|---|-----------------------------------|---|
| a | Number of Post & Category         | 13 (UR-08, SC-03, ST-01, OBC-B-01)  |
|   | Place of Posting                  | Anywhere in RH/BPHC, Malda  |
|   | Monthly consolidated Remuneration | ₹ 60,000/- per month  |
|   | Age as on 1st January 2024        | Minimum 21 Years and Maximum 67 years   |
|   | Essential Criteria                | MBBS from a MCI recognized Institution with 1 year compulsory Internship and must be registered under West Bengal Medical Council. Weightage will be given for higher Qualification.<br>Basic knowledge of computer, MS Office, Internet is required. |
|   | Desirable Criteria                | NA  |

|   | Name of the Post                        | Clinical Psychologist  |
|---|---|--|
| b | Number of Post & Category               | 02 (UR-01, SC-01)  |
|   | Place of Posting                        | Anywhere in Malda  |
|   | Monthly consolidated Remuneration       | ₹ 30,000/- per month   |
|   | Age as on 1st January 2024              | Minimum 21 Years and Maximum 40 years  |
|   | Essential Criteria                      | 1. Having a recognized qualification in Clinical Psychology from an Institution approved and recognized by the Rehabilitation Council of India constituted under section 3 of the Rehabilitation Council of India Act, 1992.<br>OR<br>Having a Post Graduate degree in Psychology or Clinical Psychology or Applied Psychology and a Master of Philosophy in Clinical Psychology or Medical and Social Psychology obtained after completion of a full time course of two years which includes supervised clinical training from any University recognized by the University Grant Commission established under the University Grant Commission Act, 1956 and approved and recognized by the Rehabilitation Council of India Act, 1992.<br>2. Minimum 01 Year experience from any recognized institution. |
|   | Scale of Scoring & Short-Listing method | As annexed – A1 (Memo No. HFW-27030/61/2021/325 (28) Date:05/05/2022)  |

  
12/03/2024  
Member Secretary  
District Health & F.W. Samity  
Chief Medical Officer of Health  
MALDA

|   |   |   |
|---|---|---|
| c | <b>Name of the Post</b>                 | <b>Psychiatric Nurse</b>  |
|   | Number of Post & Category               | 01 (UR-01)  |
|   | Place of Posting                        | Anywhere in Malda   |
|   | Monthly consolidated Remuneration       | ₹ 25,000/- per month  |
|   | Age as on 1st January 2024              | Minimum 21 Years and Maximum 40 years                               |
|   | Essential Criteria                      | B.Sc. in Psychiatric Nursing/ M.Sc. in Psychiatric Nursing/DPN      |
|   | Scale of Scoring & Short-Listing method | As annexed – A2 (Memo No: HAD/9M-16-2019/966 (15) dated 06.10.2020) |

|   |   |   |
|---|---|---|
| d | <b>Name of the Post</b>                 | <b>Community Nurse</b>  |
|   | Number of Post & Category               | 01 (UR-01)  |
|   | Place of Posting                        | Anywhere in Malda   |
|   | Monthly consolidated Remuneration       | ₹ 15,000/- per month  |
|   | Age as on 1st January 2024              | Minimum 21 Years and Maximum 40 years   |
|   | Essential Criteria                      | GNM from any institution recognized by Nursing Council of India or West Bengal Nursing council with 01 month training in Psychiatric Nursing from any recognized institution. |
|   | Scale of Scoring & Short-Listing method | As annexed – A2 (Memo No: HAD/9M-16-2019/966 (15) dated 06.10.2020)   |

|   |   |   |
|---|---|---|
| e | <b>Name of the Post</b>                 | <b>Psychiatric Social Worker</b>  |
|   | Number of Post & Category               | 01 (UR-01)  |
|   | Place of Posting                        | Anywhere in Malda   |
|   | Monthly consolidated Remuneration       | ₹ 30,000/- per month  |
|   | Age as on 1st January 2024              | Minimum 21 Years and Maximum 40 years   |
|   | Essential Criteria                      | Master of social work (MSW) from any recognized institution. M.Phil in Psychiatric Social Work of 02 year duration from any recognized institution. |
|   | Scale of Scoring & Short-Listing method | As annexed – A2 (Memo No: HAD/9M-16-2019/966 (15) dated 06.10.2020)   |

*[Signature]*  
12/03/2024

**Chief Medical Officer of Health, Malda &  
Secretary District Health & Family Welfare Samity**

Memo No: DH & FWS/ 484 / 114

**Copy forwarded for information and necessary action to:-**

1. The District Magistrate, Malda
2. The Principal MMC&H, Malda.
3. The Addl. District Magistrate (G), Malda
4. The Chairperson, English Bazaar & Old Malda Municipality, Malda with request to display in the notice board.
5. The OC, Health, Malda. with request to display in the notice board.
6. The Dy. CMOH-I, II, III, IV, DMCHO, DTO, DPHNO, Malda
7. The NDC, District Collectorate, Malda with request to display in the notice board.
8. The All BMOH, Malda, with request to display in the notice board.
9. The Accounts Officer, CMOH office, Malda
10. The District Informatics Officer (NIC), Malda, District Collectorate Building, Malda with request to publish the recruitment notice in [www.malda.gov.in](http://www.malda.gov.in)
11. The System Co-ordinator, IT Cell, SwasthyaBhawan, Kolkata with request to publish the recruitment notice in [www.wbhealth.gov.in](http://www.wbhealth.gov.in)
12. The HC, CMOH Office Malda with request to display in the notice board & make arrangement of recruitment process.
13. The DPM, DAM, DSM, Dist. Consultant NCD-I/III Malda DPMU, Malda with request to co-operate.
14. Office Copy

Member Secretary  
District Health & F.W. Samity  
Chief Medical Officer of Health  
MALDA

Dated: 12/03/2024

*[Signature]*  
12/03/2024

**Chief Medical Officer of Health, Malda &  
Secretary District Health & Family Welfare Samity**

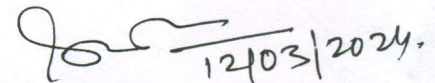
Member Secretary  
District Health & F.W. Samity  
Chief Medical Officer of Health  
MALDA

**General Information & instructions for Applicants**

- 1 *The essential Qualifications mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. All the essential qualification must have been completed within the last date of online application.*
- 2 *Experience will be calculated after obtaining the required qualification for the above-mentioned position, till the last date of online application.*
- 3 Experience certificates must consist of employee's name of the post, date of joining (DOJ) and date of leaving (DOL), duration of experience and employer signature with date, Nature of work must be written clearly otherwise experience certificate will be treated as invalid.
- 4 Caste Certificate issued before the date of application, by the competent authorities of West Bengal will only be accepted. In case of OBC Candidates, category "A" & "B" etc. Must be mentioned specifically in the caste Certificate. Otherwise, the Caste Certificate will not be accepted.
- 5 Relaxation for age will be given for SC/ST/OBC candidates as per norms.
- 6 In case of candidates with disabilities, Disability certificate issued before the last date of online application by the competent authorities of West Bengal only, will be accepted.
- 7 **No need to send Hard copy / print copy of the online registration form by post.**
- 8 **Hard copy / printed copy of the online registration form may be downloaded from the website "Application Print" and should be retained by all the applicants for document verification purpose. Without registration form, no candidates will be entertained for original testimonials verification by the authority.**
- 9 **On-line Registration Number should be retained by all applicants for future reference. Employer is not liable to give any information regarding the on-line registration number in future.**

|   |  |
|---|--|
| Last date of Registration                   | Midnight of 24 <sup>th</sup> March, 2024 |
| Last date of Submission of application Fees | Midnight of 27 <sup>th</sup> March, 2024 |
| Last date of full Submission of form        | Midnight of 30 <sup>th</sup> March, 2024 |

- 10 **All marks must be calculated excluding marks of Additional Subject, no rounding off of marks will be granted. Proportionate marking up to 2 decimal points will be considered.**
- 11 Only short-listed candidates on the basis of weightage on educational qualification, experience etc. will be called for Written Examination/Computer Test / Interview.
- 12 Failure to submit / mismatch of any documents / providing false information of any requisite documents will be liable to cancellation.
- 13 For appearing at the Written Test, Computer Test, interview, no TA/DA will be paid.
- 14 District Health and Family Welfare Samity reserves the right to cancel the recruitment process at any stage without assigning any reason thereof. The decisions of the selection committee in any case should be considered final.
- 15 For NHM - As mentioned in addendum issued vide no.HFW-27011/137/2020/1611 dated 23.02.2021 point no. ii, All new employees who have joined / will be joining between 29th December, 2020 to 30th September 2024 against new entry point remuneration as per memorandum vide no. HFW-27011/137/2020/1352 dated 29/12/2020 will not be entitled for annual increment for the financial years 2023-24 and 2024-25. Annual increment will be applicable for these new contractual employees from financial year 2025-26.
- 16 As per order vide memo. no. HFW/NHM-332/2023/1003(3) dated 31/07/2023, **The applicant must be a permanent resident of West Bengal and the applicants must have knowledge of local languages.**
- 17 A panel of the suitable candidates will be prepared post & remain valid for 1 year from publication of result
- 18 **All candidates will be further communicated by our web site. ([www.malda.gov.in](http://www.malda.gov.in)&[www.wbhealth.gov.in](http://www.wbhealth.gov.in))**

 12/03/2024

**Chief Medical Officer of Health, Malda &  
Secretary District Health & Family Welfare Samity**

Member Secretary  
District Health & F.W. Samity  
Chief Medical Officer of Health

WEST BENGAL STATE HEALTH & FAMILY WELFARE SAMITI

Registration No: S/IL/14448 of 2002-2003

Swasthya Bhawan, 'B' Wing, 3<sup>rd</sup> Floor, GN-29, Sector-V, Salt Lake, Kolkata-700091

Tele Fax No: 033-2357 7901/3636, e-mail-ed\_samity@wbhealth.gov.in

Memo No: HFW-27030/61/2021/325(28)

Date: 05.05.2022

From: Mission Director, NHM &  
Executive Director  
WB SH & FW Samiti

To: CMOH & Secretary  
District Health & Family welfare Samity  
All District/Health District

Subject: Guidelines for recruitment for the position of Clinical Psychologist under NMHP

Sir/Madam,

The engagement process for the position of Clinical Psychologist under NMHP, may be initiated from your end as per approved ToR attached.

Encl: Annexure-A (Approved ToR )  
Annexure- B (Vacancy details)

  
Dr. Saumitra Mohan, IAS  
Mission Director, NHM &  
Executive Director  
WB SH & FW Samiti

Memo No: HFW-27030/61/2021/325(28)/1(8)

Date: 05.05.2022

Copy forwarded for kind information to:

- 1) Director of Health Services, Health & Family Welfare, Department, Govt. of WB.
- 2) Jt. Secretary PHP, Health & Family Welfare, Department, Govt. of WB.
- 3) PO-I NHM & Dy .Secretary to the Govt. of West Bengal, H & FW Department.
- 4) State Programme Officer, NMHP, Health & Family Welfare, Department, Govt. of WB.
- 5) Dy. CMOH-I, All District/HD.
- 6) District Programme Manager, All District/HD.
- 7) State HR Cell, Swasthya Sathi Building, Swasthya Bhawan.
- 8) Office copy.

  
Dr. Saumitra Mohan, IAS  
Mission Director, NHM &  
Executive Director  
WB SH & FW Samiti

## ToR for engagement of Clinical Psychologist under NMHP

|   |  |
|---|--|
| <b>Essential academic qualification</b>         | Having a recognized qualification in Clinical Psychology from an Institution approved and recognized by the Rehabilitation Council of India constituted under section 3 of the Rehabilitation Council of India Act, 1992.<br><b>OR</b><br>Having a Post Graduate degree in Psychology or Clinical Psychology or Applied Psychology and a Master of Philosophy in Clinical Psychology or Medical and Social Psychology obtained after completion of a full time course of two years which includes supervised clinical training from any University recognized by the University Grant Commission established under the University Grant Commission Act, 1956 and approved and recognized by the Rehabilitation Council of India Act, 1992.                           |
| <b>Essential experience</b>                     | Minimum 1 year experience from any recognized institution.   |
| <b>Age Limit (as on 1<sup>st</sup> January)</b> | Maximum 40 Yrs   |
| <b>Monthly Consolidated Remuneration</b>        | ₹30,000/- per month  |
| <b>Role &amp; Responsibility</b>                | <ol style="list-style-type: none"> <li>1. Clinical Psychologist of the DMHP team.</li> <li>2. Co-ordinator of life skills education in school, college counseling services, workplace stress management</li> <li>3. Provide Counseling services, psychological assessments, psychotherapy.</li> <li>4. Co-ordinate with NGOs in providing life skills education and counseling services in school.</li> <li>5. Co-ordinate with NGOs for conducting work place stress management.</li> <li>6. Co-Ordinate with NGO/Psychology department of a college in establishing a district counseling centre with telephone helpline for mental health.</li> <li>7. Co-Ordinate with psychology departments of college in establishing college counseling services.</li> </ol> |
| <b>General Information</b>                      | <ol style="list-style-type: none"> <li>1. Contractual post, Only permanent resident of West Bengal are eligible to apply.</li> <li>2. Candidates working in Government organizations must route their application through proper channel if their departmental rules requires so and produce NOC at the time of interview.</li> <li>3. If the aggregate mark after final selection is equal then preference is to be given to the candidate inter se-senior 'in age as on the 1<sup>st</sup> date of the year of publication of the advertisement.</li> </ol>  |

**Mode of Selection:**

It may be two stage selection processes. 1. Screening of documents, 2. Walk in Interview.

Final Selection will be made on the basis of total marks obtained in academic qualification (weighted) experience and interview. The distribution of marks on the academic qualification, experience and interview is mentioned below.

| Full Marks 100                        | Particulars   |
|---------------------------------------|---|
| <b>Educational Qualification (70)</b> | Graduation - 30 Marks<br>Post Graduation - 30 Marks<br>M.Phil - 10 Marks                          |
| <b>Working Experience (15)</b>        | Up to 2 Years - 5 Marks<br>More than 2 Years up to 3 Years 10 - Marks<br>Above 3 Years - 15 Marks |
| <b>Interview (15)</b>                 |   |

Dr. Saumitra Mohan, IAS  
Mission Director, NHM &  
Executive Director  
WB SH & FW Samiti

**WEST BENGAL STATE HEALTH & FAMILY WELFARE SAMITI**

Registration No: S/IL/14448 of 2002-2003

Swasthya Bhawan, 'B' Wing, 3<sup>rd</sup> Floor, GN-29, Sector-V, Salt Lake, Kolkata-700091

Tele Fax No: 033-2357 7901/3636, e-mail-ed\_samity@wbhealth.gov.in

Memo No: HAD/9M-16-2019/ 966 (15)

Date: 06.10.2020

From : Mission Director, NHM &  
Executive Director, WBSH&FW Samiti

To : (1-15) CMOH & Secretary DHFWS (Alipurduar / Basirhat HD / Birbhum / Bishnupur /  
Dakshin Dinajpur / Diamond Harbour HD / Howrah / Jhargram / Malda / Murshidabad /  
Nandigram HD / Paschim Bardhaman / Purulia / Rampurhat HD / Uttar Dinajpur)

Sub: Engagement for the different posts in National Mental Health Programme (NMHP) under NHM.

Madam / Sir,

As part of our initiative regarding implementation of National Mental Health Programme at the district level, you are requested to initiate the process of engagement of following categories of employees against sanctioned posts for your district. The engagement should be done as per approved Terms of Reference (ToR) and the copy of engagement order should be sent to hrcell.samiti@gmail.com after completion of the engagement process.

- (i) Psychiatric Social Worker / Social Worker (ToR enclosed: Annexure-I)
- (ii) Clinical Psychologist / Psychologist (ToR enclosed: Annexure-II)
- (iii) Psychiatric Nurse / Community Nurse (ToR enclosed: Annexure-III)
- (iv) Medical Record Keeper (ToR enclosed: Annexure-IV)

Yours faithfully,



(Dr. Saumitra Mohan, IAS)  
Executive Director,  
WBSH&FW Samiti

Memo No. HAD/9M-16-2019/ 966 (15)/1 (10)

Date: 06.10.2020

Copy forwarded for kind information to:

1. Director of Health Services, Swasthya Bhawan.
2. Additional Mission Director, NHM, Swasthya Bhawan.
3. Financial Advisor, WBSH&FW Samiti, Swasthya Bhawan.
4. Jt. Secretary (PHP), Swasthya Bhawan.
5. Programme Officer - I, NHM, Swasthya Bhawan.
6. State Programme Officer, NMHP, Swasthya Bhawan.
7. Deputy CMOH-I (Alipurduar / Basirhat HD / Birbhum / Bishnupur / Dakshin Dinajpur / Diamond Harbour HD / Howrah / Jhargram / Malda / Murshidabad / Nandigram HD / Paschim Bardhaman / Purulia / Rampurhat HD / Uttar Dinajpur).
8. District Programme Coordinator (Alipurduar / Basirhat HD / Birbhum / Bishnupur / Dakshin Dinajpur / Diamond Harbour HD / Howrah / Jhargram / Malda / Murshidabad / Nandigram HD / Paschim Bardhaman / Purulia / Rampurhat HD / Uttar Dinajpur).
9. HR Cell, SPMU NHM, Swasthya Bhawan.
10. Office Copy.



(Dr. Saumitra Mohan, IAS)  
Executive Director,  
WBSH&FW Samiti

**Terms of Reference (ToR) for engagement of Psychiatric Social Worker / Social Worker in DMHP  
under NHM**

|   |  |
|---|--|
| Post  | Psychiatric Social Worker / Social Worker  |
| Total number of vacant post                   | 1 (One for each district as listed below)  |
| Place of Posting                              | <ol style="list-style-type: none"> <li>1. Alipurduar</li> <li>2. Basirhat HD</li> <li>3. Birbhum</li> <li>4. Bishnupur</li> <li>5. Dakshin Dinajpur</li> <li>6. Diamond Harbour HD</li> <li>7. Howrah</li> <li>8. Jhargram</li> <li>9. Malda</li> <li>10. Murshidabad</li> <li>11. Nandigram HD</li> <li>12. Paschim Bardhaman</li> <li>13. Purulia</li> <li>14. Rampurhat HD</li> <li>15. Uttar Dinajpur</li> <li>16. Darjeeling GTA</li> <li>17. Kalimpong</li> </ol>  |
| Remuneration                                  | Rs. 30,000 for Psychiatric Social Worker and<br>Rs. 18,000 for Medical Social Worker   |
| Educational Qualification, Experience and Age | <p><b>Qualification:</b><br/> <u>For Psychiatric Social Worker:</u><br/> Master of Social Work (MSW) from any recognized institution. M.Phil in Psychiatric Social Work of 2 years duration from any recognized institution.</p> <p><u>For Medical Social Worker:</u><br/> Master of Social Work (MSW) from any recognized institution with 3 months training in PSW.</p> <p><b>Age:</b> Upper age limit 40 years as on 01.01.2020.</p>  |
| Job Profile / Responsibility                  | <ol style="list-style-type: none"> <li>1. PSW of the DMHP team.</li> <li>2. Co-ordinator of awareness activities of DMHP including screening camp</li> <li>3. Co-ordination with other departments like social welfare, employment, labour, police, administration, banking for organizing services, help and support for persons with mental illness.</li> <li>4. Co-ordinator of community based rehabilitation.</li> <li>5. Provide PSW services to the DMHP team.</li> <li>6. Participation in general health camps.</li> <li>7. Training of health workers, community leaders of the district.</li> <li>8. Organize welfare services for severely mentally ill persons.</li> <li>9. Organize microfinance for recovered mentally ill.</li> <li>10. Set up self help groups for patients</li> <li>11. Organize day care for psychiatric patients.</li> <li>12. Promote advocacy for mental health.</li> <li>13. Maintain register of severely mentally ill persons.</li> </ol> |

|                     |  |
|---------------------|--|
| General Information | <ol style="list-style-type: none"> <li>1. Contractual post. Only permanent resident of West Bengal are eligible to apply.</li> <li>2. Candidates working in Government organizations must route their application through proper channel if their departmental rules requires so and produce NOC at the time of interview.</li> <li>3. If the aggregate mark after final selection is equal then preference is to be given to the candidate inter se-senior in age as on the 1<sup>st</sup> date of the year of publication of the advertisement.</li> </ol> |
|---------------------|--|

**Modus Operandi for engagement:**

It may be two stage selection processes. 1. Screening of documents, 2. Walk-in-Interview.

Final Selection will be made on the basis of **total marks obtained in academic qualification (weighted) experience and interview**. The distribution of marks on the academic qualification, experience and interview is mentioned below:

| Full marks = 100                  | Psychiatric Social Worker   | Medical Social Worker   |
|-----------------------------------|---|---|
| 1. Educational Qualification (70) | Graduation = 30 Marks<br>Post Graduation = 30 Marks<br>M.Phil = 10 Marks                    | Graduation = 30 Marks<br>Post Graduation = 40 Marks   |
| 2. Working experience: (15)       | Up to 2 yrs = 5 Marks<br>more than 2 years-up to 3 yrs = 10 Marks<br>Above 3 Yrs = 15 Marks | Up to 2 yrs = 5 Marks<br>more than 2 years-up to 3 yrs = 10 Marks<br>Above 3 Yrs = 15 Marks |
| 3. Interview (15)                 |   |   |

**Selection Process**

The process will be done by the approved District Level Selection Committee.

  
 (Dr. Saumitra Mohan, IAS)  
 Executive Director,  
 WBSH&FW Samiti



**Terms of Reference (ToR) for engagement of Psychiatric Nurse / Community Nurse in DMHP  
under NHM**

|   |   |
|---|---|
| Post  | Psychiatric Nurse / Community Nurse   |
| Total number of vacant post                   | 1 (One for each district as listed below)   |
| Place of Posting                              | <ol style="list-style-type: none"> <li>1. Alipurduar</li> <li>2. Basirhat HD</li> <li>3. Birbhum</li> <li>4. Bishnupur</li> <li>5. Dakshin Dinajpur</li> <li>6. Diamond Harbour HD</li> <li>7. Howrah</li> <li>8. Jhargram</li> <li>9. Malda</li> <li>10. Murshidabad</li> <li>11. Nandigram HD</li> <li>12. Paschim Bardhaman</li> <li>13. Purulia</li> <li>14. Rampurhat HD</li> <li>15. Uttar Dinajpur</li> <li>16. Darjeeling GTA</li> <li>17. Kalimpong</li> </ol>   |
| Remuneration                                  | Rs. 25,000 for Psychiatric Nurse and<br>Rs. 15,000 for Community Nurse  |
| Educational Qualification, Experience and Age | <p><b>Qualification:</b><br/>For Psychiatric Nurse:<br/>B.Sc in Psychiatric Nursing / M.Sc in Psychiatric Nursing / DPN</p> <p>For Community Nurse:<br/>GNM from any institution recognized by Nursing Council of India or West Bengal Nursing Council with 1 month training in Psychiatric nursing from any recognized institution.</p> <p>Age: Upper age limit 40 years as on 01.01.2020.</p>   |
| Job Profile / Responsibility                  | <ul style="list-style-type: none"> <li>• Community mental health nurse of the DMHP team.</li> <li>• Co-ordination of district level training of DMHP.</li> <li>• Development of local level IEC materials.</li> <li>• Co-ordination of clinical services at the district hospital level.</li> <li>• Provide community mental health services to the DMHP team.</li> <li>• Participation in general health camps.</li> <li>• Training of health workers, community leaders of the district.</li> <li>• Organize various group programmes like yoga group, advocacy groups, etc.</li> <li>• Maintaining record of patients and keeping an inventory of drugs in the programme.</li> </ul> |

|                     |  |
|---------------------|--|
| General Information | <ol style="list-style-type: none"> <li>1. Contractual post. Only permanent resident of West Bengal are eligible to apply.</li> <li>2. Candidates working in Government organizations must route their application through proper channel if their departmental rules requires so and produce NOC at the time of interview.</li> <li>3. If the aggregate mark after final selection is equal then preference is to be given to the candidate inter se-senior in age as on the 1<sup>st</sup> date of the year of publication of the advertisement.</li> </ol> |
|---------------------|--|

**Modus Operandi for engagement:**

It may be two stage selection processes. 1. Screening of documents, 2. Walk-in-Interview.

Final Selection will be made on the basis of **total marks obtained in academic qualification (weighted) experience and interview**. The distribution of marks on the academic qualification, experience and interview is mentioned below:

| Full marks = 100                  | Psychiatric Nurse   | Community Nurse  |
|-----------------------------------|---|--|
| 1. Educational Qualification (60) | 60 proportionate marking on B.Sc in Psychiatric Nursing / M.Sc in Psychiatric Nursing / DPN | 60 proportionate marking on GNM training course.   |
| 2. Working experience: (25)       | Up to 1 yr = 10 Marks<br>more than 1 year-up to 2 yrs = 15 Marks<br>Above 2 Yrs = 25 Marks  | Up to 1 yr = 10 Marks<br>more than 1 year-up to 2 yrs = 15 Marks<br>Above 2 Yrs = 25 Marks |
| 3. Interview (15)                 |   |  |

**Selection Process**

The process will be done by the approved District Level Selection Committee.

  
 (Dr. Saumitra Mohan, IAS)  
 Executive Director,  
 WBSH&FW Samiti

**Terms of Reference (ToR) for engagement of Medical Record Keeper in DMHP under NHM**

|   |  |
|---|--|
| Post  | Medical Record Keeper  |
| Total number of vacant post                   | 1 (One for each district as listed below)  |
| Place of Posting                              | <ol style="list-style-type: none"> <li>1. Alipurduar</li> <li>2. Basirhat HD</li> <li>3. Birbhum</li> <li>4. Bishnupur</li> <li>5. Dakshin Dinajpur</li> <li>6. Diamond Harbour HD</li> <li>7. Howrah</li> <li>8. Jhargram</li> <li>9. Malda</li> <li>10. Murshidabad</li> <li>11. Nandigram HD</li> <li>12. Paschim Bardhaman</li> <li>13. Purulia</li> <li>14. Rampurhat HD</li> <li>15. Uttar Dinajpur</li> <li>16. Darjeeling GTA</li> <li>17. Kalimpong</li> </ol>  |
| Remuneration                                  | Rs. 10,000.00  |
| Educational Qualification, Experience and Age | <p><b>Qualification:</b><br/>Graduate in any discipline from any recognized university with experience in health sector. Preference will be given to candidates having completed course on Computer Application or Financial Accounting from an Institution recognized by Government / Autonomous Body.</p> <p><b>Age:</b> Upper age limit 40 years as on 01.01.2020.</p>  |
| Job Profile / Responsibility                  | <ul style="list-style-type: none"> <li>• Maintain all records related to implementation of the DMHP in the district.</li> </ul>  |
| General Information                           | <ol style="list-style-type: none"> <li>1. Contractual post. Only permanent resident of West Bengal are eligible to apply.</li> <li>2. Candidates working in Government organizations must route their application through proper channel if their departmental rules requires so and produce NOC at the time of interview.</li> <li>3. If the aggregate mark after final selection is equal then preference is to be given to the candidate inter se-senior in age as on the 1<sup>st</sup> date of the year of publication of the advertisement.</li> </ol> |

**Modus Operandi for engagement:**

It may be two stage selection processes. 1. Screening of documents, 2. Walk-in-Interview. Final Selection will be made on the basis of total marks obtained in academic qualification (weighted) experience and interview. The distribution of marks on the academic qualification, experience and interview is mentioned below:

| Full marks = 100                  | Medical Record Keeper   |
|-----------------------------------|---|
| 1. Educational Qualification (90) | <ul style="list-style-type: none"> <li>• Madhyamik / Secondary = 20 Marks</li> <li>• Higher Secondary = 25 Marks</li> <li>• Graduation = 35 Marks</li> <li>• Computer Application = 10 Marks</li> </ul> |
| 2. Walk-in-Interview (10)         |   |

**Selection Process**

The process will be done by the approved District Level Selection Committee.



(Dr. Saumitra Mohan, IAS)  
Executive Director,  
WBSH&FW Samiti