

NADIA DISTRICT HEALTH & FAMILY WELFARE SAMITI
Office of the Chief Medical Officer of Health
Krishnagar, Nadia

Memo No 1130

Dated 28-02-2011

Engagement Notification

Applications are invited for engagement on contractual basis for the post of Accounts Personnel in JNM Hospital Kalyani of Nadia District under NRHM

Name of the post	No of post	Eligibility Criteria	Consolidated remuneration per month (Rs)
Accounts Personnel in JNM Hospital, Kalyani	01	i. Minimum bachelor Degree in commerce from any reputed University. ii. Upper age limit to be 35 years as on 31.12.2010 iii. Compulsorily be a resident of Nadia District iv. Working experience in computer accounting to be supported by at least 1 year experience Certificate. v. Advance knowledge in MS word, Excel, Power Point, internet & Tally. Candidates will be judged on the basis of practical test during interview.	Rs 11,380/-

The initial contract period is for one year and it may be renewed for further period depending on performance of the candidates and necessity. Though, the no of vacant post at present is one in JNM Hospital Kalyani a Panel for this post to be prepared will remain valid for one year from the date of preparation and same posts in various hospital (DH/SDH/SGH) in Nadia District if get vacated subsequently, will be filled up from this panel.

Interested candidates may send their application in the prescribed format only available in our official website <http://www.nadia.nic.in> along with attested photocopies of all testimonials including proof of age, Mark Sheet of B Com Examination, working experience in computer accounting as mentioned in (iv), Voter ID Card./ Driving License/ proof of residential Certificate issued by Pradhan or Commissioner and two passport size photographs duly signed by candidate to the Chief Medical Officer of Health, 5 D L Roy Road, Krishnagar, Nadia PIN- 741101 within 18.03.2011 (5 PM) by registered post only .The category of the post should be superscripted in the Capital Letters on the top of the left side of the envelope. One self addressed envelope with stamp of Rs 5/- should be given along with the application. Selection will be done on the basis of marks obtained in qualifying examination, Experience in computer accounting, Computer Practical and viva-voce.

W. S. S. S.
28-02-11
CMOH & Secretary DH&FWS
Nadia

APPLICATION FORM
(Should be filled in CAPITAL letters only)
(Do not left any field blank)

Affix one
recent colour
IT size photo

01. Name of Applicant					
02. Father's Name					
03. Mother's Name					
4a.. Date of Birth		5a. District Domicile		06. Sex (M/F)	
4b. Age as on 31.12.2010		5b. Block domicile		07. Please mention if SC/ST/OBC/General	
08. Correspondence Address					
09. Contact no.					
10. E-mail id :					
11. Educational Qualification					
Name of exam passed		University/Board		Year	Total Marks
					Marks obtained
HS					% of marks
Graduation					
12. Computer Education					
Name of course done		Name of Institute		Subject studied	

13. Employment details			
Name of organization	Designation	Period	Type of duties
1)			
2)			
3)			
4)			
5)			
If required affix separate sheet			

Declaration

I hereby solemnly declare that the information furnished above are based on material records and are true to the best of my knowledge & belief. If any information furnished or any part of it is found to be incorrect, then I do believe and understand that my candidature for contractual recruitment to the post is liable to be cancelled without any further intimation to me.

Date & Place

Signature of candidate