

District Health & Family Welfare Samiti
Dakshin Dinajpur

Applications in plain paper showing details of Bio-data are invited from permanent residents of Dakshin Dinajpur district for the posts Data Entry Operator Under NUHM, Dakshin Dinajpur on fixed monthly remuneration @ Rs. 13,560/-. Applications to be submitted within **07/10/2015 up to 5.00 p.m.** at the office of the **Chief Medical Officer of Health & Member Secretary, Dist. Health & FW Samiti, Nelson Mandela Sarani, P.O. Balurghat, Dist. D/Dinajpur, PIN: 733101** through **Registered post/Speed Post/Courier Service only.**

Memo No. DHFWS/ DEO/ **2133**

Date: **23** /09/2015

| Designation of staff | Sex | Upper Age limit | No. of sanctioned post | Minimum educational qualification | Consolidated remuneration /month | Category |
|--------------------------------------------|-----------------|------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------|
| Data Entry Operator Under NUHM, D/Dinajpur | Male/ Female | 40 years as on 01.01.2015 (Relaxation for SC/ST/OBC candidates as per Govt. norms) | 01(one) | Minimum Bachelors degree (B.Sc., B.Com., & B.A.) with One year Diploma/Certificate course in Computer Application with operating knowledge of MS Word, MS Excel, MS Power Point, MS Access & Internet from Govt. registered institution & Minimum 3 yrs. Experience in Govt. Sector or 5 Yrs. Experience in data recording & data analysis in Private Sector with minimum typing speed of 30 words per minute. | Rs. 13,560/- | Un reserved |

Self Attested copies of all mark sheets & certificates (including age and residence proof), 01(one) copy of recent photograph and 01(one) self addressed envelop should be submitted with the application. Selection will be done on the basis of educational marks and Computer test. The name of the post should be mentioned in block letter on the top of the envelop.

Application fees in form of Demand Draft of Rs. 100.00 for General applicant and Rs. 50.00 for reserved categories to be submitted with the application. The Demand Draft should be in favour of **District Health & Family Welfare Samiti, Dakshin Dinajpur** payable at Balurghat.

Authority reserves the right to cancel all or any application at any stage without assigning any reason.

22/9/15
DM & Exe. Vice Chairperson
DH&FWS, D/ Dinajpur

22/9/15
CMOH & Member Secretary,
DH&FW Samiti, D/Dinajpur