

West Bengal State Health & Family Welfare Samiti

Swasthya Bhawan, Wing-'B', 3rd Floor

GN-29, Sector-V, Bidhannagar

Kolkata – 700091

Recruitment Notice No. SAIFW/2023/275

Date: 11/04/2023

West Bengal State Health & Family Welfare Samiti intends to engage on contractual basis for the position of **Coordinator Finance**, for Accounts Section, State Samiti, Department of Health and Family Welfare, Government of West Bengal and to be posted at State Head Quarter.

The applicant must be a permanent resident of West Bengal.

Eligible candidates should apply online in the prescribed format as given in Department's Website from 11 am of 12th April, 2023 to Midnight of 26th April, 2023 for the mentioned position.

Only online applications will be accepted, Application forms not properly filled in or incomplete Application forms are liable to be cancelled. Application fees of ₹100/- have to be deposited through on-line mode only. The amount is non-refundable (Details of on-line mode, payment details and important dates are given in General Information point no. 8 & 9)

All the essential criteria must be completed on or before the first date of online application.

Details for the position

| | |
|----------------------------|--|
| Name of the Position | : Coordinator Finance |
| Number of Vacancy | : 1(Unreserved) |
| Consolidated Remuneration | : ₹38,000 per month. |
| Place of Posting | : Accounts Section, State Samiti |
| Age (as on 01.01.2023) | : Maximum 40 years and Minimum 21 years. |
| Qualification & Experience | : |

| Essential Qualification | Essential Experience |
|--|---|
| M.Com/ ICWA (Inter)/ CA(Inter) Should have knowledge of double entry accounting system and knowledge of Tally 7.2 / 8.1 version | Post qualification experience: Completed 2 years in accounting system |

MODE OF SELECTION : Total 100 Marks

| Sl. | Particulars | Max. Marks | Details |
|-----|---|------------|--|
| 1 | Class X | 10 | Proportionate Marking: (% of Marks obtained in the exam)*10/100 |
| 2 | Class (10+2) | 15 | Proportionate Marking: (% of Marks obtained in the exam)*15/100 |
| 3 | M.Com/ ICWA (Inter)/ CA(Inter) | 30 | Proportionate Marking: (% of Marks obtained in the exam)*30/100 |
| 4 | Additional qualification (any qualification over and above the essential qualification) | 5 | Additional Marks |
| 5 | Completed 2 year experience in accounting system | 10 | X |
| 6 | Computer Knowledge Test | 15 | Qualifying marks 50% |
| 7 | Interview | 15 | X |

Selection will be done on the basis of marks obtained in academic qualification, experience, computer test and interview. Applications will be shortlisted on the basis of weighted marks obtained in educational qualification and experience. From the short list, candidates will be called for computer test.

In Computer Test which will count as practical, candidates will have to obtain at least 50% marks to qualify for further process.

General Information for the Applicants/Candidates

1. Only online Applications will be accepted. **Application forms not properly filled in or incomplete Application forms are liable to be cancelled.** If the online application details submitted by the applicant differ with the original testimonials, that application shall be liable to be cancelled.
2. If proper signature and photograph are not uploaded at the time of online application that application shall also be liable to be cancelled.
3. 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 be completed on or before the first date of online application.**
4. Experience will be calculated after obtaining the required essential qualification for the above mentioned position, till the first date of online application.
5. Hard copy/print copy of the online registration form may be downloaded from the link "<http://hr.wbhealth.gov.in:8888/Index.aspx>"-> "Application Print" and should be retained by all the applicants for document verification purpose. Without registration form, candidates will not be entertained for original testimonials verification by the authority. No need to send Hard copy/print copy of the online registration form by post.
6. On-line registration No. should be retained by all applicants for future reference. Employer is not liable to give any information regarding the on-line registration no. in future.
7. Marking after rounding off up to 2 decimal points will be considered.
8. i) Start date of Application : From 11 a.m. of 12th April, 2023.
ii) Last date of Registration : Midnight of 21st April, 2023.
iii) Last date of Submission of application Fees : Midnight of 24th April, 2023.
iv) Last date of full Submission of form : Midnight of 26th April, 2023.
9. The online deposition of application fees can be done through net banking or credit/debit card system through an online interface. If the payment is successful, the candidate will be immediately reverted back to the link for final submission of the application form by using the application id already received at the time of Registration. Please do not deposit fee more than one time.
10. The candidates, if found ineligible at any stage of recruitment process, will not be called for the subsequent stages of the selection process.
11. The decision of the competent authorities regarding the recruitment is final.
12. The competent authorities may cancel the recruitment process at any stage of the selection process.

Applicants are requested to visit www.wbhealth.gov.in at the URL "On-line Recruitment" for on-line applications and link "Recruitment" for information/instruction issued from time to time.



Executive Director
WB SH & FW Samiti