



WEST BENGAL MEDICAL SERVICES CORPORATION LTD.

(Wholly Owned by the Government of West Bengal)

CIN: U85110WB2008SGC126373 Regd. Off. : Swasthya Sathi, Swasthya Bhawan Complex, GN-29,
Sector-V, Salt Lake, Kolkata – 700 091

No . HFW-47013/1/2022-NHM SEC-Dept. of H&FW/6031

Date: 30.10.2023

Recruitment Notice

Online Applications are invited for purely contractual engagement of the following temporary posts under XVth Finance Commission :

Sl no.	Name of the post	No. of vacancy	Essential Qualification	Working Experience	Consolidated Remuneration	Age (as on 1st January 2023)
1	Executive Assistant (Accounts)	2 (two)	<ul style="list-style-type: none">Regular Graduate degree with Commerce background from a recognized University under UGC;1(one) year Diploma course in computer application from any recognized institutions;Proficiency in Tally Accounting software, MS Office, MS Word/Excel /Power Point/ Internet etc.	After completion of Graduation, minimum working experience is essential in the relevant field of Accounts & Finance atleast – 1 (one) year in Govt. Sector OR 2 (Two) years in Private Sector.	Rs. 26,000/- (Rupees Twenty-six thousand only) per month	Maximum 40 years
2	Data Entry Operator	1 (one)	<ul style="list-style-type: none">Regular Graduate degree in any discipline from a recognized University.Minimum 1(one) year Diploma course in computer application from a Central/State Govt. recognized Institute.	After completion of Graduation, minimum 1(one) year of working experience in Government or Private sector is preferable	Rs. 15,000/- (Rupees Fifteen thousand only) per month	Maximum 30 years

N.B. the vacancy above may be revised in future.

MODE OF SELECTION:

Candidates will be called for Computer Test on the basis of scale of scoring on essential criteria based on on-line details submitted. The candidate must obtain at least 50% marks in the computer test to qualify for the position. Candidates qualified in computer test will be called for original testimonial verification and interview.

Final selection will be done on the basis of weighted score in essential criteria, total marks obtained in computer test and interview.

10/10

SCALE OF SCORING : Total 60 Marks

Madhyamik / Equivalent Exam.	Higher Secondary/ Equivalent Exam.	Regular Graduation Course in Commerce	Essential Experience	Computer Test	Interview	Total
5	5	10	10	20*	10	60

* Qualifying marks for computer test is 50%

General Information for the Applicants / Candidates:

1. Only on-line 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. The essential criteria mentioned are the minimum and mere possession of the same does not entail the candidate to claim selection. All the essential qualification must be completed as on 01-01-2023.
3. Experience will be calculated after obtaining the required essential academic qualification for above mentioned position as on 01-01-2023;
4. a) The candidates will be mandatorily required to upload the documentary pre-requisites in support of age, identity proof, essential qualification with academic qualification and experience etc as per **Annexure-A**;
b) Hard copy/print copy of the online registration form (printed within the last date of on-line application) should be retained by all applicants for document verification purpose. Without registration form, no candidates will be entertained for original testimonials verification by the authority;
c) If proper signature, photograph and documents (as stipulated) are not uploaded at the time of online application that application shall also be liable to be cancelled.
5. On-line registration number should be retained by all applicants for future reference. WBMSCL will not be liable to give any information regarding the on-line registration number in future;
6. Marking after rounding off up to 2 decimal points will be considered.
7. a. Start date of Application : 12.00 A.M. of 01st November 2023;
b. Last date of submission of application : Midnight of 19th November, 2023
8. The candidates, if found ineligible at any stage of recruitment process, will not be called for the subsequent stages of selection process;
9. The discretion of the competent authorities regarding the recruitment is final;
10. The candidates, if found ineligible at any stage of recruitment process, will not be called for the subsequent stages of selection process;
11. All the applicants are hereby advised to check the website on daily basis for further notification and updates as issued from this Office time to time;
12. No TA/DA will be admissible during the entire recruitment process.
13. The competent authorities may cancel the recruitment process at any stage of the selection process.
14. For any further query and issues regarding the online based application, the mode of contact as mentioned at the webportal <https://wbmsclrecruitment.in> must be followed.

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

**Managing Director, WBMSCL
& Senior Special Secretary to the Govt, of W.B.
H&FW Deptt.**

Annexure-A:

Before applying online a candidate will be required to have the following pre-requisites as per the specifications given below:

(A) Uploading of Photograph and Signature:

Photograph Image	Signature Image
<ul style="list-style-type: none">• Photograph must be a recent (not older than 3 months) passport size (4.5 cm x 3.5 cm) colour picture of blue white background in jpg / jpeg format.• If wear glasses make sure that there are no reflections and eyes can be clearly seen. Caps, hats and dark glasses are not acceptable.• Religious headwear is allowed but it must not cover your face.• Size of file should be between 20kb–50 kb• Dimensions - 200 x 230 pixels (preferred)	<ul style="list-style-type: none">• Signature must be in English language with Black Ink pen in jpg / jpeg format.• Size of file should be between 10kb – 20kb• Dimensions - 140 x 60 pixels (preferred)• Signature in CAPITAL LETTERS shall NOT be accepted.
N.B. Blurred /illegible/improper photographs and signature will be rejected	

(B) Uploading of Documents: All the requisite documents in support of age, identity proof, essential qualification with academic qualification and experience etc. (as mentioned against the respective fields in the online application form) must be visible, self-attested, scanned and uploaded in single PDF file in the following manner:

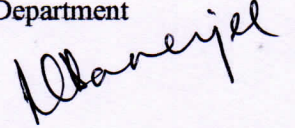
- i) **Proof of Date of Birth/Age (any one):** Copy of Birth Certificate/Admit Card of 10th grade/ Certificate of 10th grade;
- ii) **Proof of Identity (any one):** Copy of Aadhar Card/ PAN Card/ Driving License / Voter ID card /Valid Passport;
- iii) **Proof of Address (any one):** Copy of Aadhar Card/ Driving License / Voter ID card (complete address must be mentioned) /Valid Passport;
- iv) **Proof of Educational Qualification:** Copies of both sides of Mark sheets (all semesters, if applicable) and Certificates to be provided in sequence of 10th Class (or Madhyamik), 12th Class or Higher Secondary, Graduation or Bachelor Degree, Post-Graduation and others (as applicable);
- v) **Proof of Working Experience:** Copies of experience certificate as per norms stipulated in the advertisement.

(C) It must be noted that **correct, valid and active** email id and mobile number should be provided for future correspondences via email/SMS. Request for further rectification will not be entertained.

**Managing Director, WBMSCL
& Senior Special Secretary to the Govt, of W.B.
H&FW Deptt.**

Copy forwarded for kind information and necessary action to:

- i) The Mission Director, NHM & Secretary, Govt. of WB, H&FW Dept.;
- ii) General Manager, WBMSCL & Joint Secretary to the Government of West Bengal, Health & Family Welfare Department;
- iii) Programme Officer – I, NHM & Deputy Secretary to the Government of West Bengal, Health & Family Welfare Department;
- iv) Consultant HR-I, WBMSCL;
- v) Consultant HR- II, WBMSCL;
- vi) Manager (IT&MIS) WBMSCL for uploading the notice on the website of the company;
- vii) IT Cell, Health & Family Welfare Department for uploading the notice at portal of the Department



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