

TERMS OF REFERENCE FOR RECRUITMENT



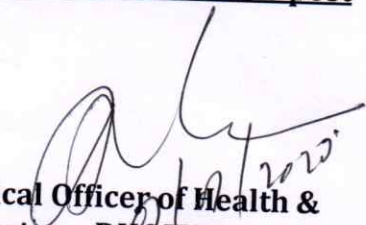
Sl. No.	Designation & consolidated salary (in Rs.)	No. of Posts	Criteria/qualifications
1	Social Worker (NRC) (Rs. 13,560/- per month)	Total post-1 (UR)	<p>1. Essential:</p> <p>i. Graduate degree (B.A/B.Sc/B.Com) from any recognized University.</p> <p>ii. 1 (one) year diploma in Computer Application from any reputed organization.</p> <ul style="list-style-type: none"> Operating System- Windows XP, Windows 10 or latest version Office Administration- MS Office 2010 especially MS Excel, Power point and MS Word Internet- Through working experience in Internet explorer or any equivalent such as e-mailing and web browsing <p>a. Minimum age 20 years & maximum age 40 years as on date of publication of the advertisement (age relaxation for reserved candidates as per Govt. norms) as on 01.01.2020.</p>
2	Sahayika (NRC) (Rs. 3500/- per month)	Total post-1 (SC)	<p>1. Female</p> <p>2. Aged 20-40 years as on 01.01.2020; relaxation for SC/ST & OBC candidates as per government norms</p> <p>3. Higher Secondary or equivalent passed</p> <p>4. Must know all types of cooking</p> <p>5. Local candidate preferably within 5 kms of DH, Alipurduar (Residential Certificate) from Chairman, Alipurduar Municipality or SDO, Alipurduar or BDO of respective block</p> <p>6. Good command over local language</p>
3	GNM (NRC) (Rs. 17,220/- per month)	Total post-1 (UR)	<p>a. Female</p> <p>b. Age: Not exceeding 40 years and not below 21 as on 01.01.2020; relaxation for SC/ST/OBC candidates as per government norms</p> <p>c. Should have completed B.SC or GNM course from recognized institution</p> <p>d. Must be permanent resident of the district (Residential certificate from Chairman, Alipurduar Municipality/Sub Divisional Officer, Alipurduar/Block Development Officer/Other bonafide Government Officer Should be able to read, write and speak Bengali</p>
4	Facility Level Quality Manager- FLQM Under DQAC ((Rs. 35,000/- per month))	Total post-1 (UR)	<p>1. Essential:</p> <p>MBBS / Dental / AYUSH / Nursing / Life Science / Social Science graduate with masters in Hospital Administration / Health Management with one year experience in Public Health / Hospital Administration. Candidates with experience in Healthcare Quality / Formal quality of a quality system would be preferred, Fluency in English, Computer literacy. Knowledge of government legislations and policies are essential. Candidates must have good communication skills both written and verbal.</p>

5	Physiotherapist (District NCD Clinic) (Rs. 20,000/- per month)	Total post-1 (UR)	<p>1. Essential:</p> <p>i. Bachelor degree in Physiotherapist (BPT)</p> <p>ii. Age limit up to 40 years as on 01.01.2020</p> <p>2. Experience:</p> <p>i. At least 2 (two) years experience of working in a hospital</p>
6	GNM (Thallasaemia Control Programme) (Rs. 16,860/- + Rs. 300/- Washing Allowances per month)	Total post-2 (1-UR / 1- SC)	<p>1. Minimum Qualification required:</p> <p>i. Completed GNM course recognized by Indian Nursing Council (INC)</p> <p>2. Desirable:</p> <p>i. Experience in working with Thallasaemia patients and their families.</p> <p>3. Maximum Age required:</p> <p>i. 40 (forty) years as on 01.01.2020</p>
7	Staff Nurse (NUHM) (Rs. 17,220/- per month)	Total post-1 (SC)	<p>GNM from an Institute recognized by the Indian Nursing Council. Candidate should have proficiency in local language</p> <p>Maximum Age (years) at the time of engagement 64</p>
8	ICTC Counselor (Rs. 13,000/- per month)	Total post-1 (UR)	<p>1. Essential:</p> <p>i. Post Graduate Degree / Diploma in Psychology / Social Work / Sociology / Anthropology / Human Development / Nursing</p> <p>OR</p> <p>Graduate in Psychology / Social Work / Sociology / Anthropology / Human Development / Nursing</p> <p>Other expertise required a. Working knowledge of Computer.</p> <p>2. Desirable:</p> <p>i. At least 1 (one) year experience of working in field of counseling in health sector; preferably in HIV/AIDS. (after PG/Diploma)</p> <p>OR</p> <p>At least 3 (three) years experience of working in field of counseling in health sector; preferably in HIV/AIDS. (after Degree/Diploma)</p> <p>Age: Upto 60 years (as on 01.01.2020) (Relaxation as per Govt. norms)</p>
9	ICTC Lab Technician (Rs. 13,000/- per month)	Total post- 3 (three) (1-UR / 1- SC / 1- ST)	<p>Essential Qualification & Experience:</p> <p>a. Graduate in Medical Laboratory Technology (B.Sc); with minimum 1 year experience after graduation.</p> <p>OR</p> <p>b. Diploma in Medical Laboratory (DMLT); with minimum 2 years experience after diploma.</p> <p>Other experience required:</p> <p>1. Working knowledge of computer</p> <p>Age: Upto 60 years (as on 01.01.2020) (Relaxation as per Govt. norms)</p>

10	Multi Rehabilitation Worker (Under NPHCE Programme) (Rs. 15,000/- per month)	Total post- 2 (1-ST, 1-OBC-A)	Essential Qualification: <ol style="list-style-type: none"> 10+2 or equivalent qualification One and half year certificate course of Multi Rehabilitation worker from recognized Institute/BPT/MPT Registered as Rehabilitation Personnel under Rehabilitation Council of India Act, 1992. Desirable: <ol style="list-style-type: none"> At least 1(one) year experience of working in a Hospital Age limit: <ol style="list-style-type: none"> Upto 40 years as on 01.01.2020
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The applicant must submit self attested copies of educational/training qualifications, experience, bonafide SC/ST/OBC certificate, Residential certificate, Birth certificate or admit card of Madhyamik or equivalent examination for proof of date of birth, and in the **specified format** with **Non- refundable Demand Draft of Rs. 100/- (Rs. 50/- for reserve category candidates)** in favour of **CHIEF MEDICAL OFFICER OF HEALTH, ALIPURDUAR** are to reach the office of the Chief Medical Officer of Health & Member Secretary, DH&FWS, Alipurduar by **22.01.2020 at 4 PM only** by Registered post/Speed post/Courier. The department will not be responsible for any postal delay.

The envelopes containing the application with supporting documents should be **sealed, addressed to the Chief Medical Officer of Health & Member Secretary, DH&FWS, Matrisadan** (1st floor), Ward No. XVI, New Alipurduar, Pin code: 736121 **Alipurduar** and the **name of the post applied for written in bold letters on the envelope.**


Chief Medical Officer of Health &
Secretary, DH&FWS
Alipurduar