



INSTITUTE OF HEALTH & FAMILY WELFARE

(Department of Health and Family Welfare, Government of West Bengal)
29, GN BLOCK, SECTOR – V, BIDHAN NAGAR, KOLKATA – 700 091.

Tele Fax No. : 2357 8870

e-mail: ihfwkolkata@gmail.com / Website : www.ihfwkolkata.org

No. IHFW/14/2010/Pt.-I/2610

Date : 11/01/2023

EMPLOYMENT NOTICE

Applications are hereby invited by the IHFW, Kolkata for filling up one vacant contractual post of Administrative Officer from Retired State Govt./Central Govt. Employees. Last date of submission of application is 31.01.2023 (upto 3 p.m.). For details please visit our website at www.ihfwkolkata.org.

Suparna Datta
11/1/23
DIRECTOR, IHFW

No. IHFW/14/2010/Pt.-I/2610/1(6)

Date : 11/01/2023

Copy forwarded for information & necessary action to the :

1. Director of Medical Education, Health & F.W. Deptt., GoWB
2. Ms. Smita Sanyal Shukla, W.B.C.S (Exe.), Dy. Secretary, Health & F.W. Deptt., GoWB, I&CA Deptt.
3. Institute Website - www.ihfwkolkata.org.
4. Notice Board
5. Guard file.

6. IT CELL, SWASTHYA BHAWAN
Suparna Datta
11/1/23

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DIRECTOR, IHFW



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NOTICE

No. IHFW/14/2010 Pt./2609

Date : 11 .01.23

Applications are invited from willing retired State Government/Central Govt. Officers holding the post not below the rank of Assistant Secretary or in the same capacity (before retirement) within the limit of 62 years of age as on 01.01.2023 and having at least 5 years experience as Supervisory / Administrative capacity for engagement in the post of Administrative Officer in the Institute of Health & Family Welfare purely on temporary and contractual basis on a consolidated remuneration as per Government Rules applicable for persons on re-employment.

The initial appointment to the selected candidate will be for a period of six months which is likely to be extended subject to satisfactory discharging of allotted duties and status of physical and mental health.

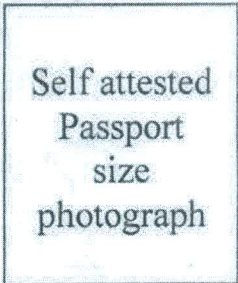
Last date of the receipt of Application is 31ST January, 2023 upto 3 P.M.. Please visit website www.ihfwkolkata.org. Application should be submitted to this office as per attached Performa of application. Application received after the last date of submission will summarily be rejected.

Snparna Oatta

DIRECTOR, IHFW 11/1/23

APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER (Contractual) IHFW, Kolkata,

PROFORMA OF APPLICATION



1. Name (in block letters) :
2. Father's Name :
3. Address
(i) Permanent :
- (ii) Present :
4. Contact Phone No. with e-mail address :
5. Date of Birth :
6. Age as on 01.01.2023 :
6. Date of retirement on attaining
the age of Superannuation :
7. Post held on the date of retirement :
8. (i) Last pay drawn :
(ii) Drawing amount of pension
as per PPO :
9. Qualifications
(i) Educational (Highest) :
(ii) Others, if any :
10. Experience (Please state in details) :

Date :

Signature of Applicant

Self-Attested photocopies regarding proof of age, qualifications and experience alongwith PPO to be submitted alongwith the application addressed to the Director of the Institute.