

No. DHFWS/ 4355

Dated: 23.05.2023

Recruitment Notice

Applications are invited for the post of **Block Programme Coordinator(ASHA)** under National Health Mission on contractual basis at the following blocks in the District Hooghly.

Total Vacancy in Hooghly District:

Name of Sub Division	Name of Block	Total Vacancy	Reservation Status	
Arambagh	Arambagh	1	ST	-
Chandannagar	Singur	2	ST	OBC-A
	Tarakeswar	1	OBC-A (EC)/OBC-A	-
Total		4		

- In case EC candidates aren't available, candidate from the same category will be considered.

Eligible Criteria:

- ❖ Master's degree in Social Science/Sociology/Social Anthropology/Social work (MSW)/ Business administration (MBA)/ Economics/ Rural Development/ Mass communication.
- or
- ❖ Graduate degree in any discipline with minimum 2 years' experience in health projects.
- ❖ Preference will be given to candidate having working experience in ASHA programme.
- ❖ Knowledge in MS office & Internet.
- ❖ Ability to communicate effectively.
- ❖ Ability to work hard.
- ❖ Willing to travel extensively.
- ❖ Physically challenged candidate will not be considered for selection of BPC (ASHA) post as per clarification order of state.
- ❖ **Should be resident of the same sub-Division.**

Age Limit:

Age should not exceed 40 years as on 01.01.2023. The upper age limit relaxation is 5 years for the candidate belonging to categories of Schedule Tribe & 3 Years for candidate belonging to other Backward Classes as per Government guideline.

Remuneration: 15000/- (Rupees Fifteen thousand only) Per month.

Eligible applicants will have to submit the following documents along with application as per enclosed format:

- A. Attested photocopy of proof of residence (Voter ID Card)/ Ration Card).
- B. Attested photocopies of mark sheets of Higher Secondary or Equivalent, Graduation and Master's degree as applicable.
- C. Attested photocopy of age proof of the candidates (Birth Certificate from competent Authority/ Madhyamik or equivalent Examination Admit Card/ Registration Certificate).
- D. Attested Photocopy of Working experience certificate, if any.
- E. Attested photocopy of additional qualification.

General Information:

- A. Demand draft of Rs. 50/- (Rupees fifty only) for ST/OBC & Other reserved categories drawn in favor of "**District Health & Family Welfare Samity, Hooghly A/C Non NHM**" payable at Kolkata will be enclosed along with the application. Use of stapler pin or stitching in case of demand draft will not be allowed. Back of the draft must be bearing the name of the applicant & name of the post applied for. Applications without the demand draft will be rejected.

Residential Criteria – Resident of same subdivision in which block applied for.

- A. Block Programme Coordinator (ASHA) (Erstwhile Block ASHA Facilitator) will be contractually engaged for the period of one-year, renewable basis on budgetary sanction and performance.
- B. The selection will be based on merit (academic result) and experience in health projects, along with a written test (50marks), computer skill test (25 marks) as per prescribed weightage against each of the items.
- C. After receiving engagement from the CMOH Office, Block Programme Coordinator will have to undergo training as mandated by State ASHA Cell.

Job Responsibility: -

- 1) To facilitate the process of ASHA Selection (for Filling up vacant positions).
- 2) To facilitate ASHA engagement as per approved list and implementation process & ensuring the error free reports.

- 3) To facilitate the checking of submitted ASHA monthly reports at the level within the block.
- 4) To ensure that the ASHA monthly reports are error free and don't refer over reporting and/ or under reporting.
- 5) To facilitate timely compilation of ASHA monthly reports into block monthly reports of ASHA performance.
- 6) To ensure that Block Monthly Report of ASHA performance is analyzed by BMOH, BPHN, PHN and shared during the Block MIS Meeting.
- 7) To facilitate timely submission of Block monthly reports related to the ASHA programme to the District Programme Coordinator, (ASHA) (Erstwhile District ASHA Facilitator), DPM and Dy CMOH III.
- 8) Maintaining the liaison with BPHN/ PHN, GP Health Supervisor and ANMs.
- 9) Share the new circulars & guidelines with all stakeholders at the Block Level.
- 10) Maintaining relevant ASHA related MIS at Block Level.
- 11) Support the Block Accounts Manager in all activities related ASHA incentive and fund flow.
- 12) To ensure timely distribution of all ASHA materials within the Blocks.
- 13) Undertaking Field visits at regular intervals, not less than twelve visits per month.
- 14) To perform any other programme related activity as directed by the Government of West Bengal, Health & family Welfare Department, District & block.

Intending candidates will drop their applications from 25.05.2023 to 14.06.2023 on all working days (Except Saturday, Sunday & other holidays) from 11:00 AM to 04:00 PM in the prescribed application format only at concerned SDO Office (Details provided below) along-with one set of photocopies of all testimonials in support of his/her credentials.

Sl No.	Office	Drop Box Location
1	SDO Office, Chandannagar	Confidential Section, SDO Office
2	SDO Office, Arambagh	Confidential Section, SDO Office

No application will be entertained if submitted to any other office, except the office of the concerned Sub Divisional officer (SDO) or submitted beyond the last date. Applications may be received through speed post, courier or any other means to the respective SDO office within 14.06.2023 by 04.00PM. Any application received over courier/speed post/registered post after 04.00PM, 14.06.2023 shall be rejected. Incomplete application will be summarily rejected.

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23.05.23

Chief Medical Officer of Health & Secretary
District Health & Family Welfare Samiti, Hooghly

Memo No: DHFWS/ 4355/1(17)

[Signature]
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District Magistrate & Chairperson
District Level Selection Committee (DLSC), Hooghly

Dated: 19/05/2023

Copy forwarded for kind information & Necessary action to

- 1) The Mission Director (NHM), (NHM), Govt of WB, Deptt of H&FW, Swasthya Bhavan, Kolkata 700 091
- 2) The DHS, Govt of WB Deptt of H&FW, Swasthya Bhavan, Kolkata 700 091
- 3) The PO II, Govt of WB Deptt of H&FW, Swasthya Bhavan, Kolkata 700 091
- 4) The ADM (Dev) & In-charge of Health, Hooghly.
- 5) The DIO, NIC, Hooghly - with request to upload the recruitment notice in the official Website of Hooghly District.
- 6) The OC-Health, Hooghly
- 7) The Dy CMOH- II/III/IV/DMCHO/DPHNO, Hooghly.
- 8) The DPO ICDS, Hooghly.
- 9) The SDO (All), Hooghly.
- 10) The State Programme Manager, Planning & Community Process, SPMU (NHM) Swasthya Bhavan, Kolkata 700 091
- 11) PA to CMOH, Hooghly
- 12) The ACMOH (All), Hooghly.
- 13) The BDO..... Block (All), Hooghly
- 14) The BMOH Block (All), Hooghly
- 15) The DSM, Hooghly, -with request to upload the recruitment notice in the official website of Deptt. of Health & FW.
- 16) The DPMU, Hooghly
- 17) Guard file

[Signature]
23/05/2023

Dy. Chief Medical Officer of Health I
Hooghly

