

West Bengal State Health & Family Welfare Samiti

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

GN-29, Sector-V, Bidhannagar

Kolkata - 700091

Recruitment Notice No. SHFWS/2021/232

Date: 10.08.2021

West Bengal State Health & Family Welfare Samiti will engage on contractual basis for the position of **Municipality Accounts Manager** under **National Urban Health Mission**, Department of Health and Family Welfare, Government of West Bengal and to be posted at any Municipality in West Bengal.

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 13th August, 2021 to **Midnight of 31st August, 2021** 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/ for general candidates and ₹50 for reserved category candidates 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. 9 & 10).

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

Details for the position

- Name of the Position : Municipality Accounts Manager
- Number of Vacancies : 11 (SC- 3, ST-1, OBC-A- 1, Unreserved - 5 and OBC-B - 1)
* If any consequential vacancies of the said post are created till the panel remains valid, such consequential vacancies may be filled up over and above the declared vacancies from the approved panel.
- Remuneration : ₹26,000 per month.
- Place of Posting : Any Municipality in West Bengal.
- Essential Academic Qualification : B.Com (from UGC recognised Universities)
- Essential Experience : Completed 2 years experience in the fields of accounts and finance in any Govt Office or Private Office.
- Essential Computer skills : Proficiency in Tally Accounting software and MS Office.
- Desirable Qualification : 1. B.Com (Hons.)
2. CA (Inter) / CMA (Inter) / CS (Inter)
- Age (as on 01.01.2021) : Maximum 40 years and Minimum 21 years

MODE OF SELECTION : Candidates will be called for Computer Test on the basis of scale of scoring on essential and desirable criteria **based on the on-line details submitted.** The candidates 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 testimonials verification and interview.**

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

Essential Academic Qualification	Desirable Qualification (Maximum 15 Marks)		Essential Experience	Computer Test	Interview
	B.Com (Hons)	CA(Inter)/ CMA(Inter) / CS(Inter)			
50 (Proportionate marking i.e % of marks obtained in the essential academic qualification*50/100)	5	10	10	15 (Qualifying marks for computer test is 50%)	10

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. The essential criteria 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 academic qualification for the above mentioned position, till the first date of online application.
5. Caste Certificate issued on or before the first date of online application, by the competent authorities of West Bengal only will be accepted. **In case of OBC candidates, category 'A' or 'B' must be mentioned** specifically in the caste certificate, otherwise the caste certificate will not be accepted.
6. **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. No need to send Hard copy/print copy of the online registration form by post.
7. 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.
8. Marking after rounding off up to 2 decimal points will be considered.
9. i) Start date of Application : From 11 a.m. of 13th August, 2021.
ii) Last date of Registration : Midnight of 26th August, 2021.
iii) Last date of Submission of application Fees : Midnight of 28th August, 2021.
iv) Last date of full Submission of form : Midnight of 31st August, 2021
10. 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.
11. The candidates, if found ineligible at any stage of recruitment process, will not be called for the subsequent stages of the selection process.
12. The decision of the competent authorities regarding the recruitment is final.
13. 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 link "On-line Recruitment" for on-line applications and link "Recruitment" for information/instruction issued from time to time.


Dr. Saumitra Mohan, IAS
 Executive Director
 WB SH & FW Samiti