

# West Bengal State Health & Family Welfare Samiti

Swasthya Bhawan, Wing-'B', 3<sup>rd</sup> Floor

GN-29, Sector-V, Bidhannagar

Kolkata – 700091

Recruitment Notice No. SHFWS/2017/118

Date: 13/10/2017

West Bengal State Health & Family Welfare Samiti will engage personnel as **Accounts Manager** under **National Urban Health Mission**, Department of Health and Family Welfare, Government of West Bengal purely on contractual basis.

**Eligible candidates should apply online in the prescribed format as given in Department's Website from 11 am of 16<sup>th</sup> October, 2017 to Midnight of 31<sup>st</sup> October, 2017, 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 ₹50 for Reserved category candidates have to be deposited through on-line/off-line mode. The amount is non-refundable (Details of on-line/off-line mode is given in General Information point no. 9 and 10)**

## Details for the position

**Name of the Position** : **Accounts Manager**

**Number of Vacancies** : **7 (SC-4, ST-2, PWD-1)**

**Remuneration** : **Rs. 23,270 per month.**

**Place of Posting** : **Anywhere in West Bengal**

**Essential Qualification** : **M.Com/ICWA/CA**  
Should have knowledge of double entry accounting system and knowledge of Tally 7.2 / 8.1 version.

**Essential Experience** : **Completed 2 years experience in accounting system**

**Age (as on 1.4.2017)** : **Maximum 45 years**

**MODE OF SELECTION** : **Total 100 Marks**

Name of the Position	Academics	Computer Test	Experience	Interview
Accounts Manager	60 (based on % of marks obtained in the final examination of M.Com/ICWA/CA)	15	10	15

Selection will be done on the basis of academics, experience, Computer Test and interview. Applications will be shortlisted on the basis of marks obtained in the final examination of M.Com/ICWA/CA and experience. From the short list, candidates will be called in 1:10 ratio against the declared vacancy. That is, for one declared post 10 candidates will be called for viva and computer test from the prepared shortlist.

In Computer Test which will count as practical, candidates will have to obtain at least 50% marks to qualify for the position.

## Notes:

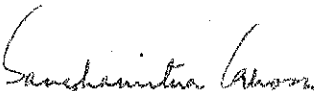
1. Applicants are requested to visit [www.wbhealth.gov.in](http://www.wbhealth.gov.in) at the URL "Recruitment" regularly for information/instruction issued from time to time. No other correspondence will be done from this end.

*Soumitra Ghosh*

2. The number of vacancy for the above mentioned Position may vary according to need.

**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 Qualifications mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. **All the essential qualification must have been completed within the last date of online application.**
4. **Experience will be calculated after obtaining the required qualification for the above mentioned position, till the starting date of online application.**
5. **Caste Certificate and Disability certificate issued before the last date of online application, by the competent authorities of West Bengal only, will be accepted.**
6. **Hard copy/print copy of the online application form (printed within the last date of on-line application), should be retained by all applicants for document verification purpose. Without application form, no candidates will be entertained for original testimonials verification by the authority.**
7. **'On-line Registration Number'** should be retained by all applicants for future reference. Employer is not liable to give any information regarding the on-line registration number in future.
8. No **rounding off** of marks will be granted. Proportionate marking upto 2 decimal points will be considered.
9. i) **Registration Period** : 11 am of 16<sup>th</sup> October upto Midnight of 25<sup>th</sup> October, 2017.  
ii) **Last date of Submission of off-line application Fees** : Upto 27<sup>th</sup> October, 2017 (banking hours)  
iii) **Last date of full Submission of form** : Upto Midnight of 31<sup>st</sup> October, 2017.
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.  
If the candidate wants to submit the requisite fee through offline mode he/she can do so with system generated e-challan. The fee can be deposited in any branch of United Bank of India (UBI) with the print out of the system generated e-challan after duly filling up the three parts of the challan. Out of the three parts of the challan, bank will keep one part and hand over the other two parts to the candidate. Candidates must preserve both copies with him/her for future reference.
11. The candidates, who are found ineligible at any step of the above mentioned mode of selection, will not be called for the subsequent stages.
12. The decision of the competent authority regarding the recruitment is final.

  
Executive Director  
WBSH&FW Samiti

