



WEST BENGAL MEDICAL SERVICES CORPORATION LTD.

(Wholly Owned by the Government of West Bengal)

CIN: U85110WB2008SGC126373

Regd. Off. : Swasthya Sathi, Swasthya Bhawan Complex, GN-29, Sector-V, Salt Lake, Kolkata – 700 091
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Memo No . HFW-47013/1/2022-NHM SEC-Dept. of H&FW/3516

Date: 11 .05.2022

Recruitment Notice

Online Applications are invited for purely contractual engagement of 2 (two) nos of temporary posts of **Executive Assistant (Accounts)** for smooth financial operation of XV Finance Commission and PM-ABHIM under National Health Mission.

The details of application criteria of the above mentioned posts are as follows:

1. Notification No. : NO. HFW-47013/1/2022-NHM SEC Dept. of H&FW/3516 dated: 11.05.2022
2. Name of the posts : Executive Assistant (Accounts)
3. Number of Posts : 2(two)
4. Educational qualification :Regular Graduate with Commerce background from a recognized University under UGC and having diploma/certificate course in computer application from any recognized institutions.
5. Essential Computer Skills :Proficiency in Tally Accounting software, MS Office, MS Word/ Excel /Power Point/ Internet etc.
6. Essential Experience : Completed 1 (One) year experience in the field of Accounts & Finance in any Govt .Sector or 2 (Two) years in any Private Sector.
7. Upper Age Limit : 40 years on 1st January 2022
8. Consolidated Remuneration : Rs. 26,000/- (Rupees Twenty-six thousand only) per month

MODE OF SELECTION:

Candidates will be called for Computer Test on the basis of scale of scoring on essential criteria based on on-line details submitted. The candidate 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 testimonial verification and interview.

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

SCALE OF SCORING : Total 60 Marks

Madhyamik / Equivalent Exam.	Higher Secondary/Equivalent Exam.	Regular Graduation Course In Commerce	Essential Experience	Computer Test	Interview	Total
5	5	10	10	20 (Qualifying marks for computer test is 50%)	10	60

General Information for the Applicants / Candidates

1. Only on-line 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 entail the candidate to claim selection. All the essential qualification must be completed as on 01-01-2022.
4. Experience will be calculated after obtaining the required essential academic qualification for above mentioned position as on 01-01-2022.
5. 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.
6. On-line registration No. should be retained by all applicants for future reference. WBMSCL will not be liable to give any information regarding the on-line registration no. in future.
7. Marking after rounding off up to 2 decimal points will be considered.
8. a. Start date of Application : 12.00 A.M. of 18th May, 2022
b. Last date of submission of application : Midnight of 26th May, 2022
9. The candidates, if found ineligible at any stage of recruitment process, will not be called for the subsequent stages of selection process.
10. The decision of the competent authorities regarding the recruitment is final.
11. The competent authorities may cancel the recruitment process at any stage of the selection process.

Applicants are requested to visit www.wbmsc.gov.in/ 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.



**Managing Director
WBMSCL**

Copy forwarded to:

- 1) The Mission Director, NHM & Secretary to the Govt. WB;
- 2) General Manager, WBMSCL ;
- 3) Manager (IT&MIS) WBMSCL, for uploading the notice to the concerned website.;
- 4) Sri Sourav Ghosh, IT System Co-Ordinator, H & FW for n/a please.
- 5) HR Guard file.



**Managing Director
WBMSCL**