



The Kolkata City NUHM Society
Under Health Department of Kolkata Municipal Corporation
5, S.N. Banerjee Road, Kolkata – 700 013



Advertisement No. 13 –/Kolkata City NUHM Society / 2023-24 dated 24.11.2023

Applications are invited for engagement on contractual basis for the post of **Medical Officer- in-charge** for Urban Community Health Centre (U-CHC) at Khidderpore under Kolkata City NUHM Society under Health Department of Kolkata Municipal Corporation.

The applicant must be a permanent resident of **West Bengal and The applicant must have knowledge of local languages** as per Order Memo no HFW/NHM – 332/2023/1003(3) dated 31.07.2023

The eligible candidates are requested to submit online application through KMC website www.kmcgov.in from 23.02.2024 to 14.03.2024 till Midnight (including holidays).

Name of the Post: Medical Officer- in-charge

No. of Vacancies:-

Category	Number of post
Unreserved	1
Total Vacancies	1

Remuneration :- Rs 80,000/- (eighty thousand) per month

Educational Qualification:-

- Candidate must have MBBS degree obtained from NMC recognized Institute/MBBS or equivalent degree from foreign institute and FMGE qualified, held under the supervision of the National Board of Examination (NBE) with 1 year compulsory internship.
- Post Graduate degree/ Diploma in Public Health/ Community Medicine/ Hospital Administration, recognized by NMC.
- Must be registered under West Bengal Medical Council.

Age Limit :-

Maximum entry point age as on 01.01.2024 is 67 years and upper age limit till which service tenure can be renewed is 70 years.

Essential Experience :-

Minimum 2 years experience in managerial capacity after post graduate in any Government or Private Health Institution

Scale of Scoring :- Total 100 marks

Name of the post	Particulars	Max - Marks	Remarks
Medical Officer-in-charge	Basic Qualification	65	Proportionate marking (based on % of marks obtain in the final examination)
	PG Degree – 10 Marks	10	(Additional Marks)
	PG Diploma – 5 Marks		
	Experience	10	Over and above the essential experience of 2 years @ 2 marks for each completed year upto a maximum of 10 marks.
	Interview	15	
Total		100	

Mode of Selection :-


- i) Valid applicants will be called for Original Testimonials Verification. Candidates will be called for Interview from the merit list prepared on the basis of score of essential criteria after original testimonials verification.
- ii) Final Selection will be made on the basis of total marks obtained in Interview, score on essential criteria. If the marks obtained are equal then preference is to be given to the candidate inter se senior in age as on 1st day of January, 2024
- iii) No rounding off of marks will be granted. Proportionate marking upto 2 decimal points will be considered.

Panel for engagement: -

A panel of selected candidates in the ratio of 1:1 will be prepared on the basis of total marks obtained on basic qualification and Interview, for engagement in the post of Medical Officer-in-charge as per rule. Selected candidates from the panel will be engaged in the declared vacancies and if any vacancy arises in future following non-joining etc., the panel will be utilised for filling up the said vacancy of the post.


How to apply:-

- ❖ For filling up online application, the candidates are required to follow the undernoted steps:
 - (i) Log in to the KMC website www.kmcgov.in.
 - (ii) Then click on the option "External User login" at lower Menu Bar.
 - (iii) After opening of the User login window, the candidates are required to log in using "User ID" & "Password" to be created by the candidates.
 - (iv) The candidates must remember the created User ID and Password for future use.
 - (v) The candidates can also log in using their Mobile No. In that case a One Time Password (OTP) will be sent to the mobile no. of the candidate. The Candidates will be required to enter the OTP to proceed further.
 - (vi) After opening the window, the candidates are required to click the "Recruitment" option on the left Menu Bar and choose the option "Emp. Notice".
 - (vii) After opening of the User Application window, the candidates are required to fill up the application and enter their particulars.
 - (viii) The applicants must upload the required supporting documents, otherwise the application will not be considered.
 - (ix) The candidates are required to take a print out of the filled in application.
 - (x) While filling up online application, if the candidates face any problem, they may contact the phone numbers: Help line no 22269909, Toll free no 18003453375.
- ❖ For calculation of the marks obtained in the Basic Qualification and PG Degree/PG Diploma the aggregate of the marks obtained in all subjects excluding the marks obtained in the additional paper will be considered.
- ❖ If a grade point system is adopted, the CGPA or DGPA will be converted into its equivalent percentage of marks as per the UGC's latest notification. Final semester "Percentage = (CGPA or DGPA×10)-5".
- ❖ **Candidate should upload the undernoted supporting documents :-**
 1. Age proof (Madhyamik Admit Card/Pass Certificate).
 2. Residencial address proof (Aadhaar Card/Voter ID/Passport).
 3. Basic Qualification and PG Degree/PG Diploma including all semester's, supplementary if any, mark-sheet's and Pass Certificate
 4. West Bengal Medical Council Registration.
 5. Working Experience.
- ❖ Candidates shall have to bring all hard copies of documents along with print out of filled up online application and photocopies of relevant documents at the time of documents verification after intimation from this end.


12/02/2024
Secretary - Kolkata City NUHM Society
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Important Information:-

- ❖ All the essential qualifications must be completed on the date of submission of application.
- ❖ Candidates applying for the post should have the requisite experience as on last date of application.
- ❖ The selection committee reserves the right to reject any online application which is/are not properly filled up.
- ❖ No TA/DA will be paid to the candidates for the selection test, verification and interview.
- ❖ Any addition/deletion in respect of the said advertisement in the form of corrigendum, documents verification and interview along with the date and venue will only be published in the KMC website of www.kmcgov.in Therefore, all the applicants are required to regularly check the website for any update.


12/02/2024

CMHO & Secretary

Kolkata City NUHM Society

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