



INSTITUTE OF HEALTH & FAMILY WELFARE

(Department of Health and Family Welfare, Government of West Bengal)
29, GN BLOCK, SECTOR – V, BIDHAN NAGAR, KOLKATA – 700 091.
Phone No. : 2357 4531, Tele Fax No. : 2357 8870,
e-mail: ihfwkolkata@gmail.com / Website : www.ihfwkolkata.org

No. IHFW/14/2010/471

Date : 25.05.16.

NOTICE of Employment on Contractual basis

IHFW, Kolkata, invites application in prescribed format for filling up of one post of Assistant (Office), one post of Assistant (Accounts) and also one post of Attendant-Cum-Group 'D', on purely contractual basis from the retired State Govt. employees / State Govt. undertaking employees for a period of six months, likely to be extended further depending on the performances and fitness of the Candidate. Candidate should be within the limit of 62 years of age as on 01.05.2016 and possess sound health. Consolidated pay on appointment will be fixed in accordance with Finance Deptt. guidelines as prescribed under WBS(ROPA) Rules, 2009 for such re-employed State Govt. employees and will be governed by the Rules and Regulations of the Institute.

A. Eligibility criteria for the post of Assistant (Office) :-

Qualification

Essential :-

- i) Graduate in any discipline from any recognized University.
- ii) Experienced in file works / corresponding matters.

Desirable :-

- i) Knowledge in Computer

B. Eligibility criteria for the post of Assistant (Accounts):-

Essential :-

- i) Retired State Govt. employee.
- ii) Graduate from any recognized University.
- iii) Accounting knowledge of preparation of Trial Balance / Balance Sheet, Bank Reconciliation Statement, preparation of Budget and Annual Financial Statement etc.
- iv) Capable of preparing Pay bills and handling of Tax related matters.

C. Eligibility criteria for the post of Attendant-Cum-Group 'D' :-

Essential :-

- i) Capability of performing arduous nature of duties.

Complete application form, as prescribed, duly filled in addressed to the Director, IHFW, Kolkata should reach on or before **15.06.2016**.

Incomplete application will be liable to be rejected outright. Application sent through e-mail / website will not be accepted.


Director
Institute of Health & Family Welfare
Kolkata.

Pinki/

PROFORMA

To
The Director,
Institute of Health & Family Welfare,
29, G. N. Block, Sector – V, Bidhannagar,
Kolkata – 700 091.

Sir,
Understanding from the _____ Dated _____,
One post of _____ has fallen vacant under your kind disposal.

I offer myself as a candidate for the same. All the information about myself is mentioned below and supporting documents are enclosed as ready reference.

1. **Name of the applicant** :
- (in BLOCK letters)
2. **Father's Name** :
3. **Present address** :
4. **Permanent address** :
5. **Contact No.** :
6. **Date of birth** :
7. **Educational qualification** :
8. **Designation (lastly employed)** :
9. **Office / Deptt. (lastly employed)** :
10. **Date of retirement from Service** :
11. **Last pay drawn on the date of retirement, in details** :
12. **Experience (if any)** :

Kindly consider my prayer and oblige.

Encl : As stated

Date :

Signature of the applicant