



# 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.

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## NOTICE

No. : IHFW/ 12 /2008/928

Date : 24 .11.2015.

Applications are invited for filling up of one vacant post of Cashier-Cum-Office Assistant in the Institute of Health & Family Welfare, Kolkata on contractual basis. The applicant should be retired State Govt. employee/retired State Govt. undertaking employee within 62 years of age as on 01.11.2015. He should have knowledge in handling cash, maintenance of Cash Book, Ledger Account and Bank Transaction.

A resume containing following particulars should reach the office of the Director, IHFW, 29, GN Block, Sector-V, Bidhannagar, Kolkata-91 on or before **22<sup>ND</sup> December, 2015** positively.

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24/11/15  
DIRECTOR, IHFW

### APPLICATION FORMAT

1. Name of the Applicant :-  
(In block letter)
2. Father's Name :-
3. Qualification :-
4. Date of Birth :-
5. Address :-
6. Contact No. /  
e-mail address (if any) :-
7. Office / Organisation :-  
(Last employed)
8. Designation :-  
(Last employed)
9. Date of retirement :-
10. Experiences :-  
(in details)

**Date :**

**Signature of Applicant**

**NB** :- Photocopies regarding proof of age, qualifications and experience to be submitted alongwith the application addressed to the Director of the Institute.