

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচসি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, HC Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

Memo No. SUDA-12017(18)/8/2020/7814

Dated.07.03.2022

Applications are invited from eligible candidates in the prescribed format from citizen of India for recruitment to the following posts on contractual basis under Health Wing, State Urban Development Agency (SUDA).

The details are as under.

Name of the Post	:	A. Public Health Officers (PHOs) – 2 Nos., B. Public Health Officer – (Training) (PHO Training) – 1 No. C. MIES Officer – 1 No.
Total No. of Post	:	04 (four)
Appointing Authority	:	State Urban Development Agency (SUDA)
Place of Posting	:	State Urban Development Agency (SUDA)
Contractual Remuneration	:	PHO – Rs. 40,000/- p.m., PHO Training – Rs. 40,000/- p.m. & MIES Officer – Rs. 25,000/- p.m.
Essential Qualification	:	For PHO - Medical qualifications included in the 1 st or 2 nd schedule or part 2 of 3 rd schedule of Indian Medical Council Act-1956 and registration as Medical Practitioner of West Bengal. For PHO (Training) - Medical qualifications included in the 1 st or 2 nd schedule or part 2 of 3 rd schedule of Indian Medical Council Act-1956 and registration as Medical Practitioner of West Bengal. For MIES Officer - Master in Computers Application (MCA)/ Bachelor in Computer Application (BCA) / Bachelor in

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

- Information Technology.
- Desirable Qualification : **For PHO** – Any Degree or Diploma in Public Health related subject, DPH/MAE/MDH/HD (Community Medicine or equivalent from any University / Institutions recognized by Medical Council of India).
- For PHO (Training)** - Any Degree or Diploma in Public Health related subject, DPH/MAE/MDH/HD (Community Medicine or equivalent from any University / Institutions recognized by Medical Council of India).
- For MIES Officer** - Efficiency in Computers including MS-Office.
- Experience : **For PHO** - Working experience in the field of Public Health for 1 year preferably.
- For PHO (Training)** - Working experience in the field of Public Health for 1 year preferably.
- For MIES Officer** - 2 Years working experience in data recording & data analysis preferably.
- Age limit as on 01.01.2022 : **For PHO, PHO (Training) & MIES Officer** - Maximum age not more than 40 years.
- Last Date of Application : Application in the prescribed format must be addressed to the Director, State Urban Development Agency (SUDA), and also to be submitted through **Registered Post / Speed Post / Courier / Physically** only at the office of Director, SUDA,

(ILGUS Bhawan, HC-Block, Sector- III, Salt Lake City,
Kolkata – 700 106 by 30th March, 2022 within 5.00 p.m.

Scale of Scoring

: For filling up of vacant post of PHOs & PHO (Training)

Selection will be made through an interview from the shortlisted applicants.

For filling up vacant post of MIES Officer


A written examination of 30 marks will be conducted followed by Computer Test and viva-voce of 10 marks each for the shortlisted candidates & a weightage of 50 marks be given for the educational qualification from the 10th standard till the graduation (10 marks each given to the 10th standard & 12th standard and 30 marks for the graduation).

Process of Engagement:

- 1) Application received after 5.00 p.m. of 30th March 2022 will be treated as cancelled.
- 2) Valid applications will be shortlisted on the basis of marks obtained in academic qualification and work experience. Shortlisted candidates for the post of PHOs and PHO (Training) will be called for interview and for the post of MIES Officer, a written examination will be conducted followed by Computer Test and viva-voce from the shortlisted candidates and weighted of 50 marks be given for the educational qualification from the 10th standard till the graduation (10 marks each given to the 10th standard & 12th standard and 30 marks for the graduation).

General Information to the Applicants:

- 1) Application Form not properly filled in or incomplete application forms are liable to be cancelled. If the details of application submitted by any applicant differ with that of original testimonials, application shall be liable to be cancelled automatically without assigning any reason thereof.
- 2) The essential qualifications mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. All the essential and desirable qualifications must be completed on or before the last date of applications.
- 3) Experience will be calculated for the above mentioned post till the last date of application.
- 4) No rounding off of marks will be granted. Proportionate marking upto 02 decimal points will be considered.
- 5) No TA/DA will be allowed for attending interview.
- 6) The decision of the Competent Authority regarding the selection is final.
- 7) Self attested copies of all testimonials are to be enclosed with the applications.


Director 7/21/2022

State Urban Development Agency

Application Form (Draft)

Application No.

(For Office Use Only)

PLEASE FILL UP THE APPLICATION IN CAPITAL LETTER IN (Except Signature in CAPITAL LETTER)

Memo No. SUDA-12017(18)/8/2020/7814

Dated 07.03.2022

Application for the post of PHO/PHO (Training)/MIES Officer on contractual basis under Health Wing of State Urban Development Agency (SUDA)

PASTE (Do not Pin or Staple here). Paste recent pass port size colour photograph of size 3.5 cm X 3.5 cm. The Colour photograph should not be more than 3 months old.

Please put your signature across the photograph.

Post Applied for:

1. Name (In Capital Letter) :

FIRST NAME:

MIDDLE NAME:

SURNAME:

2. Father's / Husband's Name (In Capital Letter) :

3) GENDER (TICK \checkmark) : MALE / FEMALE

4) DATE OF BIRTH (DD/MM/YYYY)

5) Age as on 01.01.2022

6) Religion :

7) Nationality:

8) Address :

8.1. PERMANENT ADDRESS (In Capital Letter) :

P.O :

Town / City :

Distriet :

State :

Pin code :

13) Experience :

Sl. No.	Name of the Organization	Name of the post	Experience		Whether the job is permanent/ contractual	Nature of work done	Experience Certificate Enclosed (Y/N)
			Year	Month			

14) Language Known: (PLEASE TICK ✓)

Sl. No.	Language	WRITING	READING	SPEAKING

15) Check List of documents: (PLEASE TICK ✓ IN THE BOX)

Sl. No.	Documents	Y/N	No. of documents enclosed (Photocopies)
1.	Proof of age		
2.	Proof of Academic Qualification		
3.	Proof of working experience certificate		
4.	No. objection from present employer		
5.	Others, if any		

Declaration:

I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary documents in original whenever required.

If any information/ details found to be incorrect / false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my engagement likely to be terminated.

Date:

Place:

Full Signature of the Candidate