



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & F W
OFFICE OF THE DIRECTOR
REGIONAL INSTITUTE OF OPHTHALMOLOGY
MEDICAL COLLEGE & HOSPITAL, KOLKATA.

Recruitment notice no. R10-2023/1587

Date: 13/12/2023

RECRUITMENT NOTICE

Regional Institute of Ophthalmology, Kolkata will engage personnel for the position of **Counsellors for the Kolkata based Medical College & Hospitals of West Bengal on contract basis in National Program for Control of Blindness & Visual Impairment (NPCB&VI) under National Health Mission. The applicant must be the permanent residence of West Bengal.**

Eligible candidates should apply in the prescribed format as given in the Department's website (www.wbhealth.gov.in and www.riokolkata.in) alongwith self-attested photocopies of all testimonials. Application for the mentioned position should reach on or before 4 PM of 02.01.2024 (Tuesday) for the above mentioned position. Application forms not properly filled in or incomplete application forms are liable to be cancelled.

Application fees of `Rs. 100/ for Unreserved category candidates and `Rs. 50/- for Reserved category candidates (SC, ST) have to be deposited through a bank draft in favour of Regional Institute of Ophthalmology payable at Service Branch, Kolkata. **The amount is non-refundable. Any application received without the application fees will be treated as cancelled.**

Details of the position

Name of the Position : **Counsellors.**

No. Of Vacancies : **4 (SC-1, ST-1, Unreserved-2)**

Place of Posting : **Eye Bank or Eye Retrieval Centre of RIO, Kolkata, NRS MC & H, IPGMR & SSKM Hospital and CN MC & H**

Consolidated Remuneration : **Rs. 20,000 per month.**

Age limit as on 01.01.2023 : **Minimum age 21 years and Maximum age 40 years**

Essential Qualification : a) Graduation in Social Science from recognized institution.
b) Excellent interpersonal communication skills. Knowledge of MS – Office and other computer skills required for Office Work. Fluency in Local languages both in writing and speaking (Bengali must be 1st or 2nd language in the 10th standard or 12th standard.)

- Desirable Qualification : Master Degree in Social Science from recognized institution.
- Essential Post Qualification Experience : Two years working experience in Health Sector/Social Sector.
- Desirable Experience : Out of the essential two years' experience, completed one year experience in counselling services at health sector.
- Process of engagement : Selection will be made on the basis of marks obtain in the academic qualification, experience and written test.

Relaxation for age will be given for the reserved candidates as per Govt. norms.

All the essential and desirable qualification must be completed on or before the date of publication of the recruitment notice.

MODE OF SELECTION

Total Marks – 100

Academic qualification

- 40 Marks

- For class 10 - 10 Marks (Proportionate Marking)
- For class 12 - 10 Marks (Proportionate Marking)
- For Graduation - 10 Marks (Proportionate Marking)
- For Post Graduation - 10 Marks (Proportionate Marking)

Post Qualification Experience

- maximum of 10 Marks

- Completed 2 yrs experience in Social Sector - 5 marks
- Completed 2 yrs experience in **Health Sector** - Additional 2 marks
- Completed 2 yrs experience in **Health Sector inclusive of one year in counselling related to health sector** - Additional 3 marks

Written Test – 50 Marks

General Information for the Applicants/Candidates

1. **Application forms not properly filled in or incomplete Application forms are liable to be cancelled.** If the application details submitted by the applicant differ with the original testimonials, that application shall be liable to be cancelled.
2. Atleast six month certificate course from the any govt. affiliated institution is required to be produce in support of the computer knowledge.
3. If proper signature and self-attested photograph are not attached at the time of application that application shall also be liable to be cancelled.
4. The Essential Qualifications mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. **All the essential qualification must be completed on or before the date of publication of the advertisement.**
5. **Experience will be calculated after obtaining the required essential qualification for the above mentioned position, till the date of publication of the recruitment notice.**

6. The marks for experience will not be given without submission of proper experience certificate containing proper signature, stamp of the organization, designation, date of joining and date of leaving. The recruitment authority will ask for appointment order/letter / joining letter, if required.
7. **Caste Certificate issued on or before the date of publication of the recruitment notice, by the competent authorities of West Bengal only will be accepted.**
8. No **rounding off** of marks will be granted. Proportionate marking upto 2 decimal points will be considered.
9. The Bank draft must be issued on or after the publication of the recruitment notice in favour of Regional Institute of Ophthalmology payable at Service Branch, Kolkata. No other mode of deposition of application fees will be granted. Application received without requisite fees will not be considered at any circumstances. Application fees will not be refunded against the cancelled application.
10. Applicant must mention the name of the post, DOB, Name of the Candidate and caste category at the back of the bank draft.
11. Application containing a sealed envelope must be reached at the Office of the Regional Institute of Ophthalmology through **speed post only** within 4 PM of **02nd of January'2024** (Tuesday) mentioning "Application for the post of" and "Category" in the top of the envelope. The application must be send to The Director, Regional Institute of Ophthalmology, Kolkata Medical College Campus, 88 College Street, Kolkata- 700 073, West Bengal.
12. All the self-attested photocopies copy of ---(i) Photo id proof & address proof of the applicant, (ii) Proof of age, (iii) all the marksheets & pass certificate of educational qualifications, (iv) caste certificate (if any), (v) Six month certificate course on computer from any govt. affiliated institution and (vi) certificates related to the experience must be attached along with completely fill up and signed application format.
13. The candidates, if found ineligible after verification process, will not be called for the subsequent stages of the selection process.
14. The decision of the competent authorities regarding the recruitment is final.

Applicants are requested to visit / follow www.wbhealth.gov.in at the URL "Recruitment" and www.riokolkata.in for information/instruction issued from time to time.


Director,
Regional Institute of Ophthalmology,
Kolkata
Director
Regional Institute of Ophthalmology
Govt. of West Bengal, MCH Campus
Kolkata-700 073

Application format for the position of "Counselor" under NPCB & VI

(Ref Recruitment Notice No:)

Self-attested
passport size
colour
photograph of
the applicant

- 1 Name of the Applicant :
- 2 Father's / Husband's Name :
- 3 Guardian's Name :
- 4 Present Address (please mentioned the PO, PS and Pin code) :
- 5 Permanent Address (please mentioned the PO, PS and Pin code) :
- 6 Mobile No :
- 7 Alternate Mobile No :
- 8 E-mail address :
- 9 Date of Birth (DD/MM/YYYY) :/...../.....
- 10 Age as on 01.01.2023 :
- 11 Sex (Male/Female/ Others) :
- 12 Category (UR, SC, ST) :
- 13 Religion :
- 14 Nationality :
- 15 Marital Status :
- 16 Educational Qualification :

Sl. No	Name of the Examination	Board	Year of passing	Total Marks	Marks Obtain	% of marks

- 17 Computer Course details :
- 18 Languages known :

19 Working Experience :

Sl. No	Name of the organization	Type of organization (Health /Others)	Designation	Date of Joining (DD/MM/Y YYY)	Date of leaving(D D/MM/YY YY)	Duration of working

20 Extra curriculum activities :

21 Any Additional information :

Declaration:

I do hereby declare that all the above mentioned information is true to the best of my knowledge and belief. If any false information is furnished by me in this application, then my candidature will be cancelled even after I selected for the post.

Date:

Place:

.....
Full Signature of the applicant


Director
Regional Institute of Ophthalmology
Govt. of West Bengal, MCH Campus
Kolkata-700 073