



**OFFICE OF THE HOWRAH ZILLA PARISHAD**

**(District Public Health Cell)**

10, Biplabi Haren Ghosh Sarani, Howrah 711101.

**E-Mail: pc.dphc.hzp@gmail.com, Ph. No. 033-26379574**

Notification No. 01/DPHC/HZP/2024.

dated. 05.03.2024

**Notification for engagement of Part-time Contractual Homoeopathic and Ayurvedic Medical Officer for Gram Panchayat Level dispensaries under State Budget Head in respect of memo no. 258(21)/PRD-14098/1/2020- SPHC SEC- Dept. of PRD. Dtd. 17.12.2021 and memo no. 158(21)/PRD-14098/1/2020- SPHC SEC- Dept. of PRD. Dtd. 19.07.2023 of Panchayats & Rural Development Department, Govt. of West Bengal.**

Applications are invited from the Indian Citizen for filling up the vacant posts of part-time contractual Homoeopathic Medical Officers (31 nos.) and Ayurvedic Medical Officer (2 nos.) under State Budget Head for Gram Panchayat level dispensaries.

**1) Eligibility Criteria:**

**A) Minimum Educational Qualification:** Passed Higher Secondary examination, certified by 'West Bengal Council of Higher Secondary Education' or its equivalent.

**B) Professional Qualification:**

**i) For Homoeopathy: (State Budget Head)**

A Bachelor Degree (BHMS) in Homoeopathy from a recognized University or Institution recognized by Central Council of Homoeopathy and must be registered with State or Central Council of Homoeopathy.

**ii) For Ayurvedic: (State Budget Head)**

A Bachelor Degree (BAMS) in Ayurveda from a University or its equivalent as recognized under the Indian Medicine Central Council Act. 1970. Candidate must be registered with Paschim Banga Ayurveda Parishad, West Bengal.

**2) Age:** Age of candidate for part-time Contractual Homoeopathic and Ayurvedic Medical Officer in Gram Panchayat Dispensaries shall be not more than 50 years as on 01.01.2024. It is relaxable for 5 (five) years for SC/ ST candidates and 3 years for OBC candidates.

**3) Language Known:** Candidates must have knowledge in Bengali both in speaking and writing.

**4) Candidate must be a citizen of India.**

**5) Honorarium:** As decided by Govt. of West Bengal time to time (Presently consolidated of Rs. 16,000/- per month).

**6) Documents to be submitted:**

a) One recent self attested passport size photograph to be fixed on the application.

b) Admit card/ Certificate of Secondary Examination or equivalent or Birth Certificate issued by proper Government Authorities as age proof document.

c) Mark Sheets as in certificates for professional qualifications.

d) Any three of the EPIC, AADHAR, PAN, Ration Card, Passport, Bank Pass Book, Certificate of address having photo issued by 'Member of parliament' or 'Member of Legislative Assembly' or Group-A Gazetted Officer on proper letter head, household utility bill (Gas, Electric, Water, Fixed land line) showing name and current address (not more than three months old). Property/ Wealth tax assessment certificate with same details as address proof cum identity proof.

e) Self-declaration of same present and permanent address (if any).

f) Medical Registration Certificate.

g) Caste Certificate where applicable.

At the time of submitting application, all candidates must be registered with proper Council/ Parishad and have to submit the Registration Certificate. Provisional Certificate from the same authority can also be entertained but She/He have to produce the original registration Certificate within the 6(six) months of her/his selection. In anyway late submission of registration certificate will not be entertained.

7) One candidate can apply for more than one GP level dispensary. The name of the post (GP name along with head) to be clearly mentioned on sealed envelope.

8) Application in prescribed format as enclosed herewith, to be duly filled up by the candidate.

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Additional District Magistrate (Panchayat)

Howrah

Additional Executive Officer

Howrah Zilla Parishad

- 9) The duly filled up application should be submitted to the Block office concerned along with all relevant testimonials by 16.04.2024 (excluding Govt. holidays,) within office time. .
- 10) Application in other than the attached format, application through email or any other means will not be accepted. This application will be summarily rejected without any further notice to the applicant. The decision of the authority will be final.
- 11) Final selection will be made adding marks in Academic Qualification, Profession Qualification, and Viva-voce etc. taken together. Candidate will be called for interview in each post (i.e. for each Gram Panchayat) at Block level in case of more than one eligible candidate.

**Details of the vacant Gram Panchayat level Dispensaries:-**

Status of vacant posts of GP level dispensaries under State Budget Head				
Sl. No.	Name of Block	Sl. No.	Name of GPs	Category of Dispensary
A	B	C	D	E
1	Amta-I	1	Udang-I	Homeopathic
		2	Anulia	Homeopathic
		3	Khardah	Homeopathic
2	Amta-II	4	Ghoraberia Chitnan	Homeopathic
		5	Jhamtia	Homeopathic
		6	Kushberia	Homeopathic
3	Bagnan-I	7	Kalyanpur	Homeopathic
		8	Haturia-I	Homeopathic
		9	Haturia-II	Homeopathic
		10	Subsit	Homeopathic
		11	Bagnan -II	Homeopathic
4	Bagnan-II	12	Sarat Chandra	Homeopathic
		13	Bantul badyanathpur	Homeopathic
5	Bally-Jagacha	14	Jagadishpur	Homeopathic
6	Domjur	15	Salap-I	Homeopathic
		16	Rudrapur	Homeopathic
7	Jagatballavpur	17	Sealdanga	Homeopathic
		18	Sankarhati-II	Homeopathic
		19	Jagatballavpur-II	Homeopathic
		20	Bargachia-I	Ayurvedic
8	Panchla	21	Chara Panchla	Homeopathic
9	Sankrail	22	Andul	Homeopathic
		23	Mashila	Homeopathic
		24	Sarenga	Homeopathic
10	Shyampur-I	25	Dingakhola	Homeopathic
		26	Dhandali	Homeopathic
11	Shyampur-II	27	Nakol	Homeopathic
		28	Kharuberia	Homeopathic
		29	Dehimandal ghat-I	Homeopathic
12	Udaynarayanpur	30	Khila	Homeopathic
13	Uluberia-I	31	Kalinagar	Homeopathic
		32	Maheshpur	Ayurvedic
14	Uluberia-II	33	Joyargori	Homeopathic

  
 Additional District Magistrate, Howrah  
 &  
 Additional Executive Officer  
 Howrah Zilla Parishad

Memo No. 1574(264)/017 | DPHC/HZP

Date: 05/03/2024

Copy forwarded for information and taking necessary action to the:

- 1) The Joint Secretary to the Govt. of WB, Panchayat and Rural Development Department, Joint Administrative Building, Block-HC/7, Sector-III, Salt Lake, Kolkata-700106.
- 2-10) The Karmadhakshya, \_\_\_\_\_ Howrah Zilla Parishad, Howrah.
- 11) The Chief Medical Officer of Health, Howrah.
- 12-13) The Sub Divisional Officer, \_\_\_\_\_ Sadar/ Uluberia Sub Division,
- 14) The DIO, NIC, Howrah with a request to upload this Notification in the Howrah District official web portal.
- 15-28) The Sabhapati, \_\_\_\_\_ Panchayat Samiti, Howrah (All).
- 29-42) The Executive Officer, \_\_\_\_\_ Panchayat Samiti, Howrah (All) with a request to hang this Notification in the Panchayat Samiti Notice Board and circulate the same to the Gram Panchayat Notice board under Her/His jurisdiction and make arrangement of receiving the applications against this notification..
- 43) O.S, Howrah Zilla Parishad with a request to hang this Notification in the Zilla Parishad Notice Board.
- 44) DIA, Howrah Zilla Parishad with a request to upload this Notification in the Howrah Zilla Parishad web portal i.e. [www.howrahzillaparishad.in](http://www.howrahzillaparishad.in).
- 45-201) The Pradhan, \_\_\_\_\_ Gram Panchayat, Howrah (All) with a request to hang this Notification in the Gram Panchayat Notice Board.
- 202) The CA to the Hon'ble Sabhadhipati, Howrah Zilla Parishad.
- 203) The CA to the District Magistrate, Howrah.
- 204) The CA to the Additional District Magistrate (Panchayat), Howrah.
- 205) The CA to the Additional District Magistrate (Gen), Howrah.
- 206) The CA to the Additional District Magistrate (Dev), Howrah.
- 268) The CA to the Additional District Magistrate (LR), Howrah.

  
 Additional District Magistrate, Howrah  
 &  
 Additional Executive Officer  
 Howrah Zilla Parishad  


## Application Format

To  
The Block Development Officer  
..... Block  
.....District



Sir/Madam,

Understanding from the advertisement published in the ..... Patrika Dated. .... and from the Notification No....., I offer myself as a candidate for engagement as part-time .....(Homoeopathic/Ayurvedic) Medical Officer (Under State Budget) of ..... Gram Panchayat under ..... Block of ..... District. My particulars are given below:

- I. Name of the Candidate :
- II. Name of father/husband :
- III. Address mentioning of Block, Sub Division, District, Pin code and Telephone no. :
  
- IV. Whether a permanent resident of the Gram Panchayat for which applied for?(Yes/No) :
- V. Date of birth :
- VI. Category (General/SC/ST/OBC) :
- VII. Nationality :
- VIII. Sex :
- IX. Educational Qualification in following Proforma :

Name of Exam	Year of Passing	% of marks obtained	Division/ Class/ Grade	Remarks if any
Higher Secondary				
BHMS/BAMS				
MD(if any)				

X. Work experience :

XI. Whether attached with any Govt. Service (YES/NO):

Declaration: I do hereby certify that the details stated above are true and that in case any information proves to be false, my candidature will be liable to be cancelled.

Enclosed: Required papers to be submitted as per notification.

**Date:**  
**Place:**

.....  
**Signature of the candidate**



**Government of West Bengal**  
**Panchayats & Rural Development Department**

Joint Administrative Building, Block:HC-7, Sector-III, Saltlake City, Kolkata-700106

Memo No.258(21)/PRD-14098/1/2020-SPHC SEC-Dept. of PRD

Date: 17.12.2021

From : Special Secretary to the Govt. of West Bengal,  
Panchayats & Rural Dev. Department.

To : The District Magistrate, All districts &  
The Ex-Officio Executive Officer, All Zilla Parishad.

Sub. : Notification cum Guideline for recruitment of State Budget aided Gram Panchayat level part-time Homoeopathic and Ayurvedic doctors.

**Sir/Madam,**

This is to inform you that the Notification cum Guideline of the selection procedure of the State Budget aided Gram Panchayat level part-time Homoeopathic and Ayurvedic doctors has been amended in consultation with the Finance and Health & Family Welfare Department, Govt. of West Bengal.

I am directed to forward herewith the said Notification cum Guideline for your necessary action.

Encl.: As stated.

Yours faithfully,

**Special Secretary**  
**Panchayats & Rural Dev. Department**

Memo No.258(21)/1(90)/PRD-14098/1/2020-SPHC SEC-Dept. of PRD

Date:17.12.2021

Copy forwarded for information and necessary action to:-

1. The Commissioner, Directorate of Panchayats & Rural Development, Jessop Building, Mezzanine floor, 63, N.S. Road, Kolkata- 700001;
2. The Director of Homoeopathy, Department of Health & Family Welfare, AYUSH Branch, Swasthya Bhawan, Salt lake City, Sector-V, Block.GN-29, Kolkata-700091;
3. The Director of Ayurveda, Department of Health & Family Welfare, Swasthya Bhawan, 6th floor, Salt lake City, Sector-V, Block.GN-29, Kolkata-700091;
4. The Joint Secretary (AYUSH), Department of Health & Family Welfare, AYUSH Branch, Swasthya Bhawan, 6th floor, Salt lake City, Sector-V, Block.GN-29, Kolkata-700091;
5. The Additional Executive Officer..... Zilla Parishad(All)/ Siliguri Mahakuma Parishad;
6. The Secretary.....Zilla Parishad(All)/ Siliguri Mahakuma Parishad;
7. The P. S. to the Minister-in-Charge, P & RD Department for his kind appraisal;
8. The P. S. to the Additional Chief Secretary, P & RD Department for his kind appraisal.
9. The Nodal Medical Officer.....Zilla Parishad(All)/ Siliguri Mahakuma Parishad;
10. The Public Health Programme Coordinator, DPHC, .....Zilla Parishad(All)/ Siliguri Mahakuma Parishad;

**Special Secretary**  
**Panchayats & Rural Dev. Department**

Notification cum Guideline for recruitment  
of State Budget aided Gram Panchayat level part-time doctors

Selection procedure of the State Budget aided Gram Panchayat level part-time Homoeopathic and Ayurvedic doctors were being guided by the Order no H/AUH/379/3H-270/85 I dated 23.05.1988 and HF/O/ISMH/118/1A-10/2006 dated 24.02.2006 from long time past. The same have become almost impertinent in respect of the present situation and need to be modified. The matter was under consideration of this Department and now after careful consideration of the whole matter, this Department has decided to amend the guidelines in consultation with the Finance and Health & Family Welfare Department, Govt. of West Bengal for engagement of part-time Homoeopathic and Ayurvedic Medical Officers in Gram Panchayat level dispensaries under State Budget aided in the following manner:

1. Qualifications & other eligibility required:

A. Educational qualification: Higher Secondary examination, certified by 'West Bengal Council of Higher Secondary Education' or its equivalent is the minimum educational qualification.

B. Professional qualification:

I. For Homoeopathy :

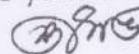
A Bachelor Degree (BHMS) in Homoeopathy from a recognized University or Institution recognized by Central Council of Homoeopathy and must be registered with State or Central Council of Homoeopathy.

II. For Ayurveda :

A Bachelor Degree (BAMS) in Ayurveda from a University or its equivalent as recognized under the Indian Medicine Central Council Act, 1970. Candidate must be registered with 'Paschim Banga Ayurveda Parishad', West Bengal.

At the time of submitting application, all candidates must be registered with proper Council/Parishad and have to submit the registration certificate. Provisional certificate from the same authority can also be entertained but he/she have to produce the original registration certificate within Six months of his/her selection. In anyway, late submission of Registration Certificate will not be entertained.

C. Age: Entry age for part-time Homoeopathic/Ayurvedic Medical Officer in Gram Panchayat dispensaries shall be not more than 50 years and exit age shall be 65 years.



Special Secretary  
Panchayats & R.D. Deptt.  
Govt. of West Bengal

Age should be calculated on 1<sup>st</sup> January of the Publication of recruitment notification.  
Entry age limit is relaxable for 5 years for SC/ST and 3 years for OBC candidates.

D. Language known: Candidate must have knowledge in Bengali both speaking and writing.

E. Candidate must be a citizen of India.


F. Papers to be submitted with prescribed application form(Annexure-I):

1. Admit Card/Certificate of Secondary examination or equivalent or Birth Certificate issued by proper Government authority as age proof document.
2. Mark Sheets as in certificates for professional qualification.
3. Any Three of the EPIC, AADHAR, PAN, Ration card, Passport, Bank Pass Book, Certificate of address having photo issued by 'Member of Parliament' or 'Member of Legislative Assembly' or Group 'A' Gazetted Officer on proper letter head, Household Utility bill (Gas, Electric, Water, fixed Land line) showing name and current address (not more than three months old), Property/ Wealth tax assessment certificate with same details as address proof cum identity proof.
4. Self Declaration of same present and permanent address (if any).
5. Medical Registration Certificate.
6. Caste Certificate where applicable.

Selection procedure

2. A Selection Committee consisting of the Block Development Officer(B.D.O), Block Medical Officer of Health (B.M.O.H), Sabhapati of the Panchayat Samity concerned, Karmadhyaksha (Janaswsthya-O-Paribesh Sthayee Samity of the Panchayat Samity concerned). One Medical Officer shall be deputed by the Chief Medical Officer of Health (C.M.O.H) of the district as expert to such committee at the request of Block Development Officer along with the Assistant Chief Medical of Health (A.C.M.O.H) and the Pradhan of the Gram Panchayat concerned will select the candidate. The constitution of the Selection Committee will be as detailed below:

- |   |                            |
|---|----------------------------|
| A. Sabhapati of the Panchayat Samity concerned -                                  | Chairman                   |
| B. B.D.O Concerned -  | Vice-Chairman cum Convener |
| C. Karmadhyaksha, Janaswsthya-O-Paribesh-Sthayee Samity of the Panchayat Samity - | Member                     |

  
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Panchayats & R.D. Deptt.  
Govt. of West Bengal

- |  |        |
|--|--------|
| D. One Medical Officer to be nominated by C.M.O.H.<br>(Preferably from AYUSH cell) | Expert |
| E. A.C.M.O.H. from the respective sub-division -                                   | Expert |
| F. B.M.O.H. Concerned -  | Expert |
| G. Pradhan of the Gram Panchayat concerned -                                       | Member |

3. An advertisement will be published in at least two widely circulated newspapers by the Zilla Parishad concerned mentioning the terms and conditions inviting applications from the intending candidates for the engagement of part-time Medical Officers in the sanctioned dispensaries at the Gram Panchayats. In response to such advertisement, the applications will be received by the Block Development Officer and Ex-officio Executive Officer of the respective Panchayat Samity. The Zilla Parishad should publish an advertisement, even for one vacancy.
4. Recruitment shall be done in those Gram Panchayats only where no other Govt. aided Medical facilities exist.
5. For selection of the candidates total marks 60 (sixty) will be distributed as follows :-
  - A. Academic & professional qualifications - 45

The above number will be allocated in the following way:

- I. Academic : Higher Secondary - 10
- II. Professional :
  - (i) Bachelor's Degree (BHMS/BAMS) - 30
  - (ii) Post Graduation Degree (MD) - 5 (not based on mark sheets, only certificate)
- B. Others (residing in GP concerned) - 5

(For Academic and Professional qualification a candidate may be given marks on percentage basis against his/her qualification only.

- C. Viva-voce - 10

Final selection will be made adding marks in Academic Qualification, Professional Qualification and Viva-voce taken together.

The entire process of selection shall be recorded in written and attendance of Candidates, if called for interview, should form part of the record. After closing of receiving date, all applications would be sorted out according to the eligibility criteria. A candidate can apply for more than One Gram Panchayat. Interview will be called



for each post (i.e. for each Gram Panchayat). All eligible candidates should come under interview. Any candidate residing in Gram Panchayat area concerned will get additional 5 marks in the interview. Panel cum merit list should be prepared for each Gram Panchayat. Interview of the candidates for one GP will be held in a single day. Interview dates will be fixed Gram Panchayat wise. All successful candidates should come in to the panel in order of merit for each GP.

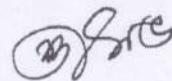
6. The Committee will prepare a panel of each successful candidate in order of merit for each Gram Panchayat and get such panel of candidates approved in the next meeting of the Janaswasthya-O-Paribesh Sthayee Samity of the Panchayat Samity concerned and send the panel recommending the name of 1st candidate for engagement to the Zilla Parishad.
7. The Janaswasthya-O-Paribesh Sthayee Samity of the Zilla Parishad shall consider the proposal referred in Para-6 above in order and will take a resolution recommending the name of 1st candidates to the Panchayat and Rural Development Department for approval. A copy of such resolution alongwith the panel made by the selection committee (if any) and a copy of educational qualification, age proof certificate, residential certificate, Professional Certificate, copy of Registration Certificate under the respective Council/Parishad as mentioned in Para-5(II) i) and ii) of the selected candidate should be sent to the Panchayats and Rural Development Department.
8. The Panchayats and Rural Development Department will consider such proposal and if found in order, will accord approval to such proposals.
9. On receiving approval of the Panchayats and Rural Development Department, the respective Zilla Parishad will communicate the same to the Panchayat Samity and Gram Panchayat concerned and the Pradhan of the Gram Panchayat will enter into an agreement with the approved candidate in the prescribed proforma circulated vide Panchayats and Rural Development Department vide memo no. 534 (18)/RD/PH&S/PH/2M-5/08 dated 31.01.2014 and engage him on part time basis. For the purpose an agreement may be made on specific terms & conditions. If the approved candidate refuses to join or resigns after joining, then the selection committee will consider next candidate from the list for engagement and a resolution may be taken in the Janaswasthya-O-Paribesh Sthayee Samity of the Panchayat Samity concerned recommending the name of the next candidate and so on.

10. The date of joining of the concerned doctor(after signing of the contract paper) must be sent to the Panchayats & Rural Development Department within two months from the date of receiving and the approved candidate must join in his/her post within One month from the date of receiving of appointment letter.
11. Maximum days of absence permissible in a year will be 30. However, they will be entitled honorarium for 12 off days(maximum 08 days in one stretch) only.
12. Validity of the panel is fixed to be of one year from the date of joining of the candidate for the first time from the panel. In case where validity of the panel has expired in accordance with above or where there is no other candidate in the panel, the fresh recruitment process may be initiated as per. Zilla Parishad concerned will advertise for this purpose at least two widely circulated newspapers. Permission for filling up vacancies in such cases no further approval will be required from this end but final approval of the candidate needs to be certified from this Deptt. as usual.
13. Any candidate engaged by any authority without maintaining the prescribed guideline would not be accepted for candidature by this Department.
14. Engagement will be on part time basis up to a maximum of 65 years of age. Terms and conditions will be as per contract. Their honorarium will be fixed by the Health & Family Welfare Department in consultation with Finance Department.
15. The Zilla Parishad, before recommending the selected candidate, must declare the present court case status.
16. The contract between the Pradhan and the selected doctor will be for one time. The work responsibilities, working period, attendance and the terms and conditions for continuation of their service are as laid down in the prescribed Contract proforma (Annexed).

You are requested to inform to the Block Development Officer & Ex-Officio Executive Officer of Panchayat Samities concerned about the selection procedure and the steps to be taken from their end.

The guideline cum notification is issued in concurrence with Finance Department U.O. no. Group P2/2021-2022/0275 dated 05.10.2021.

This guideline will come in to effect immediately.



Special Secretary  
Panchayats & R.D. Deptt.  
Govt. of West Bengal

Application Format

To  
The Block Development Officer  
..... Block.  
..... District

Self attested  
photograph

Sir/Madam,

Understanding from the advertisement published in the ..... Patrika  
Dated. .... and from the Notification No....., I  
offer myself as a candidate for engagement as part time .....  
(Homoeopathic/Ayurvedic) Medical Officer (under State Budget) of .....Gram  
Panchayat under .....Block of ..... District. My  
particulars are given below:

- I. Name of the candidate
- II. Name of father/husband
- III. Address mentioning of Block, Sub Division,  
District, Pin code and Telephone no.
- IV. Whether a permanent resident of  
the Gram Panchayat for which applied for?(Yes/No) :
- V. Date of birth :
- VI. Category (General/SC/ST/OBC) :
- VII. Nationality :
- VIII. Sex :
- IX. Qualification in following Proforma

Name of Exam	Year of Passing	% of marks obtained	Division/Class/Grade	Remarks if any
Higher Secondary				
BHMS/BAMS				
MD(if any)				

- X. Work experience
- XI. Whether attached with any Govt. service(Yes/No) :

Declaration: I do hereby certify that the details stated above are true and that in case any information proves to be false, my candidature will be liable to be cancelled.

Enclosed: Required papers to be submitted as per notification.

Date:

Place:

.....  
signature of the candidate