



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. : 4062 3009, Tele Fax No. : 2357 8870,

e-mail : ihfwkolkata@gmail.com / Website : www.ihfwkolkata.org

NOTICE

No. : IHFW/Appointment/47/2021/1244

Date : 12.02.2021

Applications are invited for filling up of the post of one Group – D (Multi Tasking Staff) from the willing eligible candidates.

Eligibility Criteria :-

For the post of Group – D (Multi Tasking Staff)

Essential :-

- i) Passed Class – X (Madhyamik or equivalent)
- ii) Capability of performing arduous nature of duties

Desirable :-

- i) Experience of assisting routine office work like diary, dispatch etc.
- ii) Photocopy, sending of Fax etc.
- iii) Experience of work at any Govt. Training Centre including library book handling.

Age :- Age of the candidate shall not be less than 18 years and not more than 40 years as on 01/01/2021.

A resume containing particulars as per enclosed format should reach office of the Director, IHFW, 29, GN Block, Sector – V, Bidhannagar, Kolkata – 700 091 within 15 days from the date of issue of this Notice.

Encl. :- Application Format.

[Signature] 12/02/2021

DIRECTOR, IHFW

**APPLICATION FORMAT for the post of
GROUP – D (Multi Tasking Staff)
At the Institute of Health & Family Welfare**

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



1. Name of the Applicant :-
(In Block Letters)
2. Father's Name :-
3. Qualification :-
4. Date of Birth :-
5. Address :-
6. Contact No. /
E-mail Address (if any) :-
7. Experiences (in details) :-

Date :-

Signature of Applicant

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



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No. :- IHFW/Appointment/47/2021/1247

Date :- 18.2.2021.

ADDENDUM

In continuation to the Notice No. IHFW/Appointment/47/2021/1244 dated 12.02.2021 in connection with the engagement of one Group-'D' (Multitasking Staff) for IHFW, it may be noted that the Post is purely contractual.

All concerned are informed accordingly.

12/02/21

Director, I H F W

[Signature]