



District Health & Family Welfare Samity,

Gorkhaland Territorial Administration, Lowis Jubilee Complex, Darjeeling.

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Memo No: 127/XV-21/DH&FWS/GTA-2025-26

Dt: 09.09.2025

NOTIFICATION

Sub – Recruitment notice for Selection of the contractual staffs under Swasthya Sathi for Darjeeling, G.T.A

Department of Health & Family Welfare, G.T.A, Darjeeling invites **application for contractual posts under Swasthya Sathi** from the eligible candidates as per criteria mentioned with attached notification against the sanctioned posts for Darjeeling, G.T.A.

All the essential criteria must be completed on or before the first date of application.

Basic guideline for application for all the posts:

1. Application in **standard format** must be accompanied with self attested photocopies of all essential documents as mentioned in Sl No 14 of the application format. The filled up application should be addressed to –**The Executive Director, Department of Health & Family Welfare, DPMU Section, Lowis Jubilee Complex, R.N Sinha Road Darjeeling GTA, Pin -734101.** Only application through speedpost/courier shall be accepted.
2. Last date for receipt of application through speedpost/courier is **20th September, 2025**
3. **Application for “Name of the post applied” should be super scribed on top of the envelope**
4. Applications forms not properly filled in or incomplete Application forms are liable to be cancelled .
5. 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 within the first date of online application.
6. All posts are purely on contractual basis valid upto 31.03.2026 which maybe extended on the basis of performance and subject to continuation and fund support.
7. **The cut off date for calculation of age will be 01.01.2025**
8. Caste certificate issued within the first date of online application, by the competent authorities of West Bengal, only will be accepted for candidates seeking age relaxation
9. No rounding off of marks will be granted. Proportionate marking upto 2 decimal points will be considered.
10. The competent authorities may cancel the recruitment process at any stage of the selection process.
11. The decision of the competent authorities regarding the recruitment is final.
12. The panel of selected candidates will be valid till one year from the date of publication of the result.
13. Applicant must visit websites-www.darjeeling.gov.in for further intimation of the recruitment process or for any corrigendum or addendum.
14. The shortlisted candidates will be invited for document verification, written test/computer test & interview as per criteria mentioned in TOR.
15. **For all the posts the candidate must be a permanent resident of West Bengal & must have proficiency in local language(Nepali).**


Executive Director, H&FW, GTA &
District Key Manager, Swasthya Sathi, GTA

Please refer to the terms of reference (TOR) of each post for details of qualification and selection procedure.

Notification Number	Name of The Post	Name of the Health Programme	No. Of Indicativ Vacancy	Reservation category
SWASTHYA SATHI/GTA/2025-01	District Coordinator-Hospital	Swasthya Sathi	1	UR
SWASTHYA SATHI/GTA/2025-02	District Coordinator-IT	Swasthya Sathi	1	UR



Executive Director, H&FW, GTA &
District Key Manager, Swasthya Sathi, GTA

Memo No. 127/XV-21(11)/DH&FWS/GTA-2025-25

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Copy forwarded for information to:

1. The District Magistrate, Darjeeling & Chairperson, District Level Selection Committee, Swasthya Sathi, G.T.A
2. The Secretary Health & Family Welfare & State Nodal Officer, RSBY
3. The Deputy Secretary & Additional State Nodal Officer-Swasthya Sathi, H&FW Deptt.
4. The Additional District Magistrate, (Health), Darjeeling
5. The CMOH, Darjeeling
6. The Dy CMOH I, Darjeeling
7. The Director, Dept of Information & Cultural Affairs, Darjeeling, G.T.A
8. The DIO, NIC, Darjeeling with request for display of the advt in official website-www.darjeeling.gov.in
9. The DPM, GTA and official designated for recruitment and human resource in the district.
10. The P.A to the Principal Secretary, G.T.A
11. The P.A to the Secretary, G.T.A
12. Office Copy



Executive Director, H&FW, GTA &
District Key Manager, Swasthya Sathi, GTA

**Department of Health & Family Welfare
Gorkhaland Territorial Administration**

1. Notification Number : SWASTHYA SATHI/GTA/2025-01
2. Name of the Post : District Coordinator- Hospital
3. Number of Post : 1(One)
4. Place of Engagement : Darjeeling GTA
5. Nature of Engagement : Contractual
6. Age : 40 years as on 01.01.2025 .Upper age limit is relaxable to ST/SC &
7. other backward classes as per extant Government order.
8. Reservation : UR-1
9. Remuneration : Rs 16,860/- only per month
10. Essential Qualification : Post Graduate with diploma in Hospital Management/PGDHM
11. Desirable Qualification : Diploma (or certificate course) in Computer Application.
12. Scoring:

Written Examination-75 marks

Computer Examination-20 marks

Personal Interview-5 marks



Executive Director, H&FW, GTA &
District Key Manager, Swasthya Sathi, GTA

**Department of Health & Family Welfare
Gorkhaland Territorial Administration**

1. Notification Number : SWASTHYA SATHI/GTA/2025-02
2. Name of the Post : District Coordinator- IT
3. Number of Post : 1(One)
4. Place of Engagement : Darjeeling
5. Nature of Engagement : Contractual
6. Age : 40 years as on 01.01.2025 .Upper age limit is relaxable to ST/SC & other backward classes as per extant Government order.
7. Reservation : UR-1
8. Remuneration : Rs 16,860/- only per month
9. Essential Qualification : Post Graduate with knowledge/PGDCA
10. Desirable Qualification : Diploma/Post Graduate Diploma in Business Management or Administration
11. Scoring:
 - Written Examination-70 marks
 - Computer Examination-25 marks
 - Personal Interview-5 marks



Executive Director, H&FW, GTA &
District Key Manager, Swasthya Sathi, GTA

APPLICATION FORMAT

Application Number

Space use for office use only

To
The Executive Director, H&FW, GTA &
District Key Manager, Swasthya Sathi, GTA

Sub – Application for the post of _____

Against the Notification Number _____

1. Name in Full (in BLOCK Letter) - _____

2. Sex (Put a tick) -

☐ Male☐ Female

3. Father's/ Mothers' Name - _____

4. Date of Birth – Date _____/ Month _____/ Year _____

5. Age (as on 01/01/2021) _____

6. Reservation Status (Put a tick) -

☐ UR☐ UR (E.C)☐ SC☐ SC (E.C)☐ ST☐ OBC(A)☐ OBC(B)☐ OBC - A(EC)☐ OBC - B(EC)

7. Nationality - _____

8. Address for Communication –

9. Permanent Address –

10. Contact Number - Landline (with STD Code) _____/ Mobile _____

11. Essential Qualification

Qualification	Year of passing	Subject(s)	University/ Board/ Institute	Total marks	Marks Obtained	Percentage of Marks Obtained

12. Desirable Qualification

Qualification	Year of passing	Subject(s)	University/ Board/ Institute	Total marks	Marks Obtained	Percentage of Marks Obtained

13. Experience –

Organisation	Post	Govt./ Private/ NGO	Duration of Work		
			From Date	To Date	Total Duration

14. List of Self attested Photocopies – Documents enclosed (NO other document except mentioned below is required (Put Tick marks in the box) –

Sl	Document	Yes	No	Sl	Document	Yes	No
1	One colour passport size photograph			2	Voter ID Card/ Aadhar card for verification of Identity		
3	Ration card/ electricity Bill for verification of residential proof			4	Mark sheets & certificates of educational qualification as per eligibility criteria		
5	Mark sheets & certificates of computer knowledge			7	Certificate of experiences duly issued by the appropriate authority		
8	Caste certificate, where applicable			9	Age proof(Birth certificate/admit class 10)		

Declaration:

I solemnly declare that all statements made in this application are true, complete and correct. Original documents will be produced on demand. I understand that the concerned authority reserve the right to reject my candidature upon short listing of the candidates based on qualifications and experiences.

Place _____

Date _____

Signature of the Candidate in Full