



West Bengal Health Recruitment Board

BENFISH TOWER (1st & 2nd Floor)

GN 31, Sector-V, Salt Lake, Kolkata – 700091

www.wbhrb.in

Advt. No. R/Asstt. Suptd.(NM)/ 03 (1)/1/2020

Posts of Assistant Superintendent (Non Medical), Grade II

Online applications are invited from Indian Citizen and such other nationals as declared eligible by Government of India for recruitment to the Posts of Assistant Superintendent (Non Medical), Grade II , **West Bengal General Service** under the Department of Health & Family Welfare, Government of West Bengal.

Only online registration of Application shall be allowed on the website (www.wbhrb.in) between **24.07.2020** to **30.07.2020** (before 8 pm)

Posts are temporary but likely to be permanent in future.

The relevant rules and necessary particulars are stated in the following paragraph:

A candidate should verify from the notified rules that he/ she is eligible. The conditions prescribed cannot be relaxed. The recruitment shall be made by selection, but where a large number of applications are received, as a result of Advertisement, the Board may, for the purpose of short-listing, hold a preliminary examination.

Scale of Pay with Grade Pay : As per WBS(ROPA) Rules,2019 in Pay Matrix Level-14 read with F.D. Memo No. 5562-F(P).dated 25.09.2019, in the corresponding Pay Band (PB-4) of Rs. 9,000-40,500/- plus Grade Pay of Rs. 4,700/- as per WBS(ROPA) Rules,2009 read with F.D. Memo No. 961-F(P). dated 07.02.2011.

- i) Whether higher initial pay admissible and the limit, if any : X
ii) Dearness allowance admissible : Yes
iii) Any other allowance admissible : N.P.P. and other allowances as per Govt. Rules
iv) Total minimum emoluments : Rs. 40,200/- p.m.(excluding HRA)

Anticipated Vacancies :

Name of Post	Unreserved	SC	ST	BC Category A	BC Category B	PWD	Total
Assistant Superintendent (Non Medical), Grade II	31	36	18	7	6	7	105

Qualifications:

A) Academic & Experience :

i) Essential :

- (a) A Degree in any discipline from a recognized University ;
(b) Post Graduate Degree or Postgraduate Diploma in Hospital Administration or Hospital Management from a recognized University or Institution;
(c) Knowledge of Bengali - spoken & Written ;

ii) Desirable :- Two years managerial or administrative experience in any reputed medical care facility (having at least 200 beds) in the Government or Non-Government Sector ;

Age: Not more than 36 Years as on 1st. January, 2020 ; as per Government Rules ; vide GO No. 875-F(P) dated 13th February, 1917.

Provided that the age may be relaxable for the candidates belonging to the categories of Scheduled Castes, Scheduled Tribes and Other Backward Classes as per Government Orders etc. in force.

NOTE:

- 1) The Candidate has to upload the Degree and Post Graduate Certificates;
- 2) Post Graduate Degree or Postgraduate Diploma Certificate in Hospital Administration or Hospital Management from a recognized University or Institution
- 3) The applicant must be a citizen of India or such a person of other nationality as declared eligible by Govt. of India;
- 4) Age as recorded in Madhyamik or equivalent certificate, shall only be acceptable;
- 5) In-Service Candidates are also eligible to apply;
- 6) The claim of candidates for relaxation of age as a regular Govt. employee should be proved by a certificate from the appropriate authority showing the period of candidate's continuous service under the Government of West Bengal and the same should be furnished when called for.

Fee : Candidate must submit online the application fee amounting to Rs. 210/- (Rupees two hundred ten only) by Net Banking only in any Bank participating in the GRIPS (Govt. Receipt Portal System), Govt. of West Bengal at the Government Receipt Head of Account: ' 0051-00-104-002-16'.

It may please be noted that after making payment to Bank, Candidate has to log in to the website with the log in ID & Password, already provided to him/her after registration through SMS/ Email for *payment verification* and filling up the Page 2 of the Application Form.

Money order, Cheque, Bank Draft, Cash etc. shall not be acceptable.

No application shall be considered unless accompanied by the requisite application fee excepting Candidates belonging to SC/ST category of West Bengal and persons with disabilities specified under Disabilities Rule, 1999 (certificates obtained before the Advertisement date), who need not pay any fee. Such exemption of fee is, however, not applicable to any OBC (category A or B) candidate.

No claim for refund of the fee shall be entertained nor shall it be held in reserved for any other examination.

Application shall be made in the format available in the West Bengal Health Recruitment Board Website: www.wbhrb.in.

Application received after the closing date shall be rejected.

In case, any of the statements made in the application found subsequently false, his/ her candidature shall be liable to cancellation, and even if appointed to a post on the results of this examination, his/ her appointment shall be liable to be terminated. Willful suppression of any material fact shall also be similarly dealt with.

Candidate should take particular note that entries to his/her application submitted to the Board must be made correctly against all the items, which shall be treated as final and no alteration and addition in this regard shall be entertained after full submission of the application. Application not duly filled in or found incomplete or defective in any respect or without fee shall be liable to rejection.

Candidate must fulfill the essential qualification by the closing date.

All information regarding recruitment (how to apply, how to make payment, date of examination/ interview etc.) to the post, will be available time to time in the Board Website.

Particulars and Certificates required:

- (a) A candidate claiming to be S.C./S.T./O.B.C. must have a certificate in support of his/her claim from a competent authority of West Bengal as specified below [vide the West Bengal SCs and STs (Identification) Act, 1994 and

- In the District, the Sub-Divisional Officer of the Sub-Division concerned, and
- In Kolkata, Collector of Kolkata, 11 N.S. Road, Kolkata – 700001

No claim for being a member of the SC, ST and OBC or a Person with Disability shall be entertained after submission of the application.

- (b) Persons with Disabilities (Physically handicapped) [40% and above] must have a certificate from an appropriate Medical Board [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]
- (c) The West Bengal Health Recruitment Board (WBHRB) may require such further proof or particulars from the candidates as it may consider necessary and may make enquiries regarding eligibility.
Original Certificates relating to citizenship (by registration), age, qualifications, caste (SC/ST/BC), Physical disability (40% and above) shall have to be submitted, when the WBHRB asks for. If any candidate fails to furnish any certificate or any other relevant document or information relating to his/her candidature within the time specified by the Board, his/her claim for allotment shall be passed over without further reference to the candidate.

A candidate should note that his/ her admission to the Examination/ Interview shall be deemed provisional subject to determination of his/ her eligibility in all respects. If at any stage, even after issue of the letter of appointment a candidate is found ineligible for admission to this Examination, his/ her candidature shall be cancelled without further reference to him/ her.

Canvassing: Any attempt on the part of candidate to enlist support for his/ her application shall disqualify for appointment.

Applicants need not send any Print out/ hard copy.

Important Dates:

Website Link open – For on-line Registration of Applications	24.07. 2020 to 30.07.2020 (before 8 PM)
Last date of full submission of Form	30.07.2020 (before 8 PM)

Note: - The Candidate is advised in his/her own interest to apply Online. Application Form should be submitted much before the closing date and not to wait till the last date to avoid congestion on Web-Server on account of heavy load on internet/website.

Candidates are requested to follow the website (www.wbhrb.in) time to time for any update information.

Distribution Pattern of Marks :

- i) For having Degree in any discipline from a recognized University : 40 Marks
- ii) For having PG Degree in Hospital Mgmt./Hosp. Admin : 25 Marks(Max.)
[for Degree : 25 marks ; for Diploma : 15 marks]
- iv) For having managerial/administrative exp. > 2 yrs. In any reputed Med. Care facility having>200 beds : 20(max.)
[For Govt. Sector 5/completed Year , max. 20 marks &
For Non Govt. Sector - 2.5/completed Year, max.. 10 marks]
- v) Interview : 15 marks(max.)

Dated. Kolkata, 21st July,2020

Sd/-
Secretary & Controller of Examinations
West Bengal Health Recruitment Board