

THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES



DD – 36, Sector – 1, Salt Lake, Kolkata 700 064

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Employment Notice No. '1/ 2008'

(Revised as per corrigendum dated 17.7.2009)

Applications are invited from Indian Citizens for appointment to the following posts of The West Bengal University of Health Sciences, Kolkata in the prescribed format. "Essential Minimum Academic Qualifications" except for the post of Accountant, GDA&Peon will be as per corrigendum published on 17.7.2009 and age limit for all posts will be as per corrigendum order.

N.B: ABILITY TO READ, WRITE AND SPEAK IN BENGALI IS AN ESSENTIAL QUALIFICATION FOR RECRUITMENT TO ALL THE POSTS MENTIONED BELOW.

PROVIDED THAT THE SAID ESSENTIAL REQUIREMENT IS NOT APPLICABLE TO THE CANDIDATES FROM THE HILL AREAS OF THE DISTRICT OF DARJEELING.

Application in the '**Prescribed Format**' are invited for the posts of (Lower Division Assistant) L.D.A. / (Lower Division Clerk) L.D.C., Data - Entry Operator, Store Keeper, Cashier, Accountant, (Personal Assistant) P. A., Peon , & (Gr. 'D' Assistant) G. D. A..

Last date of submission of filled - in Application Form is the 30th July 2009.

Details are as follows: -

1] a) Name of the Post: Lower Division Assistant (L.D.A) / Lower Division Clerk (L.D.C)

b) No. of Posts: 7 (Seven) [Gen: 6; ST: 1]

c) Scale of pay: Rs. 3,350 – 90 - 3,800 – 100 - 4,700 – 125 - 6,325/-

d) Qualifications & Experiences:

ESSENTIAL

1. H.S or 10+2 equivalent.
2. Diploma / Certificate in 'Computer Application' from a recognized institution.
3. Age: Not more than 37 years.

DESIRABLE

1. Two years experience in any Govt./ Semi Govt./ Autonomous/ Pvt. Organisation in a similar position.

2.] a) Name of the Post: DATA - ENTRY OPERATOR

b) No. of Posts: 2 (Two) [Gen: 2]

c) Scale of pay: Rs. 3,350 – 90 - 3,800 – 100 - 4,700 – 125 - 6,325/-

d) Qualifications & Experiences:

ESSENTIAL

1. H.S or 10+2 equivalent.
2. Diploma / Certificate in 'Computer Application' from a recognized institution.
3. Age: Not more than 37 years.
4. Typing speed 35 w.p.m.

DESIRABLE

1. Two years experience in Data - entry in any Govt./ Semi Govt./ Autonomous/ Pvt. Organisation.

3.] a) Name of the Post: STORE – KEEPER

b) No. of Posts: 1 (One) [Gen: 1]

c) Scale of pay: Rs. 3,350 – 90 - 3,800 – 100 - 4,700 – 125 - 6,325/-

d) Qualifications & Experiences:

ESSENTIAL

1. H.S or 10+2 equivalent.
2. Diploma / Certificate in 'Computer Application'.
3. Age: Not more than 37 years.

DESIRABLE

1. 2 years experience in any Govt./ Semi Govt./ Autonomous/ Pvt. Organisation in similar position.

4.] a) Name of the Post: **CASHIER**

b) No. of Posts: 1 (One) [*Gen: 1*]

c) Scale of pay: Rs. 3,350 – 90 - 3,800 – 100 - 4,700 – 125 - 6,325/-

d) **Qualifications & Experiences:**

ESSENTIAL

1. H.S or 10+2 equivalent.
2. Diploma / Certificate in 'Computer Application'. (preferably in any 'Accounting package')
3. Age: Not more than 37 years.

DESIRABLE

1. 2 years experience in any Govt./ Semi Govt./ Autonomous/ Pvt. Organisation in similar position.

5.] a) Name of the Post: **PERSONAL ASSISTANT**

b) No. of Post: 3 (Three) [*Gen: 2; SC: 1*]

c) Scale of pay: Rs. 4,000 – 125 - 4,250 – 150 - 5,300 – 175 - 7,050 – 200 - 8,850/-

d) **Qualifications & Experiences:**

ESSENTIAL

1. H.S or 10+2 equivalent.
2. Diploma / Certificate in 'Computer Application' from a recognized institution.
3. Age: Not more than 37 years.
4. Typing speed 35 w.p.m.

DESIRABLE

1. 2 years experience in any Govt./ Semi Govt./ Autonomous/ Pvt. Organisation in similar position.
 2. Knowledge of Shorthand.
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6.] a) Name of the Post: **ACCOUNTANT**

b) No. of Post: 1 (One) [*Gen: 1*]

c) Scale of pay: Rs. 4,000 – 125 - 4,250 – 150 - 5,300 – 175 - 7,050 – 200 - 8,850/-

d) **Qualifications & Experiences:**

ESSENTIAL

1. Honours Graduate in commerce with at least 55% marks.
2. Diploma / Certificate in 'Computer Application'. (preferably in any 'Accounting package'.)
3. Age: Not more than 37years.

DESIRABLE

1. 2 years experience in any Govt./ Semi Govt./ Autonomous/ Pvt. Organisation in similar position.

7.] a) Name of the Post: **Gr. 'D' ASSISTANT (G.D.A)**

b) No. of Posts: 4 (Four) [*Gen: 2; SC: 2*]

c) Scale of pay: Rs. 2,600 – 55 - 2,985 – 60 - 3,525 – 65 - 4,175/-

d) **Qualifications & Experiences:**

ESSENTIAL

1. Passed class VIII with good physique.
 2. Age: Not more than 37 years.
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9.] a) Name of the Post: **PEON**

b) No. of Posts: 2 (Two) [*Gen: 1, SC: 1*]

c) Scale of pay: Rs. 2,600 – 55 - 2,985 – 60 - 3,525 – 65 - 4,175/-

d) **Qualifications & Experiences:**

ESSENTIAL

1. Passed class X
 2. Age: Not more than 37 years.
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N.B: Number of posts is subject to unavoidable changes.

FEE: Applicants must enclose with their applications form a Fee of **Rs. 100/-** (Rupees One Hundred) only for the Post of *Lower Division Assistant (L.D.A) / Lower Division Clerk (L.D.C), Data - Entry Operator, Store Keeper, Cashier, Accountant, Personal Assistant (P. A)* in the form of **Crossed Demand Draft / Banker's Cheque** drawn in favour of "**The West Bengal University of Health Sciences**" payable at **Kolkata**. The applicants who are willing to apply for the post of *Peon, & (Gr. 'D' Assistant) G. D. A* will have to be enclose with their applications a Fee of **Rs. 50/-** (Rupees Fifty) only. The Demand Draft / Banker's Cheque must be purchased on a date after publication of this advertisement. No application will be accepted unless accompanied with the requisite application fees. Applicants belonging to S.C. / S.T. of 'West Bengal' are not required to pay any Fee. 'No claim' for refund of the fee will be entertained or nor will it be held in reserve for any other purpose.

INSTRUCTIONS

1. Applicant who wishes to apply for more than one category of posts, should submit separate application along with requisite fees for each application, mentioning the name of the post applied for in bold block letters on the envelope.
2. All the Degrees / Diplomas mentioned in the advertisement must have been obtained from recognized Universities / Institutions.
3. The prescribed Essential Qualifications are the minimum and mere possession of the same does not entitle applicants to be called for the interview. University deserves the right to short list the number of applicants to be called for interview.
4. Mere appearance in the interview does not confirm for selection to the post.
5. In cases where no Division / Class is awarded and only grading is done, exact percentage of marks and conversion formula adopted are to be mentioned with documentary evidence.
6. Where experience of a number of years is prescribed as an item of qualification this would mean only experience gained in full time employment.
[Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (Date, Month and Year) and indicating basic pay and consolidated pay must be produced together with applications.
7. Besides pay, the posts carry all allowances as admissible.
8. The benefits of reservation of vacancies and upper age concession up to 5 years are admissible only to S.C. and S.T. applicants of West Bengal. Such applicants are required to produce an attested photocopy of certificate from a competent authority of West Bengal. S.C., S.T. applicants of other States may apply as General category. **PROOF OF BELONGING TO S.C. OR S.T. CATEGORY SHOULD BE SUBMITTED ALONG WITH THE APPLICATION AND NO CLAIM IN THIS REGARD WILL BE ENTERTAINED AFTERWARDS.**
9. APPLICATION FORMS, NOT PROPERLY FILLED IN OR INCOMPLETE IN ANY RESPECT ARE LIABLE TO BE CANCELLED.
10. APPLICANT MUST NOT SUBMIT MORE THAN ONE APPLICATION FOR A PARTICULAR POST.
11. If at any stage even after issue of a letter of recommendation for appointment a candidate is found not eligible in terms of the advertisement his/her candidature will be cancelled without further reference to him / her.

12. *Applications should be sent to Post Box No as per corrigendum advertisement. Last date of submission of applications is 30.7.2009. No application will be considered if sent through ordinary post or by Courier service or by hand.*

13. One Self - addressed envelope should be enclosed with each of the application.

14. Applicants must fill-up the Application form and submit the same along with two photocopies of the said form and one set of attested photocopy of each of the following: (*attestation to be done by a 'Gazetted Officer'*)

(i) *Madhyamik or equivalent certificate; (ii) Mark-sheet for each examination passed; (iii) S.C./S.T certificate; (iv) Experience certificate; (v) For other documents if any with reference to the requirement of the post applied for.*

15. Applicants in Govt. service should apply through proper channel. However, they may send an advance copy to the University directly.

16. Decision of 'Selection Committee' regarding appointment to the posts is final.

17. The University has absolute right to cancel the programme of recruitment without any prior notice and without assigning any reason there of.

18. CANVASSING IN ANY FORM WILL DISQUALIFY THE APPLICANT.

*Registrar,
The West Bengal University of Health Sciences, Kolkata,
DD – 36, Sector – 1, Salt Lake, Kolkata 700 064.*

Please read the detail information in
<http://www.thewbuhs.org>



For office use: Employment Notice: 1 / 2008
No. Date: 01/12/ 2008

THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

'APPLICATION FORM'

*Affix Recent
Passport Size
Photograph
(DO NOT
ATTEST)*

Application form should be filled in by the
CANDIDATE himself, only with BLUE / BLACK ink.
LEAVE SPACE BETWEEN TWO WORDS.
MARK WITH TICK (✓) WHEREVER
APPLICABLE.

*Affix recent
Passport Size
Photograph
attested by a
Gazetted
Officer*

Application for the post of
(in BLOCK letters)

Particulars of the Candidate:

- Name in Full *(in BLOCK letters)* ::
- Parent's / Guardian's Name: ::

Mailing Address:

- Village/ City ::
- Police Station ::
- District ::
- State ::
- Pin Code ::
- Telephone No. with STD Code: ::
- Mobile No. ::
- E-Mail ID ::

Permanent Address:

- Village/ City ::
- Police Station ::
- District ::
- State ::
- Pin Code ::
- Nationality: 'INDIAN' ['Yes' / 'No'] ::
- Caste: SC / ST/ Others ::
- Sex: [Male / Female] ::
- Religion: ::
- Date of Birth [DD – MM – YYYY] ::

• **Educational Qualification:**

Sl. No.	Examination Passed	Year	Board / University	Total marks obtained Division / Class	% of Marks
1.					
2.					
3.					
4.					
5.					
6.					

• **Computer Education: -**

Certificate Course	Diploma	Degree	PG Degree	Name of the Institute

• **Experience: -**

Sl. No.	Designation	Name of the Institution	Name of the Employer	From	To	Cause of leaving the job, if any
1.						
2.						
3.						
4.						
5.						

• Name and Designation of the two referees:

• Any other relevant information with reference to the requirement of the post (use separate sheet, if necessary):

<u>Bank Draft particulars</u>	Name of the Bank	Branch	Draft No.	Date

Declaration of the Candidate: -

(a) I offer myself as a candidate for the above-mentioned post of the 'West Bengal University of Health Sciences', Kolkata. I do hereby declare that the statements made by me in this application are true, complete and correct. I shall produce the original documents any time on demand.

* (b) I have informed my employer in writing that I am applying for this post. (**Strike out if not applicable.*)

Signature in full of the Candidate (*Sign in the box*)

Date: 1st December, 2008