



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD - 36, Sector - I, Salt Lake, Kolkata 700 064

Website: www.wbuhs.ac.in EPABX: 2321-3461/2334-6602, Fax: 2358-0100

Memo No. OG/WBUHS/2019-20/1010

Date: 29.07.2019

EMPLOYMENT NOTIFICATION

In cancellation of the employment notification published vide Memo no.: OG/WBUHS/2019-20/1010 dated :-29.07.2019 the employment notification is hereby substituted as follows:-

A Walk-in-Interview will be held for the engagement for the post of Office Assistant of this university purely on **contractual basis** for a period of 06 (six) months from the **retired government employees**. The schedule of the said interview is as follows:

Sl. No.	Name of the post	No. of Posts	Age required	Consolidated Pay per month	Date of interview	Time of interview	Place/Venue of Interview
1.	Office Assistant	15	From 60yrs to 63 yrs	Rs. 10,000/-	8 th August 2019	10:30 AM onwards	The West Bengal University of Health Sciences, DD- 36, Sector-I, Salt Lake, Kolkata- 700064

CONDITIONS:

1. The age of the retired candidate shall not exceed 63 years on 01/08/2019.
2. The candidates must possess requisite qualifications for respective posts as per extant Government Order.
3. The selection will be based on past service records and interview. On the basis of the recommendation of the Selection Committee, the appointing authority will issue contractual appointment for a period of six months from the date of joining. The extension of service of the candidate will likely to be done on satisfactory completion of service period of the candidate.
4. On the day of walk-in-interview each candidate must carry the following documents (one set of Xerox copies of the documents needed with originals):
 - Filled in application form in the prescribed pro-forma attached with this notice, with passport size photograph duly pasted on it.
 - Copy of PPO/ Retirement Notice.
 - Identity Proof
 - Age Proof
 - Proof of Educational qualification relevant to the post.

Note: If the numbers of candidates are more than expected, the interview may be extended till next day.

Sd/-
Registrar-in-Charge
The West Bengal University of Health Sciences

APPLICATION FORM

POST APPLIED FOR - Office Assistant

Paste a recent
colour
passport size
photograph

1. NAME (BLOCK LETTERS):

2. CATEGORY:

3. DATE OF BIRTH:

4. ADDRESS: (PERMANENT/PRESENT):

5. MOBILE NO. (MANDATORY):

6. E-MAIL ID (Valid):

7. EDUCATIONAL QUALIFICATIONS:

8. DATE OF RETIREMENT ON ATTAINING THE AGE OF 60 YRS:

9. AGE AS ON 01/08/2019:

10. DESIGNATION & DEPARTMENT AT THE TIME OF RETIREMENT ON SUPERANNAUTION:

11. DETAILS OF SERVICE RENDERED:

Name of the Post	Name of the Office/Institution	From(Date)	To (Date)

12. EXPERIENCE (YRS/MONTHS):

13. Computer literacy

(i) Do you know Computer Operation : YES / NO
(Please put a tick mark in the option)

(ii) If you have any certificate/diploma in computer application please furnish
the details with copies thereof (original to be produced for verification)

14. APPROX TIME TO BE TAKEN TO JOIN, IF SELECTED:

DECLARATION

I DO HEREBY DECLARE THAT THE INFORMATIONS FURNISHED ABOVE BY ME ARE TRUE AND CORRECT.

DATE:

.....
FULL SIGNATURE OF THE APPLICANT

NB: PHOTOCOPY (SELF ATTESTED) SHOULD BE ATTACHED WHEREVER NECESSARY