



No. OG/WBUHS/2021-22/1767

Date: 28.03.2022

## NOTIFICATION

It is for information to all the concerned that **applications are hereby invited** in the prescribed pro-forma [Annexure-1] from the eligible internal candidates who are working in the post of Junior Assistant [permanent] at the WBUHS for “Promotion to the Upper Grade of Assistant” in the following sanctioned post at the West Bengal University Health Sciences, Salt Lake, Kolkata:

Sl. No.	Name of the Post	No. of Post	Category
1.	Senior Assistant	01	UR

As per Chapter VII, Part I, Clause 59 of the First Statutes 2003 of the West Bengal University of Health Sciences, promotion to the upper grade of assistants will ordinarily be made taking into consideration the seniority in service, attendance, efficiency and confidential report of the concerned Sectional Head.

Provided that no promotion to an employee shall be allowed in terms of the foregoing provisions of the Statutes unless their names have been forwarded and recommended by the concerned Sectional Head.

The **resultant vacancy** shall be taken into consideration on the basis of seniority in service, attendance record, efficiency and confidential report as per norms laid in Chapter VII, Part I, Clause 60 & 61 of the First Statutes 2003 of the West Bengal University of Health Sciences

### SENIOR ASSISTANT:

**Essential requirements-** Bachelor Degree in any stream from a recognized University with Diploma / Certificate in Computer Application from a recognized Institution. At least **five years of experience** in the post of Junior Assistant at the West Bengal University of Health Sciences.

**Desirable- Master Degree/PG Diploma** in any stream from any recognized University.

**Scale of Pay-** Entry Level Pay: Rs. 32,800/- (erstwhile Grade Pay Rs. 4100/-) in the Pay Level- 7 of Pay Matrix for the common category employees of the Universities/Boards/Council as depicted in Schedule-II (Part A) of Memo no. 16 F(P1) dated 02.01.2020 as issued by the Finance (Audit) Department, Govt. of West Bengal”.

**RESULTANT VACANT POST ELIGIBILITY: [JUNIOR ASSISTANT- 01 POST (UR)]**

**Essential requirements-** A permanent member of the Group D employee of the University i.e. Lower subordinate staff may be promoted to the lower grade assistant [Junior Assistant] provided he/she **has passed H.S. or equivalent examination** while in service from a Higher Secondary Council or Board duly recognized by the University.

**Desirable: Bachelor Degree** in any stream from a recognized University with Diploma / Certificate in Computer Application from a recognized Institution.

**Scale of Pay-** Entry Level Pay: Rs. 27,500/- (erstwhile Grade Pay Rs. 3300/-) in the Pay Level- 5 of Pay Matrix for the common category employees of the Universities/Boards/Council as depicted in Schedule-II (Part A) of Memo no. 16 F(P1) dated 02.01.2020 as issued by the Finance (Audit) Department, Govt. of West Bengal”.

**TERMS AND CONDITIONS:**

- The candidates should have to carry the original certificates of educational & testimonials showing experience etc. on the day of Interview.
- The filled in applications from the eligible internal candidates should reach the Office of the undersigned within **11<sup>th</sup> of April, 2022** (within office hours).
- The University reserves the right to cancel the selection procedure.
- Incomplete applications will be rejected without any intimation to the candidate.
- Mere submission of online application does not confer any right to the candidate for being called for Interview.
- Canvassing any form will disqualify a candidate.
- The decision of the West Bengal University of Health Sciences shall be final.
- Any legal action will be dealt in the Jurisdiction of Kolkata.

Sd/-

Registrar

The West Bengal University of Health Sciences

## ANNEXURE-I



### THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

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

Website: www.wbuhs.ac.in

Phone: (EPBX) 2321-3461; Fax: 2358-0100

### APPLICATION FORM

1. Post applied for :
2. Name of the applicant :
3. Date of Birth : \*
4. Age (as on 1<sup>st</sup> March, 2022):
5. Category: SC / ST / OBC / Gen: \*
6. Father's/ Husband's Name:
7. Address for Communication :
8. Contact No.:
9. Present designation: \*

E-mail:

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self-attested  
passport size  
recent colour  
photograph here

10. Educational Qualification : \*

Qualification	Name of the School/College	Name of the University/Board	Year of Passing	% of marks obtained
H.S. / equivalent examination				
Bachelor's Degree				
Master Degree/ PG Diploma				
Other qualification relevant to the post (if any)				

11. Details of experience in the West Bengal University of Health Sciences:

Post	From	To	Period of service

**Declaration:**

- a. I possess all essential qualifications for the post applied for.
- b. I solemnly declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found suppressed / false or incorrect, or if my ineligibility is detected, my candidature / enrolment to the post applied will stand cancelled.

.....  
Full Signature with date

**\* Self-attested photocopy of the documents should be attached**