

West Bengal Health Recruitment Board

BENFISH TOWER

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

Advertisement No. 01/2013

Application in the prescribed format given below are invited from Indian Citizen and such other national as declared eligible by Government of India for recruitment to the post of **General Duty Medical Officer in the Cadre of the West Bengal Health Service (Basic Grade)** under Health & Family Welfare, Department, Government of West Bengal.

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 condition prescribed cannot be relaxed. The recruitment will 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 _____. Allowances will also be admissible as per Government order in force.

Anticipated Vacancies :

- 1) [Unreserved _____, BC category A _____, BC Category B _____, SC _____, ST _____, PWD _____]

Qualification :

Essential :

1. Medical qualifications included in the First or Second Schedule or Part-II of the Third Schedule of the Indian Medical Council Act, 1956
2. Registration as Medical Practitioner in West Bengal.
3. *One Year's practical training as House Staff in any Govt. Hospital or other recognised Institution.*

Desirable :

1. *Working experience in the field of Public Health for Medical Officers (General Duty).*

Note : *The applicant must be a citizen of India or such a person of other nationality as declared eligible by Government of India. He should have the ability to read, write and speak in Bengali (not required in the case of Nepali speaking candidates of the three Hills sub-division of Darjeeling District- viz. Darjeeling sadar, Kalingpong & Kurseong).*

Age : Ordinarily not more than 32 Years on 1st. January, 2013. Age limit relaxable by 5 years for SC and ST candidates of West Bengal, by 3 years BC candidates of West Bengal and up to 45 years of age for persons having physical disabilities for 40% and above and up to a maximum of 4 years for political sufferers in certain circumstances.

Age is also relaxable to those who worked on contractual basis as Medical Officer under Govt. of West Bengal for an equivalent period of service rendered on contractual full-time basis subject to a maximum period of 3 Years.

NOTE:

1) The claim of candidates for relaxation of age as a Govt. employee should be proved by a certificate from the appointing authority showing the period of his/her continuous service under Government and the same should be furnished when called for;

2) Age – As recorded in Madhyamik or equivalent certificate will only be acceptable;

Fees : Candidates must submit the application fee amounting to Rs. 260/- only in the SBI challan, as generated after filling up the online application Form. **Money orders, Cheques, Bank Draft, Cash etc. will not be acceptable.** No application will be considered unless accompanied with the requisite application fee.

Candidates belonging to SC/ST of West Bengal and persons with disabilities specified under disabilities rule, 1999 (certificates obtained before the Advertisement date) are not required to pay anything. **The application without fee of such candidates will not be accepted if the same is not accompanied with the self-attested photo copies of the SC/ST, PWD certificates.** Such exemption of fee is, however, not applicable to any OBC (category A or B) candidates. No claim for refund of the fee will be entertained nor will it be held in reserved for any other examination.

Application shall be made in the format , as available ,in the West Bengal Health Recruitment Board Website (_____) and shall be submitted online wherein a bank challan will be generated – Fee can be deposited minimum one day after the generation of Challan in any SBI near to applicant's locality. After submission of Fee SBI Branch code, Date & SBI Journal Number shall be entered in the application filled previously and then Submit finally. After full submission an unique ID will be generated which can be used for further reference. Application received after the closing date shall be rejected.

Should any of the statement made in the application be subsequently found to be false within the knowledge of the candidates- his/her candidature will be liable to cancellation, and even if appointed to a post on the results of this examination his/her appointment will be liable to be terminated. Willful suppression of any material fact will also be similarly dealt with.

Candidates should take particular notes that entries in their application submitted to the Board must be made correctly against all the items which will be treated as final and no alteration and addition in this regard will be entertained after submission of the application. Application not duly filled in or found incomplete or without requisite documents or fee or defective in any respect will be liable to rejection.

Candidates in service are required to submit an undertaking (as in the declaration printed in the application form) to the effect that they have informed, in writing, their head of office/department as to their applying for the examination.

Candidates must fulfill the essential qualification by the closing date. All information regarding selection/ recruitment (date of examination, date of interview etc.) to the post will be available, time to time in the Board Website at (_____).

Candidates are requested to follow the WBHRB website from time to time for any update/ information.

N.B. Completed application must be submitted along with application Fee amounting to Rs. 260/- submitted in the manner as stated above (Fee not required for SC/ST Candidates of West Bengal and for candidates having physical disabilities of **40% & above** ii) Two copy of his/ her recent Passport size photographs signed by him/ her shall be pasted on the application. (online applicants shall Scan the photos and upload in the appropriate place of the Application Form).

iii) Self-attested photocopies of certificates of age; educational qualification: registration certificate; House Staffship completion certificate; photocopies of SC/ST/OBC certificate; photocopies of Disability certificate issued by competent authority; photocopies of Permanent Resident certificate issued by competent authority, where applicable; photocopy of submitted letter *that they have informed, in writing, their head of office/department as to their applying for the examination*; Two self-addressed unstamped Envelops.

Particulars and Certificates required:

(a) A candidate claiming to be S.C./S.T./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 SCs /STs Welfare Department order No. 261-TW/EC/MR-103/94 dated 06.04.1995 read with B.C.W. Deptt. Order No. 6320-BCH/MR-84/10 dated 24.09.2010]:

- In the District, the Sub-Divisional Officer of the Sub-Division concerned, and
- ii) In Kolkata, the District Magistrate, South 24-Parganas or such Additional District Magistrate, South 24-Parganas, as may be authorized by the District Magistrate, South 24-Parganas in this behalf.

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

Persons with Disabilities (PWD) [40% and above] must have a certificate from a Medical Board constituted at Government Medical College Hospitals, District Hospitals [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

(b) The 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) and previous employment will have to be submitted when the WBHRB asks for them. 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 may be passed over without further reference to him/her.

Photograph : The candidates must submit Two copy of his/her recent passport size photographs which should be pasted one on the first page in the space provided for the purpose in the application form and an identical copy of the photograph will be required for pasting on the Admit Card.to be sent by this office.

Caution :

(1) The candidates must abide by the instructions as may be given by Supervisors/ Invigilators of the Examination. If the candidate fails to do so or indulge in disorderly or improperly conduct he/she will render himself/herself liable to expulsion from the Examination Hall and/or such other punishment as the Board may deem fit to impose.

A candidate who has been reported against by the Supervisor of the Examination Centre for violating any of the instructions will be punished with cancellation of candidature and also debar from future examinations and selection as may be decided by the Board according to the circumstances of the case.

- (2) **Submission of more than one application is strictly forbidden.** The candidature of a candidate who submits more than one application for admission to the Examination, will be cancelled even if he/she is admitted to the same.

A candidate should note that his/her admission to the Examination will 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 will be cancelled without further reference to him/her.

No candidate shall be allowed to take the Examination unless he/she holds the Admit Card for the examination.

Canvassing: Any attempt on the part of candidate to enlist support for his/her application through persons, officials of Government, or agencies will disqualify him/her for appointment. Specific recommendations from persons interested in the candidates, or otherwise known to them will be disregarded and will render the candidates ineligible.

Mobile Phone, Calculator or any other type of gadget of communication is strictly banned in the Examination Hall.

CLOSING DATE FOR RECEIPT OF APPLICATION : -----at 3 PM (kindly note that online application must be made by this date. But full submission, after deposition of application money in SBI & its online entry will be allowed for further 48 hours i.e up to 3 PM of -----).

APPLICATION FORMAT for the Post of General Duty Medical Officer

WEST BENGAL HEALTH RECRUITMENT BOARD

GN-31, SECTOR-V, SALT LAKE, KOLKATA-700 091.

INCOMPLETE APPLICATION OR APPLICATION WITH DEFECT IN ANY RESPECT OR WITHOUT REQUISITE FEE/ DOCUMENTS WILL BE SUMMARILY REJECTED.

1. (a) Name of the post applied for : -----
(b) Advertisement No. : -----
2. Application Fee submitted through Bank challan: Rs. _____
3. Name in full (in Capital Letters) : _____
4. Date of birth according to Madhyamik or equivalent examination: -----
5. Sex (Male/Female) : -----
6. (a) (i) Do you belong to S.C./S.T./O.B.C.-A/O.B.C.-B of West Bengal? : -----
(State 'Yes' or 'No')
- (ii) If Yes, mention your Community/Caste : S.C./S.T./O.B.C.-A/O.B.C.-B : -----
- (iii) Designation of issuing authority of S.C./S.T./O.B.C.: -----
- (b) Are you a person with Disability? (State 'Yes' or 'No') : -----
(i) If yes, specify the category of disability: -----
- (c) Are you a Govt. Servant ? (State 'Yes' or 'No'): -----
(declaration given at page 3 to be signed)
7. Present address in full (in capital letters) to which communication should be made (mentioning Post Office, District and PIN CODE).

7. (A) E-mail Address : -----
8. Permanent address (in capital letters) :-----

9. (a) Whether citizen of India (Write 'Yes' or 'No'): -----
(b) Whether a natural citizen or a citizen by registration: -----

Space for pasting recent passport size photograph

10. (a) Father's Name : -----
 (b) Husband's Name (in case of female) : -----

11. Do you claim relaxation of age limit ? (State 'Yes' or 'No'): -----
 If Yes, state reason : -----

12. Do you possess qualifications as per advertisement (state Yes/No) -----

13. Academic Qualifications (*attach extra sheets, if necessary*) :

Name of Examinations passed	Name of Board/University/Institute	Division/Class	Year of passing	% of Marks obtained	Subject(s) taken

14. Completed one year's practical training as House Staff in any Govt. Hospital or other recognized Institution (Yes / No) -----

15. (a) Do you have the ability to read, write and speak in Bengali (Write 'Yes' or 'No'): -----
 (b) Whether you are a person from the hill area of Darjeeling District (Write 'Yes' or 'No'): -----

16. Language(s) known
 (a) Spoken : -----
 (b) Written : -----
 (c) Mother Tongue : -----

17. Have you at any time been employed (Write 'Yes' or 'No') : -----
If yes, give details :
 Name of Post - -----
 Institution/Office - -----
 Where employed -----
 Permanent or Temporary -----
 Date of joining (exact date) -----
 Cause of leaving service with date-----
 Last drawn and total pay -----

18. Any other relevant information with reference to the requirement of the post (if necessary) :

DECLARATION

(a) I hereby declare that (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false my candidature is liable to be cancelled.

Signature of the candidate in full

**(b) (Only for candidates serving under Govt. of West Bengal)*

I have informed Head of my Office/Department in writing that I am applying for this post.

**Strike out if not applicable.*

Signature of the candidate in full

Date : _____

Place : _____

Note (Checklist) : Original & Copies attested by competent authority or Self Certified copies of the following documents be kept ready for submission, when called for.

- (i) Bank Challan amounting to Rs. 260/- (Rupees two hundred sixty only) for candidates other than S.C./S.T. of West Bengal and persons with disability;
- (ii) Madhyamik or equivalent certificate showing date of birth;
- (iii) S.C./S.T./B.C./Persons with Disability certificate;
- (iv) Registration Certificate for Citizenship (if by registration) as required under item 9(b) of the application;
- (v) Marksheet and certificate for each examination passed;
- (vi) Registration certificate
- (vii) House staff ship completion certificate
- (viii) Experience certificate;
- (ix) Photo and
- (x) Other documents, if any, with reference to the requirement of the post applied for.