



West Bengal Health Recruitment Board

BENFISH TOWER, (1st, 2nd & 3rd Floor)

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

www.wbhrb.in, Phone : 2357-0085

Advertisement No.: R/AS(NM)/47/2022 Dated:02/12/2022 **Recruitment for Assistant Superintendent (Non-Medical)** **Grade-II**

A- Introduction:

Online applications are invited from Indian Citizen for recruitment to the Post of Assistant Superintendent (Non-Medical) Grade-II under Health & Family Welfare Department, Government of West Bengal.

Only online registration & submission of Application will be allowed on the website (www.wbhrb.in) between **09.12.2022 (From 10:00 AM) to 23.12.2022 (Till 02:00 PM)**.

Appointments are temporary but likely to be permanent.

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

A candidate should verify from the notified eligibility criteria to ascertain whether he/ she is eligible for submission of application. The conditions prescribed cannot be relaxed. The recruitment will be made by selection(direct recruitment) following method prescribed below. However, if a large number of applications are received as a result of Advertisement, the Board for the purpose of short-listing may hold a preliminary examination.

B- Scale of 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

C- Anticipated Vacancies:

| Name of the Post - Assistant Superintendent (Non-Medical) Grade-II | | |
|--|---|-------|
| Post | ASSISTANT SUPERINTENDENT (NON-MEDICAL) GRADE-II | Total |
| Gender | Male, Female | |
| Marital Status | ALL | |
| UR | 10 | 10 |
| UR (E.C.) | 0 | 0 |
| UR (Ex-Serviceman in Group-C Post) | 0 | 0 |
| UR (Ex-Serviceman in Group-D Post) | 0 | 0 |
| UR (Meritorious Sports Person) | 0 | 0 |
| SC | 4 | 4 |
| SC (E.C.) | 0 | 0 |
| SC (Ex-Serviceman in Group-C Post) | 0 | 0 |
| SC (Ex-Serviceman in Group-D Post) | 0 | 0 |
| ST | 2 | 2 |
| ST (E.C.) | 0 | 0 |
| ST (Ex-Serviceman in Group-D Post) | 0 | 0 |
| OBC | 0 | 0 |
| OBC-A | 2 | 2 |

| | | |
|--|-----------|-----------|
| OBC Category-A (E.C.) | 0 | 0 |
| OBC Category-A (Ex-Serviceman in Group-D Post) | 0 | 0 |
| OBC-B | 2 | 2 |
| OBC Category-B (E.C.) | 0 | 0 |
| OBC Category-B (Ex-Serviceman in Group-D Post) | 0 | 0 |
| PWD | 1 | 1 |
| TOTAL | 21 | 21 |

The anticipated vacancies may change before the date of publication of Merit List. In case of any changes in vacancies it would be notified subsequently.

D- Qualification as per recruitment rules:

(i) Essential:

(a) A Degree in any discipline from a recognized University.

(b) Postgraduate Degree or Postgraduate Diploma in Hospital Administration or Hospital Management from a recognized University or Institution.

(c) Knowledge of Bengali- spoken and 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.

E- Age:

Age shall not be more than 36 years , on the 1st day of January of the year of Advertisement; as per Government Rules; vide GO No. 875-F(P) dated 13th February 17.

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.

For age proof, admit card or mark sheet of Class X or MP or equivalent or any Government ID Proof have to be submitted(which one contains the D.O.B. of the candidate).

NOTE:

1. The vacancy/ vacancies reserved for Physically Handicapped candidates will NOT be treated as Unreserved in case of Non-availability of qualified Physically Handicapped candidates.
2. The vacancies are made by observing Specific Roster – Point(s) of the 100-point roster in which the existing Vacancies occur.

****D.O.B: Date of Birth.**

F- FEE:

Candidates must submit the online application fee amounting Rs. 210/- (Rupees two hundred ten) only through Banks participating in the GRIPS (Govt. Receipt Portal System).

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

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 do not require to pay any fee. Such exemption of fee is, however, not applicable to any OBC candidate.

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

G- Relaxation Clause:

| Section | Relaxation Year | Fee Type | Part Fee |
|-----------------|-----------------|--------------|----------|
| Unreserved | 0 Years | Not Exempted | |
| Scheduled Caste | 5 Years | Exempted | |
| Scheduled Tribe | 5 Years | Exempted | |
| OBC | 3 Years | Not Exempted | |
| OBC-A | 3 Years | Not Exempted | |
| OBC-B | 3 Years | Not Exempted | |
| PWD | 9 Years | Exempted | |

H- Marks Distribution:

| Academic Marks | Experience Marks | Interview Marks | Written Marks |
|----------------|------------------|-----------------|---------------|
| 65.00 | 20.00 | 15.00 | 0.00 |

I- Marking Criteria:

i) Marking Criteria for Qualification:-

| SI No. | Qualification | Type | Total Marks | Distribution Category | Segregation | Additional Attempt | Marks deduction per additional attempt |
|--------|---|-----------|-------------|-----------------------|----------------|-----------------------|--|
| 1 | A Degree in any discipline from a recognized University (All years' marksheets including passed certificate to be attached) | Essential | 40.00 | Percent | Not Applicable | Will not be evaluated | Not Applicable |
| 2 | P.G. Degree in Hospital Administration (All years' marksheets including supplementary marksheets to be attached) | Essential | 25.00 | Percent | Not Applicable | Will not be evaluated | Not Applicable |
| 3 | P.G. Degree in Hospital Management (All years' marksheets including supplementary marksheets to be attached) | Essential | 25.00 | Percent | Not Applicable | Will not be evaluated | Not Applicable |
| 4 | P.G. Diploma in Hospital Administration (All years' marksheets including supplementary marksheets to be attached) | Essential | 15.00 | Percent | Not Applicable | Will not be evaluated | Not Applicable |
| 5 | P.G. Diploma in Hospital Management (All years' marksheets including supplementary marksheets to be attached) | Essential | 15.00 | Percent | Not Applicable | Will not be evaluated | Not Applicable |

Language assessment:

The knowledge of Bengali (spoken & written) which is an essential qualification for the recruitment will be

evaluated through dictation on the date of interview. Candidates, failing in the dictation test, will not be evaluated during interview.

ii) Marking Criteria for Experience:

| Category | Type | Total Marks | Minimum Month | Distribution Category | Segregation | | |
|--|-----------|-------------|---------------|-----------------------|-----------------------|--------|-------|
| | | | | | Section | Months | Marks |
| Two years managerial or administrative experience in any reputed medical care facility (having at least 200 beds) in the Government or Non-Government Sector [Relevant Documents to be attached] | Desirable | 20.00 | 24 | Slab | Less Than | 24 | 0.00 |
| | | | | | Less Than | 36 | 10.00 |
| | | | | | Less Than | 48 | 15.00 |
| | | | | | Greater Than Equal | 48 | 20.00 |
| | | | | | | | |

REQUISITES:

Requisites on Essential Qualification:

I. A Degree in any discipline from a recognized University:

1. Candidates are requested to upload all years' Mark Sheets including supplementary marksheets of Bachelor's degree in any discipline in the space provided for the same.
2. Marks obtained in the BACHELOR'S DEGREE should be filled in the space for "Marks Obtained"(all years) and grand total of full marks in respect of all total corresponding subjects/papers should be filled in the space for "Full Marks"(all years).

II. Postgraduate Degree or Postgraduate Diploma in Hospital Administration or Hospital Management from a recognized University or Institution:

• IN CASE OF POSTGRADUATE DEGREE:

1. Candidates are requested to upload all years' Mark Sheets including supplementary marksheets of Postgraduate Degree in Hospital Administration or Hospital Management from a recognized University or Institution in the space provided for the same.
2. Marks obtained in the Postgraduate Degree should be filled in the space for "Marks Obtained"(all years) and grand total of full marks in respect of all total corresponding subjects/papers should be filled in the space for "Full Marks"(all years).

• IN CASE OF POSTGRADUATE DIPLOMA:

1. Candidates are requested to upload all years' Mark Sheets including supplementary marksheets of Postgraduate Diploma in Hospital Administration or Hospital Management from a recognized University or Institution in the space provided for the same.
2. Marks obtained in the Postgraduate Diploma should be filled in the space for "Marks Obtained"(all years) and grand total of full marks in respect of all total corresponding subjects/papers should be filled in the space for "Full Marks"(all years).

N.B:

- Conversion sheet is mandatory where marks is given in grade pattern. Candidature will be rejected if the candidate fails to upload conversion sheet in case of marks is given in Grade Pattern.
- Candidates must upload relevant documents generating a single pdf file or jpeg/jpg/png format with high resolution in the space specified for the same.
- In the column “Additional Attempt”, candidates are requested to put “No” as no deduction of marks is there for additional attempt.

Requisites on Desirable Qualification:

1. Two years managerial or administrative experience in any reputed medical care facility (having at least 200 beds) in the Government or Non-Government Sector.
 - **For Private Experience**, candidates have to produce certificate from the CMOH of the District or Licensing authority, stating the number of Beds of the medical care facility, in which they have worked.
 - **For Government Health Care Facility**, the certificate, regarding number of Beds, may be obtained from the Head of Government medical care facility.
 - The Experience Certificate from the competent authority, mentioning the post held by the particular candidate in the said Medical Health Care Facility and the nature of experience (managerial and/or administrative), have to be uploaded.
2. The candidates possessing the relevant experience must select YES option (RadioButton) in the Experience section.
3. Candidates possessing more than 01(one) experience certificate should click “ADD ROW” button to provide the information of multiple experience certificates.
4. Tenure of any experience should be taken upto the last date of submission of application.
5. It is once again reiterated that experience is **DESIRABLE BUT NOT MANDATORY**.

J- Special Provision for SC/ ST/OBC/PWD(Persons with Disabilities):

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 SCs /STs Welfare Department order No. 261-TW/EC/MR-103/94 dated 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
- In Kolkata, District Welfare Officer, Kolkata & ex-officio Jt. Director, Backward Classes Welfare Deptt., Govt. of West Bengal [No.2420-BCW/MR-61/2012 (Pt.) dated 12.07.13.

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) 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/OBC), Physical disability shall 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.

- Age Relaxation of candidates applying against PWD reservation are as furnished below: In terms of Notification No. 746-SW/IA-02/11 Dt. 28.02.2011 of Women and Child Development and Social Welfare Deptt., Govt. of W.B., the upper age limit for recruitment of Physically Challenged Persons to State Govt. Services and Posts or otherwise shall be 45 years provided they are otherwise suitable and possess the qualifications and capacity to perform duties and responsibilities attached to the post concerned, read with Finance (Audit) Department G.O. No. 10517-F, Dated 02.12.1980.
- Further, on a clarification whether a physically handicapped person belonging to other Backward Classes should get age relaxation for direct recruitment either as handicapped person or as a member of other Backward Classes, it has been clarified vide Memorandum No. 703-BCW/MR-105/95, Dated 13.02.2001 of Backward Classes Welfare Department, Govt. of West Bengal that a candidate shall be allowed relaxation in age limit either as a physically handicapped person or as a member of other Backward Classes whichever is advantageous to him/her.
- It is hereby informed that for the said advertisement such SC/ST/OBC/OBC-A/OBC-B/PWD candidates can also avail age relaxation even if vacancies against SC/ST/OBC/OBC-A/OBC-B/PWD categories are not available.
- It is further stated that the candidates who avail age relaxation as SC/ST/OBC/OBC-A/OBC-B/PWD candidates may be considered in the UR category of posts according to merit.
- **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]**

K- Instruction to the candidate:

- Mere empanelment shall not confer any right to be recommended and/ or appointed.
- Candidates must fulfil the essential qualification at the time of submission of application. No degree or experience certificate issued after the last date of submission of application will be considered.
- **In the event, the last date of submission of online application is extended for whatsoever may be the reason, no particulars and certificates and/ or qualification (either essential or desirable) accrued during such extended period, shall be accepted.**
- Candidate has to upload all the relevant documents (wherever applicable), preparing a single pdf file or take snap shots of all the relevant documents preparing a single image of jpeg/ png format with high resolution while applying in the website. Candidates are requested to upload the relevant documents in legible and readable format in the space provided for the same. If any document is uploaded in the space provided for the other one, the candidature may be rejected.
- Scanning of original copy of all the relevant documents will be taken into consideration.
- Candidate has to be careful that all the words/ marks in the uploaded documents shall be readable clearly, otherwise such uploaded documents will not be accepted and candidature may be rejected.
- Short listing of candidates may be made before the Interview on the basis of academic scores OR on the basis of written test (if decided later) or both. The marks distribution pattern may be changed if written test is conducted for the above mentioned post.
- Applications received after the scheduled date and time for submission of application will be rejected.
- Address Proof: If Government ID Proof (i.e. Aadhaar Card/Voter Card/Driving License/Passport etc.) is not available, then candidates may submit any certificate issued by the revenue office/ municipality/BDO Office/Panchayat Office as their present address.
- Photo: Recent colour front-facing passport size photograph with single colour background (60% of the photograph must be covered by face) must be uploaded.
- Signature: Full running signature in blue/black ball point pen on white blank sheet must be uploaded. No short signature/ initial will be entertained.
- No higher qualification without essential qualification shall be entertained.
- Candidates after uploading documents online may edit any information and upload documents till the last date of online submission. Every time a candidate has to log in and go through all the steps till final submission. No step can be skipped. Editing in any step may be done and other steps may be kept unchanged using the "SAVE" button in all the steps.

- **Edit Mode will remain active till final submission.**
- Clauses in the advertisements may be modified/added subsequently. In case of discrepancy, if any, decision of the Board will be final.
- Marks obtained in written examination, if held, may be considered while preparing merit list.
- Candidates are requested to follow the website of WBHRB regularly for further notice.
- Candidates are requested to be careful while filling in the information and uploading the documents. As the entire process is software based, sending documents through email or hardcopies cannot be uploaded. Hence such request cannot be entertained.
- Candidature of a candidate shall be rejected forthwith for any error in documents submitted/ information filled in by the concerned candidate.
- In case, any of the statement made in the application subsequently found to be false within the knowledge of the candidates- his/her candidature shall be liable to be cancelled, and even if appointed to a post on the results of this examination his/her appointment shall be liable to be terminated. Wilful suppression of any material fact shall also be similarly dealt with.
- Candidates should take particular note that entries in their application submitted to the Board must be made correctly against all the items which shall be treated as final and **no alteration , addition or deletion in this regard shall be allowed after final 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.
- Submission of more than one application is strictly forbidden.
- A candidate should note that his/her participation in the examination and/or interview process shall be deemed provisional subject to determination of his/her eligibility in all respects. If at any stage even after issuance of the letter of appointment a candidate is found in-eligible 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 him/her for appointment.
- Applicants need to take print-out of the application form. Two copies have to be submitted at the time of the recruitment Process.

Note:- Candidates are advised in their own interest to apply using Online Application Form, 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 website.

Applications received after the scheduled date and time for submission of application will be rejected.

Date: 02.12.2022

Sd/-

Secretary & Controller of Examinations
West Bengal Health Recruitment Board