



**'COLLEGE OF MEDICINE & J. N. M. HOSPITAL,  
WEST BENGAL UNIVERSITY OF HEALTH SCIENCES'**

**Kalyani, Nadia, West Bengal**

*Web: - <http://www.thewbuhs.in>*

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**EMPLOYMENT NOTICE NO. '2 / 2009'**

**A**pplications are invited for the post of - 'Librarian, Asst. Librarian, Asst. Superintendent (non - medical), Medical Technologist (Laboratory, Refractionist, Audiometry, Speech Therapy & Dental), Stenographer cum Clerk, Storekeeper, Lower Division Assistant, Documentalist & Cataloguer in the 'College of Medicine & J.N.M. Hospital, West Bengal University of Health Sciences'. For detail information and online application form, please visit our website <http://www.thewbuhs.in>.

Candidates are requested to apply online through our official website <http://www.thewbuhs.in>. Before applying, candidates are advised to ensure that they should fulfill the eligibility criteria. Candidates are advised to fill their details on - line correctly. It should be noted that if applicant do not have necessary certificates to substantiate their claim, their candidature would be cancelled..

No other means the applications will be accepted, without applying on - line.

**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.

**LAST DATE OF SUBMISSION OF PRESCRIBED ON - LINE APPLICATION FORM: 13<sup>th</sup> NOVEMBER 2009.**

**FEES:** A Demand Draft/ Bankers' cheque of Rs. 150/- (Rupees One hundred fifty) only for General candidates, in favour of 'The West Bengal University of Health Sciences' payable at Kolkata must accompany the application. No fees for SC / ST Candidates

**FORM SUBMISSION:** The print copy of the application affixing two recent photographs (one attested and another without attestation) along with demand draft/pay order (for general category candidates) and testimonials must be deposited by hand or sent by ordinary post at Office of the Principal, College of Medicine & JNM Hospital, West Bengal University of Health Sciences (JNM Hospital Campus) Kalyani, Nadia, West Bengal, Pin 741 235.

**LAST DATE OF RECEIPT OF PRINT COPY OF APPLICATION FORM ALONG WITH DRAFT:  
18<sup>th</sup> NOVEMBER 2009.**

**INTERVIEW SCHEDULE:** Interview schedule will be published on university website [www.thewbuhs.in](http://www.thewbuhs.in) around 10<sup>th</sup> December 2009.

Details of the posts are as follows: -

1.] a) Name of the Post: LIBRARIAN / ASSISTANT LIBRARIAN

b) No. of Post: 2 (Two) [Gen – 1, SC - 1]

c) Scale of pay: Rs. 7,100 - 37,600 Grade pay 3,900/-

d) Minimum essential & desirable Qualifications:

ESSENTIAL

1. Graduate in any discipline from a recognized University.
2. Diploma in Library science from any recognized University.
3. Age: Not more than 32 years as on 1.1.2009.

DESIRABLE

1. Masters' Degree in any discipline from a recognized University.
2. Diploma / Certificate in 'Computer Application'.
3. Experience of working as an Asst. Librarian in an educational institution.

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2.] a) Name of the Post: ASSISTANT SUPERINTENDENT [Non - Medical]

b) No. of Post: 3 (Three) [Gen – 2, SC - 1]

c) Scale of pay: Rs. 9,000 - 40,500 Grade pay 4,400/-

d) Minimum essential & desirable Qualifications:

ESSENTIAL

1. Graduate in any discipline from a recognized University.
2. PG Degree / Diploma in Hospital Management or Hospital Administration from a recognized University or institution.
3. Age: Not more than 32 years as on 1. 1. 2009.

DESIRABLE

1. Working experience in any Medical College / Hospital / health institution.

3] a) Name of the Post: Medical Technologist (Laboratory – 19, Refractionist - 1, Audiometry Technician - 1, Speech Therapist – 1 & Dental - 1)

b) No. of Posts: 23 (Twenty three) [Gen – 15, SC - 6, ST - 1, PC - 1]

c) Scale of pay: Rs. 7,100 – 37,600 Grade pay 3,650/-

d) Minimum essential & desirable Qualifications: [MEDICAL TECHNOLOGIST (Laboratory – 19]

ESSENTIAL

1. Passed Higher Secondary (10 + 2) Examination or it's equivalent with Physics, Chemistry and Biology and a two year diploma course in Laboratory Technology recognized by the Govt. of West Bengal. **OR** One year diploma course in Laboratory Technology from any University / Institution recognized by the Government of West Bengal; where basic qualification for undergoing the said course is B. Sc.
2. Age: Not more than 32 years as on 1.1.2009.

*[Diploma course recognized by the Government of West Bengal mentioned above means diploma course conducted by the State Medical Faculty of West Bengal or conducted by any recognized University.]*

DESIRABLE

1. One year training after acquiring diploma in Laboratory Technology recognized by the Government of West Bengal in any Government Hospital or in a Clinical Establishment licensed under the West Bengal Clinical Establishment rules 2003.

e) Minimum essential & desirable Qualifications: Refractionist - 1

ESSENTIAL

1. Passed Higher Secondary (10 + 2) Examination or it's equivalent with Physics, Chemistry and Biology and a two year diploma course in Optometry / Diploma in Para Medical Ophthalmic Assistant recognized by the Govt. of West Bengal.
2. Age: Not more than 32 years as on 1.1.2009.

**DESIRABLE**

1. One year training after acquiring diploma in Optometry / Diploma in Para Medical Ophthalmic Assistant recognized by the Government of West Bengal in any Government Hospital or in a Clinical Establishment licensed under the West Bengal Clinical Establishment rules 2003.

*[Diploma course recognized by the Government of West Bengal mentioned above means diploma course conducted by the State Medical Faculty of West Bengal or conducted by any recognized University.]*

**f) Minimum essential & desirable Qualifications: Audiometry Technician - 1**

**ESSENTIAL**

1. Passed Higher Secondary (10 + 2) Examination or it's equivalent with Physics, Chemistry and Biology and a two year diploma course in Audiology, Language & Speech Pathology recognized by the Govt. of West Bengal.

2. Age: Not more than 32 years as on 1.1.2009.

**DESIRABLE**

1. One year training after acquiring diploma in Audiology, Language & Speech Pathology recognized by the Government of West Bengal, in any Government Hospital or in a Clinical Establishment licensed under the West Bengal Clinical Establishment rules 2003.

OR

2. A Post graduate diploma in Audiology, Language & Speech pathology from any recognised University.

*[Diploma course recognized by the Government of West Bengal mentioned above means diploma course conducted by the State Medical Faculty of West Bengal or conducted by any recognized University.]*

**g) Minimum essential & desirable Qualifications: Speech Therapist – 1**

**ESSENTIAL**

1. Passed Higher Secondary (10 + 2) Examination or it's equivalent with Physics, Chemistry and Biology and a two year diploma course in Audiology, Language & Speech Pathology recognized by the Govt. of West Bengal.

2. Age: Not more than 32 years as on 1.1.2009.

**DESIRABLE**

1. One year training after acquiring diploma in Audiology, Language & Speech Pathology recognized by the Government of West Bengal, in any Government Hospital or in a Clinical Establishment licensed under the West Bengal Clinical Establishment rules 2003.

OR

2. A Post graduate diploma in Audiology, Language & Speech pathology from any recognised University.

*[Diploma course recognized by the Government of West Bengal mentioned above means diploma course conducted by the State Medical Faculty of West Bengal or conducted by any recognized University.]*

**h) Minimum essential & desirable Qualifications: Dental - 1**

**ESSENTIAL**

1. Passed Higher Secondary (10 + 2) Examination or it's equivalent with Physics, Chemistry and Biology and a two year diploma course in Dental Mechanics recognized by the Govt. of West Bengal.

2. Age: Not more than 32 years as on 1.1.2009.

**DESIRABLE**

1. One year training after acquiring diploma in Dental Mechanics recognized by the Government of West Bengal, in any Government Hospital or in a Clinical Establishment licensed under the West Bengal Clinical Establishment rules 2003.

*[Diploma course recognized by the Government of West Bengal mentioned above means diploma course conducted by the State Medical Faculty of West Bengal or conducted by any recognized University.]*

**4.] a) Name of the Post: STENOGRAPHER cum CLERK**

**b) No. of Posts: 12 (Twelve) [Gen – 7, SC - 3, ST - 1, PC - 1]**

c) Scale of pay: Rs. 5,400 - 25,200/- Grade pay 2,680/-

d) **Minimum essential & desirable Qualifications:**

1. Passed Higher Secondary (10 + 2) Examination or it's equivalent
2. English shorthand 80 w.p.m.
3. Candidates should possess a minimum punching speed of 10,000 productive key impressions / hour.
4. Age: Not more than 37 years.
5. Diploma / Certificate in 'Computer Application'

**DESIRABLE**

1. Experience of working as Stenographer / Steno - typist in any Govt./ Semi Govt./ Autonomous/ Pvt. Organisation.

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

b) No. of Posts: 14 (fourteen) [Gen – 9, SC - 3, ST - 1, PC - 1]

c) Scale of pay: Rs. 5,400 - 25,200/- Grade pay 2,680/-

d) **Minimum essential & desirable Qualifications:**

**ESSENTIAL**

1. Passed Higher Secondary (10 + 2) Examination or it's equivalent
2. Diploma / Certificate in 'Computer Application'.
3. Age: Not more than 37 years as on 1.1.2009

**DESIRABLE**

1. Experience of working as storekeeper in any Govt./ Semi Govt./ Autonomous/ Pvt. Organisation.

6.] a) Name of the Post: **LOWER DIVISION ASSISTANT [L.D.A.] / Documentalist / Cataloguer**  
**[L.D.A. – 18, Documentlist – 1, Cataloguer -1 ]**

b) No. of Posts: 20 (Twenty) [Gen – 13, SC - 5, ST - 1, PC - 1]

c) Scale of pay: Rs. 5,400 - 25,200/- Grade pay 2,680/-

d) **Minimum essential & desirable Qualifications for L.D.A. [18]:**

**ESSENTIAL**

1. Passed Higher Secondary (10 + 2) Examination or it's equivalent
2. Diploma / Certificate in 'Computer Application'.
3. Age: Not more than 37 years as on 1.1.2009.

**DESIRABLE**

1. Experience of working in any Govt./ Semi Govt./ Autonomous/ Pvt. Organization in similar position.

e) **Minimum essential & desirable Qualifications for Documentalist / Cataloguer [1+1]:**

**ESSENTIAL**

1. Graduate in any discipline from a recognized University.
2. Diploma in Library science from any recognized University.
3. Age: Not more than 37 years as on 1.1.2009.

**DESIRABLE**

1. Masters' Degree in any discipline from a recognized University.
2. Diploma / Certificate in 'Computer Application'.
3. Working experience in a library of an educational institution.

**N.B:** Number of post(s) may be increased.

Principal,  
College of Medicine & JNM Hospital  
West Bengal University of Health Sciences, Kalyani, Nadia, WB

## 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.
2. 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.
3. Mere appearance in the interview does not confirm for selection to the post.
4. 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.
5. 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.]*
6. Besides pay, the posts carry all allowances as admissible.
7. 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.**
8. Application forms, not properly filled in or incomplete in any respect are liable to be cancelled.
9. **APPLICANT MUST NOT SUBMIT MORE THAN ONE APPLICATION FOR A PARTICULAR POST.**
10. If at any stage even after issue of a letter of recommendation for appointment a candidate is found ineligible in terms of the advertisement his/her candidature will be cancelled without further reference to him / her.
11. One Self - addressed envelope should be enclosed with each of the application.
12. Applicants in Govt. service should apply through proper channel. However, they may send an advance copy to the College of Medicine & JNM Hospital, West Bengal University of Health Sciences, Kalyani, Nadia, W.B. directly.
13. Decision of 'Selection Committee' regarding appointment to the posts is final.
14. Canvassing in any form will disqualify the applicant.
15. The envelope should be super - scribed with the post and discipline applied for.
16. No objection certificate should be submitted from the Employer during interview.
17. No TA / DA is permissible if called for interview.
18. Any legal action will be dealt in the jurisdiction of Kolkata.

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