



## West Bengal Health Recruitment Board

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

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

[www.wbhrb.in](http://www.wbhrb.in), Phone : 2357-0085

**Advertisement No.: R/AS(NM)/13/2021**

### **Recruitment for Assistant Superintendent (Non-Medical)**

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

Only online registration & submission of Application will be allowed on the website ([www.wbhrb.in](http://www.wbhrb.in)) between **03.11.2021 to 18.11.2021 (Till 01:00 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 condition prescribed cannot be relaxed. The recruitment will be made by selection, but where if 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:** 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. i) Whether higher initial pay admissible and the limit, if any : X , ii) Dearness allowance admissible : Yes , iii) Any other allowance admissible : As per Govt. Rules iv) Total minimum emoluments : Rs. 40,200/- p.m.(excluding HRA).

#### **Anticipated Vacancies:**

Name of the Post - Assistant Superintendent (Non-Medical)										
Post	Gender	Marital Status	UR	SC	ST	OBC	OBC-A	OBC-B	PWD	TOTAL
ASSISTANT SUPERINTENDENT (NON-MEDICAL)	Male, Female	Single, Married, Widow, Divorced	5	4	18	0	9	2	5	43
<i>Total</i>			5	4	18	0	9	2	5	43

#### **Qualification:**

SI No.	Qualification	Type	Total Marks	Distribution Category	Segregation	Additional Attempt	Marks deduction per additional attempt
1	Bachelor Degree	Essential	40.00	Full		Will not be evaluated	Not Applicable
2	P. G. Degree in Hospital Administration	Essential	25.00	Percent		Will not be evaluated	Not Applicable
3	P. G. Degree in Hospital Management	Essential	25.00	Percent		Will not be evaluated	Not Applicable
4	P. G. Diploma in Hospital Administration	Essential	15.00	Percent		Will not be evaluated	Not Applicable
5	P. G. Diploma in Hospital	Essential	15.00	Percent		Will not be evaluated	Not Applicable

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Essential: Essential: i) A degree in any discipline from a recognized university. ii) Postgraduate Degree or Postgraduate Diploma in Hospital Management or Hospital Administration from a recognized University or Institution. iii) Knowledge of Bengali - Spoken & Written.

**Age:** Date of birth should be between 01-Jan-1985 and 01-Jan-2021 for all candidates; Maximum Relaxation is 10 Years

**Fee & Age Relaxation:**

Section	Relaxation Year	Fee Type	Part Fee
Un-reserved	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	5 Years	Exempted	

**Age:** Age-36 years; as per Government Rules; vide GO No. 875-F(P) dated 13th February 17.

**Fee:** Candidates must submit the online application fee amounting Rs. 210/- (Rupees two hundred ten) only through Banks participating in the GRPS (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.**

**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. Willful 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 full 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.

**Candidates must fulfill 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.**

**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

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02/11/2024

- 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/BC), 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.

Physical disability 40% & above is required.

Submission of more than one application is strictly forbidden.

**A candidate should note that his/her participation in the examination & 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.

**Experience:**

Category	Type	Total Marks	Minimum Month	Distribution Category	Segregation		
					Section	Months	Marks
Government Experience	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
Private Experience	Desirable	10.00	24	Slab	Less Than	24	0.00
					Less Than	36	5.00
					Less Than	48	7.50
					Greater Than Equal	48	10.00

Experience: Two years managerial or administrative experience in any reputed medical care facility ( having at

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least 200 beds) in the Government or Non-Government Sector. Total marks for Government experience= 20 (max.) 10 marks for 02 completed years, after that 5 marks for each completed years ; Total marks for Private experience= 10 (max.) 05 marks for 02 completed years, after that 2.5 marks for each completed years.

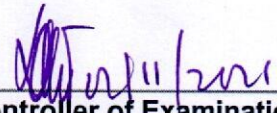
**Marks Distribution:**

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

N.B.: 1. 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. 2. Candidate has to upload all the relevant documents (wherever applicable) while applying in the website. 3. For Two years managerial or administrative experience in any reputed medical care facility ( having at least 200 beds) in the Government or Non-Government Sector, a candidate has to upload relevant document(s) showing/mentioning Bed no. of the sector.

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

**Date: 02-11-2021**

  
Secretary & Controller of Examinations  
West Bengal Health Recruitment Board

Narendra Nath Datta  
WBCS (Exe.)  
Secretary & Controller of Examinations  
West Bengal Health Recruitment Board  
Government of West Bengal