

Government of West Bengal
Directorate of Health Services
Administration Branch
Swasthya Bhawan, G.N.-29, Sector-V
Salt Lake, Kolkata-700091

No. HPT/4D-16-2009// 1660

Dated, Kolkata, the 20/4/2018.

C I R C U L A R

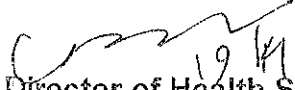
Some posts of L.D. Assistants under Directorate of Health Services (Head Quarter) will be filled up under 10% quota in terms of the Rules for the Regulation of Recruitment to the Clerical Services of the Directorate Offices, Govt. of West Bengal, published under Notification No. 2083-F dt. 21.07.1954, subsequently amended vide Finance Deptt. Audit Branch Memo. No. 4720-F, dated 30.04.1986 and 7065-F dated 22.06.1995.

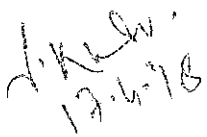
Accordingly applications are invited from eligible Group-D employees & Group-C employees holding non-technical posts in the scale of pay lower than that of the scale of pay of the post of Lower Division Assistant i.e. grade pay is lower than Rs. 2,600/- under ROPA Rules, 2009, working under Directorate of Health Services (Head Quarter) for consideration of promotion in the posts of the L.D. Ass'ts. of this Directorate (Head Quarter).

While filling up the posts, the confirmed employees who have passed the minimum educational qualification of Madhyamik/Secondary Examination or equivalent as prescribed under Rule 10 of the rules and having elementary knowledge of computer operation with the ability of typing on computer at the speed of 35 (thirty five) words per minute in English and 25 (twenty five) words per minute in Bengali accurately, will be considered eligible.

Eligible employee/employees are requested to submit their applications as per prescribed proforma (annexed herewith) to the undersigned within 1 (one) month from issue of this circular through their respective Head(s) of Office (s) alongwith the following documents.

- i) Annual Performance Report for last 3 (three) financial years ;
- ii) Copy of Computer Certificate issued by reputed Institution with at least 6 (six) months Certificate Course ;
- iii) Copy of Certificate/Admit Card & Marks Sheet of Madhyamik or equivalent examination.


19/4/18
Director of Health Services
Govt. of West Bengal


17.4.18

P.T.O

(2)

No. HPT/4D-16-2009//A1660/1/13) Dated, Kolkata, the 20/4/2018.

Copy forwarded for information & necessary action to :-

1. The Director of Medical Education, West Bengal, Swasthya Bhawan, Salt Lake, Kolkata-91.
2. The Addl. DHS (TB), Swasthya Bhawan, Salt Lake, Kolkata-91.
3. The Addl. DHS (AA & V), Swasthya Bhawan, Salt Lake, Kolkata-91.
4. The Director, SBHI, Swasthya Bhawan, Salt Lake, Kolkata-91.
5. The Jt. DHS (PH), Swasthya Bhawan, Salt Lake, Kolkata-91.
6. The Jt. DHS (P & D), Swasthya Bhawan, Salt Lake, Kolkata-91.
7. The Jt. DHS (Nursing), Swasthya Bhawan, Salt Lake, Kolkata-91.
8. The Jt. DHS (KMUHO), 73A, Purna Das Road, Kolkata.
9. The D.D.H.S. (Admin), Swasthya Bhawan, Salt Lake, Kolkata-91.
10. The DDHS (E & S), CMS, 141, A.J.C. Bose Road, Kolkata-700 014.
11. The DDHS (Transport), SHTO, 142, A.J.C. Bose Road, Kolkata-700 014.
12. The SMEIO, Swasthya Bhawan, Salt Lake, Kolkata-91.

All the above Head of Office (s) are requested to circulate this circular amongst the Peons/Orderly Peons/R.S. etc. working under their administrative control and send the applications received from the candidates to the Establishment Section, Admn. Branch of this Directorate by the date mentioned in the above mentioned circular.

13. Incharge, IT Cell. He is requested to put up this circular in the notice of Health Website.

[Signature] 19/4/18
Addl. Director (Personnel)
Govt. of West Bengal

[Signature]
17.4.18

Proforma

To
The Director of Health Services,
Swasthya Bhawan, Salt Lake City,
GN-29, Sec-V, Kolkata-700 091.

Sub : Application for promotion to the post of L.D.A. on 10% quota.

Sir,

In response to your Circular No. HPT/4D-16-2009/A dt..... I do hereby apply for promotion to the post of L.D. Asstt. On 10% quota. My service particulars are given below :

1. N A M E :
2. Designation :
3. Present place of posting :
4. Present scale of pay with Basic Pay :
5. Date of Birth :
6. Date of Joining in service on first appointment & the post. :
7. Date of confirmation (Attested copy to be enclosed) :
8. Educational Qualifications :
(Attested copies of all testimonials are to be enclosed) :
9. Caste : Whether SC/ST/OBC :
(Attested copy of certificate is to be enclosed) :
10. Whether any disciplinary action is taken/pending :

Date :

.....
Signature of the applicant

The above information furnished by the incumbent are verified & found correct.

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Signature of Head of Office