

Government of West Bengal
Department of Health and Family Welfare
Directorate of Health Services
Administration Branch
Wing-B, 2nd Floor, Swasthya Bhawan,
GN 29, Sector V, Salt Lake, Kolkata -700091

Memo. No. HPT/10P-11-16/A 2603

Dated 08/09/2020

NOTICE

All concerned authorities are hereby requested to instruct the eligible Facility Manager (Erstwhile Ward Master) for submission of the application through proper channel along with their relevant testimonials & NOC/permission issued by the appropriate authorities in respect of acquiring higher qualification by the concerned employee for consideration of promotion from the post of Facility Manager (Erstwhile Ward Master) to the 17 posts (UR 12, SC 4 & ST 1) of Assistant Superintendent (NM) Grade II following the Rules regarding recruitment to the post of Assistant Superintendent(NM) under the Department of H & FW, vide Kolkata Gazette Notification No. HF/O/MA/1609/3R-04/03 dated 04.06.2009 read with Notification No HF/O/MA/204/5S-10/15, dated 02.03.2017.

The eligibility criteria of Facility Manager (Erstwhile Ward Master) for promotion to Assistant Superintendent (NM) as per above stated Notifications will be:

A. Qualification:

(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 & written;
- d) At least 8 (eight) years experience of work in service as Facility Manager (Erstwhile Ward Master);

(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;


B. Age:-

Upper age limit should be fifty seven years on the first day of January of the year of advertisement,

The application should be submitted as per proforma annexed with the notice within 30th September, 2020 by hand before the Administration Branch of this Directorate.

Enclo:

1. Proforma for application in Annexure I
2. List of documents to be submitted along with application in Annexure II


Director of Health Services
West Bengal

Memo. No. HPT/10P-11-16/A 2603/1(9)

Dated 08/09/2020

Copy forwarded for information and necessary action to:

1. The Addl Secretary, HS Branch to Govt of West Bengal,
2. The Dy Secretary (HS), Dept. of H & FW, West Bengal,
3. The Dy DHS (Admin), West Bengal,
4. The Director/Principal, All MCH/ Teaching Institution, West Bengal,
5. The MSVP, All MCH/Teaching Institution, West Bengal,
6. The CMOH, All Districts including Health Districts, West Bengal,
7. The Superintendent, All DH/Decentralised Hospital/SDH/SGH/Other Hospitals, West Bengal,
8. The BMOH, All RH, West Bengal,
9. The System Co-ordinator, IT Cell with request for posting of a copy of this notice in departmental web site,

Sanjay Saha
21/9/2020
ADHS (Admin)
West Bengal

PROFORMA FOR APPLICATION FOR PROMOTION FROM FACILITY MANAGER (ERSTWHILE WARD MASTER) TO THE POST OF ASSISTANT SUPERINTENDENT (NM)

Sl No.	Items	Particulars		
1	Name of the Applicant (In Block letter)			
2	Designation with Grade:			
3	Present place of posting:			
4	Father's Name			
5	Address:			
6	Contact No:			
7	IFMS Code:			
8	Sex:			
9	Caste (SC/ST/ Gen) (Copy of certificate issued by appropriate authority to be enclosed)			
10	Date of Birth (DD/MM/YYYY):			
11	Date of joining in regular service (DD/MM/YYYY):			
12	Date of joining as Facility Manager/ Ward Master (DD/MM/YYYY):			
13	Date of confirmation of service with order No (DD/MM/YYYY):			
	Order No with Date:			
14	Academic Qualification:			
	Items	Name of the Degree	Year of passing	Name of the University
	For Degree			
	For Postgraduate Degree/Diploma in Hospital Administration/ Hospital Mangement:			
	Any other			
15	Whether permission for acquiring Postgraduate Degree/ Diploma in Hospital Administration/ Hospital Management from appropriate authority has been obtained or not, if yes, copy to be enclosed:			

Full signature of the Applicant with designation

Certified that above information have been verified from the Service Book of the Applicant and found correct

**Signature with seal of Principal/ Director/ MSVP/ CMOH/ Superintendent/ BMOH
(Custodian of the Service Book of the Applicant)**

**DOCUMENTS TO BE SUBMITTED BY THE APPLICANT ALONG WITH APPLICATION FOR
PROMOTION FROM FACILITY MANAGER (ERSTWHILE WARD MASTER) TO THE POST OF
ASSISTANT SUPERINTENDENT (NM)**

Sl No	Items
1	Attested photocopy of Appointment letter of the incumbent concerned
2	Attested Photocopy of acceptance of joining in service of the incumbent concerned
3	Attested photocopy of order related to confirmation of service of the incumbent concerned
4	Attested photocopy of Caste certificate, when applicable, of the incumbent concerned
5	Attested photocopy of certificate in support of possessing Graduate degree by the incumbent concerned
6	Attested photocopy of certificate in support of possessing Post Graduate Degree/ Diploma in Hospital Administration/ Hospital Management by the incumbent concerned
7	Attested photocopy of permission obtained by the incumbent concerned from the appropriate authority for undergoing Post Graduate Degree/ Diploma course in Hospital Administration/ Hospital Management
8	Attested photocopy of Pages 2,3 & 4 of Service Book of the incumbent concerned
9	APR of last five years, i.e 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20 of the incumbent concerned
10	Attested photocopy of document in support of submission of Assets Declaration by the incumbent concerned as they stood on 01.01.2016, 01.01.2017, 01.01.2018, 01.01.2019 & 01.01.2020