

**Government of West Bengal**  
**Department of Health and family Welfare**  
MA(MES) Branch  
Swasthya Bhawan,  
GN-29, Sector -V, Salt Lake, Kolkata-700091

No. HF/O/MA(MES)/~~850~~ /ME/ID-48-10/M

Dated, Kolkata the 25<sup>th</sup> of Sep. 2020

From: Special Secretary, Medical Education, Govt. of West Bengal;

- To:
1. Principal, R G Kar Medical College, Kolkata / CNMC, Kolkata / NRS Medical College, Kolkata / Malda Medical College, Malda / Murshidabad Medical College, Berhampore, Murshidabad / North Bengal Medical College, Susrutnagar, Darjeeling / Burdwan Medical College, Burdwan / Bankura Sammillani Medical College, Bankura / College of Medicine & Sagore Dutta Hospital, Kamarhati / CSS, Kolkata / Dr B C Roy Postgraduate Institute of Pediatric Sciences, Kolkata / ID & BG Hospital, Kolkata.
  2. Director, IPGME&R / ICVS, SSKM / ICVS, R G Kar Medical College & Hospital / RIO / BIN, Kolkata / IHTM, Kolkata / STM, Kolkata.

**Subject:** Circular inviting applications for the post of Principal/ Director in Medical teaching Institutions under control of the Directorate of Medical Education

Sir/Madam,

This is to state that posts of Principal/ Director in five (05) Medical Teaching Institution in the cadre of WBMEs have fallen vacant due to retirement on superannuation and three (03) will fall vacant **shortly**. Applications are being invited to fill in these posts.

- A. The cut-off date for determination of eligibility 25/09/ 2020
- B. Last date of submission of online application: 09/10/ 2020. Server will close at 5 PM server time on 09/10/ 2020
- C. Date of Interview: will be notified later on.
- D. Method of Recruitment to such post would be by way of selection from the feeder post of Professor, of any Discipline, in the cadre of West Bengal Medical Education Service (**For the post of Principal, Dr B C Roy PGIPS, Kolkata professorship in Paediatric Medicine is essential and for the post of Principal, ID& BGH, professorship in Community Medicine, Microbiology, General Medicine**).(Gazette notification added)
- E. The Qualification for the aforesaid post would be:-

**Essential Qualification:** MBBS degree included in any of the schedules of the Indian Medical Council Act, 1956 (102 of 1956) and recognised Postgraduate degree in accordance with the 'Minimum Qualifications' for Teachers in Medical Institutions Regulations, 1998 framed by the

Medical Council of India and which are included in First Schedule, Second Schedule or Third Schedule of the Indian Medical Council Act, 1956 (102 of 1956), with a minimum of Ten (10) Years Teaching Experience as Professor and Associate Professor taking together, out of which at least five (05) years shall be as a Professor of a Discipline.

2. It has been decided to invite applications from the willing Medical Teachers WBMES, who would fulfill the eligibility criteria as on the date of publication of the circular for filling up the aforesaid posts subject to the provisions of the West Bengal State Health Service Act, 1990.

### **Instructions to the Candidate**

1. For such purpose the candidate will be required to enroll himself/herself in "Know Your Faculty" registry in the Departmental website and also update information, if applicable. An unregistered faculty will not be able to submit online application for the post of Principal/ Director.

- a) Before proceeding for making the on-line application, the applicant must go through the user manual carefully.
- b) The applicant will be required to submit the i) Service Experience details, ii) academic details including chances taken to clear MBBS and MD/MS degrees as well as DM/MCh degrees, along with University Honours/ University Gold Medal/ University Topper in the concerned discipline at UG/PG/PD level iii) Administrative Experience details and iv) Details of Self-appraisal.
- c) All the inputs filled in by the applicant have to be authenticated by the Head of the Institute and original documents in support of the input must be produced at the time of interview.
- d) Publication details will have to be filled in with i) Title of article ii) Journal details iii) Place of publication of the journal (Location of the office of the Editor) iv) Indexing information and v) Print-ISSN.
- e) First page of the article; cover of the journal/ page with the contents wherefrom the indexing information can be seen and the page indicating authorship are to be scanned and uploaded for each of the article cited.
- f) After filling in all the inputs, the proforma will be generated which will be signed by the applicant and authenticated by the Head of the Institute.
- g) The applicant will finalize the application process by i) scanning and uploading the authenticated proforma and ii) scanning and uploading the receipts of Declaration of Asset Statements of last three years (or as relevant).
- h) The same authenticated proforma will have to be produced in original at the time of interview and a photocopy will be required to be submitted.



2. The Principals / Directors must ensure that the candidate is eligible for the post of Principal/ Director. The Principals / Directors are requested not to forward applications of ineligible candidates.

3. The circular is required to be circulated among all Medical Teachers in the Institution and documentary evidences regarding serving this circular to all concerned must be kept in the Office of the Principal / Director and be sent to the Office of the DME, West Bengal whenever called for.

4. The Principals/Directors must verify the information submitted by the applicant regarding experience, seniority, academic career, publications and self appraisal are true from the service book, original mark sheets and certificates and other relevant documents as may be applicable.

5. In addition to uploading of the authenticated proforma, the candidate has to upload the scanned receipts of "Declaration of Asset" for the year 2018, 2019 and 2020 for becoming eligible to appear for the interview.

6. Selected candidates shall be liable to be appointed and subsequently transferred to any Medical Teaching Institution in West Bengal.

7. No benefits / claims for any qualifications / experiences shall be admitted unless the same are supported by authenticated documentary evidence.

In this context you are required to mandatorily circulate this circular among the eligible Medical Teachers of your Institution.

Recruitment Rule for Principals of State Medical Institutions under WBMES [HF/O/MA (MES)/3395/1M-159/95 dt. 02.12.2011] is annexed herewith.

This may be treated as top priority.



Special Secretary (ME)  
Department of Health & FW  
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