

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 4192

Dated 06/8/2018

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 of Facility Manager (Erstwhile Ward Master) to the 8 reserved posts (SC-4, ST-2 & OBC A-2) 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 circular within 3rd September, 2018.

Enclo:

1. Proforma for application


3/8/18
Director of Health Services
West Bengal

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

4192/1(7)

Dated2018

06/8/

Copy forwarded for information and necessary action to:

1. The Joint Secretary (MA), Dept. of H & FW, Swasthya Bhawan, Salt Lake, Kolkata,
2. The Director/Principal, All MCH/ Teaching Institution, West Bengal,
3. The MSVP, All MCH/Teaching Institution, West Bengal,
4. The CMOH, All Districts including Health Districts, West Bengal,
5. The Superintendent, All DH/Decentralised Hospital/SDH/SGH/Other Hospitals, West Bengal,
6. The BMOH, All RH, West Bengal,
7. The System Co-ordinator, IT Cell with request for posting of a copy of this notice in departmental web site,


3/9/18
Director of Health Services
West Bengal

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

- 1. Name of the Applicant (In Block Letter):**
- 2. Designation:**
- 3. Grade :**
- 4. Present place of posting:**
- 5. Father's Name:**
- 6. Address:**

- 7. Sex:**
- 8. Caste (SC/ST/OBC A) :**
(Copy of Caste Certificate from appropriate authority to be enclosed)
- 9. Date of Birth:**
- 10. Date of joining in regular service:**
- 11. Date of Joining as Ward Master:**
- 12. Date of confirmation with order no.:**

- 13. Academic Qualification (copy to be enclosed):**

- 14. Professional qualification with year of acquiring the same(copy to be enclosed):**

- 15. Whether permission for acquiring professional qualification obtained (Copy to be enclosed):**

Signature of applicant with designation

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

Signature with seal of Principal/ Director/ MSVP/CMOH/ Superintendent/ BMOH