



# THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD-36, Sector-I, Salt Lake, Kolkata 700 064

Website: [www.wbuhs.ac.in](http://www.wbuhs.ac.in) / [www.wbuhsexams.in](http://www.wbuhsexams.in)

Phone (EPBX): 2321-3461/2334-6602 Fax: 2358-0100

Memo No. OG/WBUHS/2018-19/1617

Date: 22.11.2018

Applications are invited in the prescribed pro-forma from the qualified candidates for the following posts in the West Bengal University of Health Sciences (WBUHS), Salt Lake, Kolkata:

**1. ASSISTANT REGISTRAR (WBUHS) - 7 posts (SC-2, ST- 1, OBC A- 1, UR- 3)**

**Essential Qualifications:**

Should have Master's degree in any discipline with 3 years working experience in a teaching / managerial / administrative organization at office level / working as faculty knowledge of functioning of higher education.

**Pay:** Pay will be Rs. 45, 000/- per month (consolidated as per rules and regulations of Govt. of W.B. and WBUHS)

**Age Limit:** Age as on 22.11.18 should not be more than 35 years

**2. ASSISTANT LIBRARIAN (WBUHS) - 1**

**post Essential Qualifications:**

Should have a PG Degree in Library Science with working experience in the reputed library or preferably working in experience in academic institute. Knowledge of functioning e-library will be essential.

**Pay:** Pay will be Rs. 30, 000/- per month (consolidated as per rules and regulations of Govt. of W.B. and WBUHS)

**Age Limit:** Age as on 22.11.18 should not be more than 35 years

**General Conditions:**

1. The appointment is done purely on **full time contractual basis** for a period of **six months** likely to be extended on satisfactory completion of the period of appointment.
2. Complete application in all respects and signed by the candidate should reach to the **Registrar, The West Bengal University of Health Sciences, DD-36, Sector 1, Salt Lake City, Kolkata- 64**, within **4<sup>th</sup> of December 2018**.
3. The envelope should be super-scribed with the post applied for.
4. The application forms are to be submitted with a non refundable demand draft of Rs 500/- for General candidates & Rs 250/- for SC, ST & OBC candidates payable to "**The West Bengal University of Health Sciences**" at **Kolkata**.
5. Separate applications should be sent, if the candidate is applying for more than one post along with separate Demand Drafts for separate posts.
6. Self attested photocopies of the certificates of educational & testimonials showing experience etc. should be attached with the application.

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7. Incomplete applications will be rejected without any intimation to the candidate.
8. Employees of Government or semi Government should apply through proper channel. They may send an advance copy in time.
9. **No objection certificate** should be submitted from the Employer during interview.
10. **No TA/DA** is permissible if called for interview.
11. Mere submission of application does not confer any right to the candidate for being called for interview.
12. Reservation of posts as per rule of Government of West Bengal. Relaxation of age for SC & ST candidates will be as per rule of Government of West Bengal.
13. The application form will be available in the official website of the University:  
**"www.wbuhs.ac.in"**
14. The decision of the West Bengal University of Health Sciences is final.
15. One month notice needs to be served from either side before termination of service.
16. Any legal action will be dealt in the Jurisdiction of Kolkata.

Sd/-  
Registrar  
The West Bengal University of Health Sciences



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**APPLICATION FORM**

Please paste a self  
attested passport  
size recent colour  
photograph here

1. Post applied for :
2. Name of the applicant :
3. Date of Birth : \*
4. Age as on 22.11.2018:
5. Category: SC / ST / OBC / Gen: \*
6. Father's/ Husband's Name:
7. Address for Communication :
  
8. Contact No.: E-mail:
9. Present designation and name of the Institution of employment : \*

10. Educational Qualification : \*

Qualificaton	Name of the School/College	Name of the University/Board	Year of Passing	% of marks obtained
Madhyamik or equivalent				
H.S. or equivalent				
Bachelor's Degree				
Post Graduation Degree				

11. Details of administrative experience in recognized Institution/College:

Post	Name of institution	From	To	Period of service

12. Whether attached to Govt./ Semi Govt. service: Yes  No   
(If yes, then the candidate has to produce NOC from the Employer) \*

**Declaration:**

- a. I possess all essential qualifications for the post applied for.
- b. I solemnly declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found suppressed / false or incorrect, or if my ineligibility is detected, my candidature / enrolment to the post applied will stand cancelled.

.....  
Full Signature with date

**\* Self attested photocopy of the documents should be attached**