

**WEST BENGAL MEDICAL SERVICES CORPORATION LTD.**  
(Wholly Owned by the Government of West Bengal)  
Regd. Off. Swasthya Bhawan, GN-29, Sector-V, Salt Lake.

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**Notice on Advertisement No.: WBMSC-11/11, dated 25<sup>th</sup> June, 2011**

West Bengal Medical Services Corporation Ltd, herein after referred to as WBMSC, is a wholly owned Government of West Bengal undertaking, mandated to undertake all the construction, repair, renovation, expansion and maintenance works for the State Government owned health facilities.

WBMSC Ltd. intends to engage personnel on a purely contractual/deputation basis. From person who are

- i) Already working in any Central/State Government Organizations; Central/State Public Sector Units, Local Governments and Development Authorities.
- ii) Employed with any private firm or organization and have the requisite qualifications

Applications are invited in the prescribed format from any person who is satisfies the eligibility criteria as stated against each of the posts:

**CATEGORY - A.**

1. **Name of post:** Executive Engineer (Civil).
2. **Number of post:** 03 (Three)
3. **Category of post:** Contractual
4. **Category of vacancy:** Unreserved-2  
Scheduled Tribe-1
5. **Age :** Not exceeding 45 years as on 01.04.2011
6. **Educational Qualification:**
  - i. B.E./B. Tech. or equivalent in Civil Engineering from any of the Recognized Universities of India having secured at least 65% marks in aggregate or equivalent CGPA with at least 10 years post qualification experience. (Trainee/Apprenticeship period will not be considered as part of experience).
  - ii. The candidate must have the ability to read & write Bengali & English and good presentation skill in English.
  - iii. The Candidate should be able to work on software and should be conversant with common Civil Engineering software tools like CAD/STADD etc.
  - iv. Preference will be given to candidates who have a certificate/diploma in Construction Management/Structural Planning.
7. **Post Qualification Work Experience:**
  - i. Should have functioned as Sr. Engineer (Executive Engineer- for those who will be coming on deputation) from State and Central Government organization /undertaking or in equivalent capacity in his last post for a minimum period of 3 years.
  - ii. Work experience will be counted only if the candidate has experience in works of civil construction and expansion of buildings and related infrastructural works. Preference will

- be given to candidates who have experience in working in hospitals/medical colleges or having diploma/degree/certificate in hospital layout/planning/architecture.
- iii. Candidates should have experience in preparation of Schedule of Rates for various natures of work and materials related to construction and expansion of buildings.
  - iv. Candidate should have experience in tendering process, preparation & scrutiny of Bid documents, preparation of estimates & related design & checking of Bill of quantities & billing process.
  - v. Candidate should have experience of advisory nature regarding nature of building, cost benefit analysis of the project etc and should have strong organizational skills and experience of handling people independently in an organization.

**8. Consolidated Remuneration:** Rs.45,000/- per month

**9. Job Description:**

10. Advising the beneficiaries on site selection, nature of building, cost-benefit analysis of the project after conducting space audit in consultation with the beneficiaries.
11. Preparation of Schedule of Rates for various materials as well as various nature of work.
12. Preparation & checking of design, estimates & Tender & Bid documents
13. Issuance of work order after finalization of Tender documents where necessary.
14. Site visit as and when necessary.
15. Supervision of works especially major items of works in certain cases
16. Issuing instruction on the work & taking necessary action in case of violation,
17. Monitor quality of work, progress of work against schedule and check quality of materials during all site visits,
18. Check Bills for payment.
19. Maintain liaison with all other related departments at the district level.
20. Any Other work that may be assigned to him/her from time to time.

**CATEGORY – B**

1. **Name of post:** Assistant Engineer (Electrical).
2. **Number of post:** 4 (Four)
3. **Category of post:** Contractual
4. **Category of Vacancy:** Unreserved-2  
Scheduled Caste-1  
Scheduled Tribe-1
5. **Age :** Not exceeding 35 years as on 01.04.2011

**6. Educational Qualification:**

- i. B.E./B. Tech. or equivalent in Civil Engineering from any of the Recognized Universities of India having scored at least 65% marks in aggregate or equivalent CGPA with at least 2 years post qualification experience. (Trainee/Apprenticeship period will not be considered as part of experience)

OR

3 Year Diploma in Civil Engineering from a Institute/Board/University recognized by the Central/State Government having secured at least 65% marks in aggregate or equivalent

CGPA with at least 15 years post qualification experience. (Trainee/Apprenticeship period will not be considered as part of experience)

- ii. The candidate must have the ability to read & write Bengali & English and good presentation skill in English.
- iii. The Candidate should be able to work on software and should be conversant with common Electrical Engineering software tools.
- iv. Preference will be given to candidates who are Certificate holders on Conservation of Energy

**7. Post Qualification Work Experience:**

- i. Should have worked as Assistant Engineer (Electrical) or in equivalent capacity for minimum 2 years
- ii. Should have experience in Low, Medium and High Voltage works and testing of works.
- iii. Should have experience in estimation, preparation & checking of Bills and overall supervision of works.
- iv. Should be conversant with electro-medical equipment related works.
- v. Should have knowledge on preventive maintenance.
- vi. Preference will be given to candidates having Certificate on conservation of energy.

**8. Remuneration:** Rs.30,000/- per month

**9. Job Description:**

- i. Drawing & designing of electrical works including Air Conditioner, Firefighting Equipments, Lift, Lightning Conductor; & checking of design and estimates.
- ii. Regular site visits and supervision of works including testing, through out the period of works.
- iii. Issuing instruction on the work & taking necessary action in case of violation,
- iv. Monitor quality of work, progress of work against schedule, testing of works and check quality of materials during all site visits,
- v. Check Bills for payment.
- vi. Maintain liaison with all officials at the field level.
- vii. Any Other work that may be assigned to him/her from time to time.

**CATEGORY - C.**

**1. Name of post:** Sub- Assistant Engineer (Electrical).

**2. Number of post:** 16 (Sixteen)

**3. Category of post:** Contractual.

**4. Category of Vacancy:** Unreserved-8  
Scheduled Caste-4  
Scheduled Tribe-1  
OBC (A)-1  
OBC-(B)-2

**5. Age :** Not exceeding 35 years as on 01.04.2011

**6. Educational Qualification:**

- i. 3 Years Diploma in Electrical Engineering from any Institute/Board/University recognized by the Central/State Government having secured at least 65% marks in aggregate or equivalent

CGPA from a recognized institute with at least 2 years post qualification experience.  
(Trainee/Apprenticeship period will not be considered as part of experience.)

- ii. The candidate must have the ability to read & write Bengali & English and good presentation skill in English.
- iii. The Candidate should be able to work on software and CAD.
- iv. Preference will be given to candidates who are conversant with common Electrical Engineering software tools.

**7. Post Qualification Work Experience:**

- i. Should have worked as Sub- Assistant Engineer (Electrical) or in equivalent capacity for minimum period of 2 years
- ii. Work experience will be counted only if the candidate has experience in works involving electro-medical equipment.
- iii. Should have experience in Low, Medium and High Voltage works and testing of works.
- iv. Should have experience in estimation, preparation & checking of Bills and overall supervision of works.

**8. Remuneration:** Rs.17,500/- per month

**9. Job Description:**

- i. Regular Site visit through out the period of work.
- ii. Preparation of design & estimates of electrical works including Air conditioner, firefighting equipment, Lift, Lightning conductor.
- iii. Supervision of works including testing,
- iv. Issuing instruction on the work & taking necessary action in case of violation,
- v. Check quality of work and check quality of materials at the site visits,
- vi. Check Bills for payment.
- vii. Any Other work that may be assigned to him/her from time to time.

**CATEGORY - D.**

**1. Name of post:** Architectural Assistant.

**2. Number of post:** 1(One)

**3. Category of post:** Contractual (Unreserved)

**4. Age :** Not exceeding 35 years as on 01.04.2011

**5. Educational Qualification:**

- i. Must have Diploma in Architecture having secured at least 65% marks in aggregate from a recognized institute after passing minimum Matriculation.
- ii. The candidate must have the ability to read & write Bengali & English and good presentation skill in English.
- iii. The Candidate should be able to work on software like Auto CAD STADD etc.

**6. Post Qualification Work Experience:**

- i. Should have worked as Architectural Assistant for minimum 5 years.
- ii. Candidate should have experience in preparation Architectural Drawing & Designing of site plan, building, Sanitary lines, Plumbing Lines and Electrical works.
- iii. Candidate should have experience in preparing Scheme Drawing, Working Drawing and Detailed drawing of buildings.

**7. Remuneration:** Rs.17,500/- per month

## **8. Job Description:**

- i. Will have to prepare Drawing & Designing of site plan, building (Architectural, Schematic, and Working drawing), Sanitary lines, Plumbing Lines and Electrical works.
- ii. Any Other work that may be assigned to him/her from time to time.

## **CATEGORY - E.**

**Name of post:** **Manager (Procurement).**

**2. Number of post:** **01(One)**

**3. Category of post:** **Contractual (Unreserved)**

**4. Age :** Not exceeding 40 years as on 01.04.2011 Relaxation in age and experience may be considered for exceptionally competent candidates

**5. Location:** **Kolkata, West Bengal.**

### **6. Educational Qualification:**

(i) Graduate from a recognized University as a regular student having secured at least 60% marks in aggregate and with minimum 5 years of post qualification experience in procurement.

ii) The candidate should have adequate knowledge in computer applications and data analysis.

### **7. Preferential Qualification:**

A degree/diploma/Certificate in Procurement Management/ Health Economics

### **8. Post Qualification Experience**

(i) Candidate should have experience in procurement of medicines/kits/drugs /equipments, pre-qualification selection of Manufacturing units, need assessment, Tendering, Bill processing, and Vendor management and who is well versed in Contract Law and Contract Management.

**9. Remuneration:** Rs. 35,000/- p.m. Remuneration may be negotiated in case candidate is found suitable.

### **10. Job Description:**

1. Be member of the procurement committee and work closely with Senior officials of the Health Department, Logistics Manager, and Manager, Quality assurance for conducting procurement of drugs, medicines, reagents, consumables, kits, and equipment;
2. Prepare standardized Bid document/contract document to ensure transparent and fair procurement process.
3. Will be responsible for tracking in coming shipments of drugs, medicines, reagents, consumables, kits, and equipment, alerting the Logistic Manager, manager quality assurance of the shipment time and delay or concerns where applicable; review completeness and accuracy of delivery and Point of Delivery (POD) documentation, and obtaining confirmation of arrival of the right quantity and quality of delivered consignments from Manager Logistics and Manager Quality Assurance.
4. Prepare vendor profile by undertaking pre-qualification testing of all manufacturing units, and maintain vendor history by tracking quantity and quality of delivered consignments.

5. Following verification of satisfactory receipt of goods or services, coordinate timely payment with either Manager Finance and/or Administration Manager
6. Maintain auditable records for all items, including approved supply plans and supporting documentation; Pre-Qualification Certificates, Tender documents, bid evaluations with memorandum of negotiation, purchase orders, invoices, proof of delivery and quality assurance documentation.
7. Undertake budgeting, Procurement planning based on last year's consumption pattern, seasonality, burden of disease, morbidity rate etc and prepare a Quantity assessment for the next year
8. Track the consumption pattern facility wise/drug wise/season wise from MIS to analyze the drug use pattern and identify unusual pattern visible if any, and bring it to the notice of the management.
9. Provide monthly cash flow needs for procurement to the Manager Finance and Administration Manager to ensure timely payment of local suppliers.
10. Produce periodic reports on procurement and drug use pattern as required by the management.
11. Any other duty that may be assigned to him/her from time to time.

## **CATEGORY - F**

**1. Name of post:       Manager (Quality Assurance).**

**2. Number of post:   01(One)**

**3. Category of post:  Contractual (Unreserved).**

**4. Age :**               Not exceeding 40 years as on 01.04.2011. Relaxation in age and experience may be considered for exceptionally competent candidates..

**5. Location:           Kolkata, West Bengal.**

**6. Educational Qualification:**

(i) Bachelor's degree in Pharmaceutical Chemistry/Bio-Chemistry /Pharmacy / Pharmacology from a recognized University or equivalent as a regular student with minimum 5 years of post qualification experience

ii) The candidate should have adequate knowledge in computer applications

**7. Post Qualification experience:**

The Candidate should have experience in working with either NABL laboratory or a GMP certified drug manufacturing company and in dealing with problems connected with drug standardization and drug standards in the manufacture or testing of drugs. Work experience should include review of promotional materials and warehousing operations.

**8. Preferential Qualification:**

Experience of administration of the Drugs and Cosmetics Act and the rules thereunder and/or of manufacture and testing of drugs and/or dealing with problems connected with Import and Export of medicinal items.

**9. Consolidated Remuneration:**   Rs. 35,000/- p.m. Remuneration may be negotiated in case candidate is found suitable.

## **10 Job Description:**

1. Assist WBMSC in product selection by setting up pre selection criteria of Vendors for supply of medicine, drugs, kits, equipments to be procured by WBMSC;
2. Shall be responsible for product qualification and ensure quality testing of all medicine, drugs, kits, equipments to be procured by WBMSC in NABL Laboratories;
3. He shall ensure that the supplies are made in conformity with the norms set regarding shelf life of medicine, drugs & kits.
4. Ensure that all supplies are made strictly following the quality norms, packing norms and labeling norms set by WBMSC and only medicine, drugs, kits, equipments that have quality certification are supplied to the facilities;
5. Assist WBMSC to identify NABL laboratories by method of selection/contract for quality testing of medicine, drugs, kits, equipments to be procured by WBMSC;
6. Encourage behavioral change at warehouse and facility level stores to ensure proper storage, transport, dispensing & usage procedures and periodic quality check of all stocks of medicine, drugs, kits, and equipments;
7. Prepare database of suppliers with complete information and evaluate performance of Vendors both in case of suppliers and NABL laboratories and recommend corrective measures including debarring, to WBMSC;
8. Provide technical inputs to the Technical Committee regarding purchases of medicine and drugs in generic specifications as and when required.
9. Assist in procurement of equipments through WBMSC.
10. Any other job that may be assigned to him/her from time to time.

## **CATEGORY - G.**

**1. Name of post:**       **Manager (Logistics).**

**2. Number of post:**   **01(One)**

**3. Category of post:** **Contractual (Unreserved)**

**4. Age :**               Not exceeding 40 years as on 01.04.2011 Relaxation in age and experience may be considered for exceptionally competent candidates.

**5. Location:**         **Kolkata, West Bengal.**

**6. Educational Qualification:**

- i) Graduation Degree in Economics/Commerce from any recognized university as a regular student and PG Diploma in Inventory Management/Logistics Management with minimum 5 years of post qualification experience
- ii) The candidate should have adequate knowledge in computer applications

**7. Post Qualification experience:**

Candidate should have experience in inventory planning, purchase forecasting, based on analysis of inventory carrying costs and seasonality of demands. Candidate should have strong analytical, communications and organizational skills and experience in negotiations

with vendors providing Logistics, experience of handling people independently in any organization.

**8. Consolidated Remuneration:** Rs. 35,000/- p.m. Remuneration may be negotiated in case the candidate is found suitable.

**9. Job requirement:**

1. Establish cost effective and efficient Logistics and Supply Chain procedures, on contract basis, for supply of medicine, drugs, kits, equipments to be procured by WBMSC to all health facilities;
2. Coordinate with the district level store houses and the facilities to facilitate timely supply of all medicine, drugs, kits, equipments;
3. Track software based information on 'Flag Urgent Orders' and 'Flag Pending Supplies' to monitor supply time against indent
4. Ensure that the supplies are effected with correct documentation procedure and recorded in the tracking system in the software to be used for the purpose.
5. Collect, compile study, logistics data to ensure seasonality & other factors and synchronise the supply logistics to meet the demands keeping in mind the constraints regarding storage space, fiscal discipline and shelf life of goods both in case of WBMSC as well as the facilities;
6. Assist WBMSC to implement FEFO system of Inventory Management and prepare storage norms like codified racking, tracking of inventory with Batch Receipt Number for best warehousing practices, storage management and upto date inventory information.
7. Monitor quantum of damages, short supply, expired product store-wise & supplier wise to reduce losses, overstocking, waste and advice WBMSC on the inventory carrying cost and measures that can be adopted including forecasting and assessment of quantities of medicine, drugs, kits, to be procured.
8. Encourage behavioral change at warehouse and facility level stores to ensure proper indent raising pattern and set Maximum and Minimum Order Value for all health facilities regarding medicine, drugs, kits, and equipments;
9. Prepare database of the Supply Chain & Logistics vendors with complete information and evaluate performance of Vendors and recommend corrective measures including debarring, to WBMSC;
10. Assist in procurement of equipments through WBMSC.
11. Any other job that may be assigned to him/her from time to time.

**CATEGORY – H**

- |                             |                                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. . Name of post:</b>   | <b>Bio- Medical Engineer</b>                                                                                                        |
| <b>2. Number of post:</b>   | <b>01(One)</b>                                                                                                                      |
| <b>3. Category of post:</b> | <b>Contractual (Unreserved)</b>                                                                                                     |
| <b>4. Age :</b>             | Not exceeding 40 years as on 01.04.2011. Relaxation in age and experience may be considered for exceptionally competent candidates. |
| <b>5. Location:</b>         | <b>Kolkata, West Bengal.</b>                                                                                                        |

## **6. Educational Qualification:**

(i) B.E/B.Tech Degree in Biomedical Engineering/ Electronics/ Mechanical from a any recognized university as a regular student having secured at least 65% marks in aggregate or equivalent CGPA with minimum 5 years of post qualification experience

OR

M.Sc (Electronics) with PG Diploma in Biomedical Instrumentation after passing M.Sc as a regular student from any recognized university having secured at least 55% marks in MSc/B.Tech and 60% marks in PG Diploma course in aggregate or equivalent CGPA in under graduate & postgraduate study with 3 years post qualification experience

ii) The candidate should have adequate knowledge in computer applications

## **7. Post Qualification experience:**

Post qualification experience should involve conceptual/functional/equipment planning, specification preparation, technical evaluation, equipment maintenance and equipment installation commissioning and testing independently in any organization.

**8. Consolidated Remuneration:** Rs. 35,000/- p.m. Remuneration may be negotiated in case candidate is found suitable.

## **9. Job requirement:**

1. To prepare list of all medical equipments and cold chain equipment procured by the Health facilities in all programmes funded by either centre/state/project and ensure maintenance of Asset register at Warehouse/Hospital level;
2. Will look after medical & cold chain equipment at central/district storehouses, and all health facilities under the GoWB. He shall be based at the WBMSC Headquarters and monitor the maintenance of all the equipments at all the facilities.
3. Submit status report of all medical equipments and cold chain equipment procured by the Health facilities at all levels;
4. Submit status report of AMC/CMC of all medical equipments and cold chain equipment procured by the Health facilities at all levels and ensure regular and timely renewal of contract for repair/maintenance/replacement as required;
5. Assist WBMSC to achieve fair value of spare parts required in repair of equipments and ad-hoc repair of low value equipment;
6. Encourage behavioral change to ensure proper usage, upkeep, training to end user, timely calibration and quality assurance of all equipments;
7. Prepare database of suppliers as well as Maintenance Agencies with complete information and evaluate performance of Vendors both in case of purchases as well as Maintenance Agencies and recommend corrective measures including debarring to WBMSC;
8. Provide technical inputs to the Technical committee regarding purchases of new medical and cold chain equipments and draft generic specifications as and when required.
9. Assist in procurement of equipments through WBMSC.
10. Any other job that may be assigned to him/her from time to time.

## **CATEGORY – I**

- 1. Name of post:** Data Entry Operator cum Office Assistant
- 2. Number of post:** 10 (ten)
- 3. Category of post:** Contractual (Unreserved)
- 4. Category of Vacancy:** Unreserved- 5  
Scheduled Caste-2  
Scheduled Tribe- 1  
OBC (A)- 1  
OBC (B)-1
- 5. Age :** Not exceeding 30 years as on 01.04.2011. Relaxation in age and experience may be considered for exceptionally competent candidates.
- 6. Location:** Kolkata, West Bengal.
- 7. Educational Qualification:**  
Graduate in any discipline from a recognized university of India with at least 45% marks and a minimum 6 months diploma course in computer application from any recognized institute of West Bengal and Knowledge of typing will be considered essential.  
Knowledge of Shorthand and typing
- 8. Post Qualification experience:**  
Post qualification experience should include working as a Typist cum DEO in any Organization for at least 1 year.
- 9. Consolidated Remuneration:** Rs. 8,000/- p.m.
- 10. Job requirement:**
1. Prepare database of works, Goods and services as also suppliers/vendors as well as Maintenance Agencies with complete information
  2. Assist in day to day office work including works of accounting section at WBMSC.
  3. Any other job that may be assigned to him/her from time to time.

## **GENERAL TERMS AND CONDITIONS**

1. Selected deserving candidates who are already working in any Central/State Government Organizations; Central/State Public Sector Units, may be considered for pay protection, to the extent possible, solely at the discretion of WBMSC.
2. Candidates not engaged in Central/State Government Organizations will draw remuneration as stated against each category.
3. **Candidates currently engaged in any other Branch or Project of Health & Family Welfare Department may also apply. Candidates who will not apply will not be considered for any post later on. Application of these candidates does not automatically pre-qualify them for selection.**
4. The tenure appointment will be contractual agreement commencing from the date of actual joining and automatically ending on completion of 2 (Two) years without any further notice, unless otherwise extended by WBMSC. WBMSC however reserves the right to terminate the

service prior to completion of contract period by issuing 1 months notice or 1 month's pay in lieu of notice.

5. Selected candidates will be posted anywhere in West Bengal except otherwise in case where the place of posting is mentioned as Kolkata.
6. Selected candidates shall be required to sign an undertaking to the effect that their engagement on tenure basis will not entitle them for any regular employment and that no claim in this regard, seeking regularization, based on tenure engagement, shall be preferred by them.
7. Leave will be applicable as per Leave Rules of WBMSC
8. Depending upon the requirement of WBMSC and subject to satisfactory performance, conduct and medical fitness, fresh/extension of tenure of appointment may be considered at the sole discretion of management.

### **SELECTION PROCESS**

1. Short listing of the eligible applicants would be done on the basis of the qualification and post qualification work experience of the candidates. The shortlisted candidates will be called for a Written Examination and/or Interview before final selection. The exact date, time and venue of the Written Examination and/or Interview shall be communicated to the candidates through Call Letter sent via e-mail to all candidates and will be available on WBMSC website.
2. Screening and Short listing will be based on the details provided, hence, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong / false information will be a disqualification and WBMSC will not be responsible for any of the consequences of furnishing of such wrong/false information.
3. Final selection of the candidate shall be made of the basis of his/her work experience, and/or his/her performance in the Written Examination and/or Interview taken altogether.
4. Candidate is required to download the Call Letter and bring the printout along with two recent photograph (size 3.5 x 4.5 cms), all original documents (against claims made in the Application Form) alongwith a valid Photo Identity Card at the time of interview.
5. Appearing at the Written Examination and/or Interview centre without all the documents as mentioned in 4. above in original will result in cancellation of candidature.
6. The Candidates in employment of Public Sector undertaking/ Govt. service will be required to produce No Objection Certificate at the time of interview.

### **VENUE OF WRITTEN EXAMINATION AND/OR INTERVIEW**

The date, time, venue of Written Examination and/or Interview will be notified in the website [www.wbmisc.co.in](http://www.wbmisc.co.in) at notice and recruitment page. Candidates are requested to check the website for their own convenience. Failure to check the website will not be considered as a reason for not being able to appear for Written Examination and/or Interview for selection of candidates.

### **HOW TO APPLY**

1. Candidates considering themselves eligible for the post under **Category-I** possessing the requisite qualification & experience should submit their application in the prescribed format typed/ hand written in A4 size paper by ordinary post (mailing address mentioned below) to WBMSC Ltd. only so as to reach on or before **11<sup>th</sup> July 2011, within 5:30 pm**. Attested photo copies of all documents in support of age,

educational qualification starting from higher secondary examination, work experience certificates, must be attached along with the application.

2. Candidates considering themselves eligible for the post under **Category-A to H** possessing the requisite qualification & experience should submit their application in the prescribed format typed/ hand written in A4 size paper by ordinary post (mailing address mentioned below) to WBMSC Ltd. only so as to reach on or before **25<sup>th</sup> July 2011, within 5:30 pm**. Attested photo copies of all documents in support of age, educational qualification starting from higher secondary examination, work experience certificates, must be attached along with the application.
3. Incomplete application or/and non submission of photo or/and all the documents in support of the claims made (as required) or envelope without superscription/ incorrect superscription is liable to be cancelled.
4. The Envelopes should be Superscribed “**Application for the post of \_\_\_\_\_; Category A/B/C/D/E/F/G/H/I**” (Tick the Category for which application is being made)
5. **Mailing Address:** Managing Director,  
West Bengal Medical Services Corporation Limited,  
Swasthya Bhavan Complex,  
GN-29, Salt Lake City, Bidhan Nagar,  
Kolkata- 700 091.
6. Before applying the candidates should possess a valid E-mail ID which should be clearly mentioned in the Application Form.
7. Application is to be sent by ordinary mail or to be dropped by hand. **No application will be received if the same is sent by e-mail.**

#### **IMPORTANT NOTICE TO ALL CANDIDATES**

1. The number of posts indicated above may vary based on further assessment of requirement.
2. The selected candidates are liable to be posted anywhere within the State of West Bengal
3. Any sort of canvassing or influencing the officials related to the selection/recruitment process would result in immediate disqualification of the candidate.
4. In case of any dispute, the decision of the management of WBMSC will be final & binding on all candidates.
5. For information about the WBMSC visit our website [www.wbhealth.gov.in/wbmsc](http://www.wbhealth.gov.in/wbmsc).
6. For any clarification/complaints etc. the candidates may mail at: [mdwbmsc@wbhealth.gov.in](mailto:mdwbmsc@wbhealth.gov.in).

#### **DISCLAIMER**

1. Shortlisted candidates called for Written Examination and/or Interview will not be reimbursed any rail/ bus/air fare.
2. Candidates appearing for Written Examination and/or Interview will not be paid TA.
3. Requests for change of mailing address, examination centre / category/ discipline as declared in the application, will not be entertained.
4. All correspondence with candidates shall be done through E-mail only. WBMSC will not be responsible for any loss of E-mail sent, due to invalid/wrong Email ID provided by the candidate or delivery of Emails to spam/bulk mail folder.

5. Appearing for the Written Examination and/or Interview is no guarantee for selection of candidature.
6. WBMSC reserves the right to cancel any or all the vacancies without assigning any reason whatsoever and will not be liable for any damages or claims in this regard.
7. Legal jurisdiction for any dispute will be Kolkata city.

Managing Director, WBMSC.

## Application format

Advertisement No.: WBMSC11/11, dated 25<sup>th</sup> June, 2011.

**Application for the post of \_\_\_\_\_**

### Category of Post

(Please tick on the correct category)

 **A** **B** **C** **D** **E** **F** **G** **H** **I**

1. Name of the post for which Applied: \_\_\_\_\_
2. Name of the candidate:
3. Father's /Mother's name:
4. Permanent address:
5. Address for correspondence:
6. Date of birth(dd/mm/yyyy):
7. Sex:
8. Contact Number:
9. E-Mail-ID

Paste Passport  
size coloured  
photograph  
(Sign across the  
photograph)

### 10. Educational qualification both Academic/Technical or Special \*(Attach copies of documents):

| Sl No | Name of the examination passed | Board/university/institute | Subjects taken | Year of passing | %of marks secured |
|-------|--------------------------------|----------------------------|----------------|-----------------|-------------------|
|       |                                |                            |                |                 |                   |
|       |                                |                            |                |                 |                   |
|       |                                |                            |                |                 |                   |
|       |                                |                            |                |                 |                   |
|       |                                |                            |                |                 |                   |

### 11. Work experience\* (Attach copies of documents):

| Sl No | Name of the organization | Period from | Period to | Nature of job responsibilities |
|-------|--------------------------|-------------|-----------|--------------------------------|
|       |                          |             |           |                                |

