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**CIRCULAR FOR DEPARTMENTAL PROMOTION TO THE POSTS OF PROFESSORS, ASSOCIATE PROFESSORS and ASSISTANT PROFESSORS IN DIFFERENT DISCIPLINES IN THE WEST BENGAL MEDICAL EDUCATION SERVICE**

Eligible Medical Teachers of the WBMES are required to apply for departmental promotion in different disciplines of WBMES as per the instructions and schedule annexed here with for departmental promotion to the higher academic posts of Professor, Associate Professor and Assistant Professor:

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

**ELIGIBILITY CRITERIA / QUALIFICATIONS:**

The following shall be the eligibility criteria and qualifications required for departmental promotions in the ranks of Professor, Associate Professor and Assistant Professor, interviews for which have been scheduled on **11<sup>th</sup> March 2013 to 19<sup>th</sup> March 2013**.

**A. ELIGIBILITY CRITERIA / QUALIFICATIONS FOR POSTS OF PROFESSOR AND ASSOCIATE PROFESSOR:**

**Essential Qualifications:**

1. MBBS degree included in the First or Second or part – II of the Third schedule of the Indian Medical Council Act, 1956 (102 of 1956) and requisite Postgraduate degree for the Specialities Group and requisite postdoctoral degrees for the Super Specialities Groups, as prescribed by the Medical Council of India and specified in the 'Minimum Qualifications' for Teachers in Medical Institutions Regulations, 1998 published in Part – III, Section – 4, of the Gazette of India, dated the 5<sup>th</sup> May of December, 1998 (hereinafter referred to as regulations, 1998), as amended from time to time, such that the required qualifications must be included in the First or Second or Third schedule of the Indian Medical Council Act, 1956(102 of 1956).
2. **Teaching & Research Experience:**
  - **For the post of Professor:** (i). at least three years' service as Associate Professor in the concerned discipline in a State Medical College; (ii). A minimum of four research publications in the journals indexed with Index Medicus / Journals at the National Level of the National Academic Organizations..
  - **For the post of Associate Professor:** (i). at least four years' service in WBMES as Assistant Professor in the concerned discipline in a State Medical College for disciplines included under Specialities group and at least two years' service in WBMES as Assistant Professor in a State Medical College for disciplines included under Superspecialities group; (ii). A minimum of two research publications in the journals indexed with Index Medicus / Journals at the National Level of the National Academic Organizations.



### 3. ELIGIBILITY CRITERIA / QUALIFICATIONS FOR POSTS OF ASSISTANT PROFESSOR:

#### I. Essential:

a. MBBS degree included in the First or Second or part – II of the Third schedule of the Indian Medical Council Act, 1956 (102 of 1956) and requisite Postgraduate degree for the Specialities Group and requisite postdoctoral degrees for the Super Specialities Groups, as prescribed by the Medical Council of India and specified in the 'Minimum Qualifications' for Teachers in Medical Institutions Regulations, 1998 published in Part – III, Section – 4, of the Gazette of India, dated the 5<sup>th</sup> May of December, 1998 (hereinafter referred to as regulations, 1998), as amended from time to time, such that the required qualifications must be included in the First or Second or Third schedule of the Indian Medical Council Act, 1956(102 of 1956).

b. A minimum of three years' teaching experience, in the subject concerned in a recognized Medical College as Demonstrator, Resident Medical Officer-cum-Clinical Tutor, Lecturer:

2. Desirable: For the post of Assistant Professor: Publication of Research Papers in the Journals listed in the Index Medicus or in the journal at the National Level of the National level Academic Organization.

**However, for the applicants who do not possess the required number of publications, the following transitory provisions prescribed by the Medical Council of India vide its amendment notification dated 15-12-2009 shall also be applicable during the present departmental promotion exercise:**

#### ELIGIBILITY CRITERIA / QUALIFICATIONS:

##### A. Essential:

1. MBBS degree (in accordance with the regulations made by the Medical Council of India in 1998, published in Part – III, section 4 of the Gazette of India, dated 5<sup>th</sup> December), acquired from the Universities of West Bengal or, if from any other University / Institute, such qualification must be included in the First or Second or Third schedule of the Indian Medical Council Act, 1956 (102 of 1956). I), plus Post graduate degree (for broad speciality disciplines) / post-doctoral degree or equivalent qualifications (for the super speciality disciplines) in the subject concerned (in accordance with the regulations made by the Medical Council of India in 1998, published in Part –III, section 4 of the Gazette of India, dated 5<sup>th</sup> December), acquired from the Universities of West Bengal or, if from any other University / Institute, such qualification must be included in the First or Second or Third schedule of the Indian Medical Council Act, 1956(102 of 1956).

##### 2. Teaching Experience:

- For the post of Professor: 4 years of teaching experience in the concerned discipline in a Medical Teaching Institution of this State in the capacity of Associate Professor, provided that the service put in the capacity of Reader in the WBMS shall also count towards determination of the eligibility.
- For the post of Associate Professor: 5 years of teaching experience in the concerned discipline in a Medical Teaching Institution of this State in the capacity of Assistant Professor / lecturer in case of Broad Specialities, and 2 years of teaching experience in the concerned discipline in a Medical Teaching Institution of this State in the capacity of Lecturer / Assistant Professor in case of Super Specialities.

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- For the post of Assistant Professor: 3 years of teaching experience in the concerned discipline in a recognized Medical Teaching Institution in the capacity of RMO cum Clinical Tutor / Demonstrator, provided that teaching experience acquired while prosecuting postgraduate / postdoctoral degree courses shall also be taken in to reckoning while computing the length of qualifying service

3) Desirable:

- A. For the post of Assistant Professor: Publication of Research Papers in the Journals listed in the Index Medicus or in the journal at the National Level of the National level Academic Organization.
  - B. For the post of Associate Professor: Publication of at least four Research Papers in the Journals listed in the Index Medicus or in the journal at the National Level of the National level Academic Organization.
  - C. For the post of Professor: Publication of at least four Research Papers while serving as Reader / Associate Professor in the Journals listed in the Index Medicus or in the Journal at the National Level of the National level Academic Organization.
1. No benefits / claims for any qualifications / experiences shall be admitted unless the same are supported by authenticated documentary evidence.
  2. The candidates are mandatorily required to appear in person at least 30 minutes before the scheduled interview time, at the ground floor of the Institute of Health & Family Welfare, GN - 29, Salt Lake City, Kolkata - 700091. No applications for change of interview schedule shall be entertained. No TA / DA shall be allowed for appearing in this interview.
  3. The decision of the Departmental Promotion Committee shall be final insofar as adjudication of eligibility and suitability of applicant candidates for departmental promotion to higher academic ranks are concerned.
  4. The candidates are requested to move their respect controlling authorities for the purpose of sending the **attested Xerox copies** of their Annual Confidential Reports for the last three years to the DME, West Bengal even if these have been sent earlier.
  5. The Departmental Promotions would be accorded on the basis of length of teaching experience in the feeder post of concerned discipline, academic career & performance appraisal, Interview / Viva-voce, Research Publications in Journals indexed in Index Medicus / Journals of National Level Academic Bodies (excluding those in conference issues / proceedings, abstracts, review articles), as adjudicated by the Departmental Promotion Committee; integrity clearance and such other similar criteria as may be decided. **Rules of reservation shall be applicable for Departmental Promotion in the tier of Assistant Professor & Associate Professor Only.**



## PROFORMA - I

Proforma for application for departmental promotion to the post of Professors, Associate Professors and Assistant Professors in different disciplines under the West Bengal Medical Education Services, that is to be pre-filled up in triplicate, authenticated by the concerned Principal / Director and one copy to be submitted to the office of the Joint Secretary/Assistant Secretary (MERT) from **11<sup>th</sup> February, 2013 up to 28<sup>th</sup> February, 2013 in all working days from 10.30 a.m to 5.30 p.m.**, while the second authenticated copy is to be brought on the date of interview. The third copy is to be retained in the Office of the Principal / Director. *The applications must be accompanied with attested Xerox copies of all documents: pertaining to Registration Certificate, Reservation Status, proof of age, all mark sheets of MBBS Examination, distinctions attained in the Medical academic domain (Medals, Honours etc), chance certificate(s) of Postgraduate / Post-Doctoral Examination, Mark sheet / certificate along with date of publication of results of Post graduate and postdoctoral qualifications, research publication in journals (Xerox copies / reprints required), teaching / Service experience claimed, receipted copy of up-to-date asset declaration and any other relevant documents.* The information provided in the proforma would be verified from the original supportive documents that the candidates must produce, if needed, during the interview. The candidates are mandatorily required not to modify the proforma in any way. If needed, additional information may be provided in separate sheets and duly authenticated by the Principal / Director of the Institute.

**Category: SC / ST / General**

1. Name
2. Date of Birth:
3. **Registration Number / Name of the Medical Council:**
4. Date of joining in WBHS: PSC: \_\_\_\_\_ / Adhoc: \_\_\_\_\_.
5. Date of joining in WBMES: PSC: \_\_\_\_\_ / Walk-in-Interview: \_\_\_\_\_.
6. Name of the post and discipline applied for:
7. Address for communication with telephone number / **mobile phone number** / e-mail number / fax number (as expedient):
8. Present designation and name of the Institution:
9. Academic records:

Name	University / Board	marks obtained out of the total marks	% Of marks obtained computed on the basis of column 2 (as the case may be)	Academic distinction, Honours, Medals, Certificates	Year of passing
	(1)	(2)	(3)	(4)	(5)
1 <sup>st</sup> MBBS or as applicable					
2 <sup>nd</sup> MBBS or as applicable					
3 <sup>rd</sup> MBBS or as applicable					

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Name	University / Board	Marks obtained out of the total marks (as applicable)	Number of chances taken to pass	Academic distinction, Honours, Medals, Certificates	Date of publication of result
Post- Graduate degree					
Postdoctoral degree					
Any other Qualification(s)					

10. Details of experience as Medical Teacher in Medical Teaching Institutions of the WBMES: [Information must be substantiated by corroborative documentary evidences]

Serial Number	Capacity in which served in the WBMES / WBHS (in the unified cadre)	Period (dates) of service (Adhoc):		Period (dates) of service (on regular basis)	
		From	To	From	To
1.	Demonstrator / RMO Cum Clinical Tutor / RMO Cum Clinical Tutor cum Assistant Superintendent				
2.	Lecturer				
3.	Assistant Professor				
4.	Reader				
5.	Associate Professor				

11. Details of places of posting in WBHS and in WBMES as Medical Teacher in Medical Teaching Institutions of the WBMES:

Serial Number	Capacity in which served in the WBMES and WBHS and places of posting (to be authenticated by the Principal / Director after verification from the Service Book)	Period (dates) of service	
		From	To
1.			
2.			
3.			

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12. Details of research publications published in Journals of National level Academic Bodies / Journals indexed with Index Medicus (excluding those in conference issues / proceedings, abstracts, review articles). The details should include name of the article, name of the journal, year of publication, month of publication, volume number, and place of publication. Attach extra sheets as per the following format, if necessary.

	Title of the article	Name of the Journal in full	Year of publication	Place of publication	Names of all authors
1.					
2.					
3.					
4.					
5.					

13. Details of any Training Reserve availed / break of service, extra-ordinary leave, Dies-non, absence yet to be regularized.
14. Details of any disciplinary proceedings or punitive measures taken against.
15. **Self appraisal (performance):** A detailed account of Academic, Clinical (as may be applicable), Service and Research performance during the last two years as the case may be. (This self appraisal declaration should be made in separate sheets and must be documentable and authenticated by the HOD and Head of the Institution).
16. Whether attested receipted copy of up-to-date declaration of **assets** as stood on 1<sup>st</sup> January for the year 2010, 2011 and 2012 enclosed or not.
17. Any other relevant information or extra-curricular activities.

### Declaration

I hereby solemnly declare that the information furnished above are based on material records and are true to the best of my knowledge and belief. If any information furnished or any part of it is found to be incorrect, then, I verily believe and understand that my candidature for recruitment to the post of Professor / Associate Professor / Assistant Professor in the cadre of WBMS is liable to be cancelled without any further intimation to me. I further declare that I have read and fully understood the general information and instructions to candidates (as indicated in serial numbers 1 to 13 in the circular Annexure to Memo No: ME / PROM - 01 - 2013/M/234A Dated: 11.02.2013, and agree to abide by the same.

Date & Place

Signature of the Applicant and designation

Certified that the Service particulars have been verified by me from the service book, and all academic records have been verified by me from original mark sheets / certificates etc, and are found to be correct

Principal / Director of the Institution  
With Official Stamp



Vacancy Position in different ties: ( Vacancy position as mentioned in the table below subject to change.)

SL NO	SUBJECT	Prof	Asso Prof	Associate Prof			Assi Prof	Assistant Prof		
				UR	SC	ST		UR	SC	ST
1	Anatomy	3	3+R	2	0	1	6+R	2	3	1
2	Physiology	1	7+R	6	0	1	13+R	8	4	1
3	Biochemistry	2	4+R	2	1	1	5+R	2	2	1
4	Pharmacology	1	2+R	0	1	1	6+R	4	1	1
5	Pathology	1	2+R	1	0	1	1**+R			
6	Microbiology	2	10+R	6	3	1	4*+R	0	2	1
7	Community Medicine	3	0+R				20+R	13	5	2
8	Forensic Medicine	4	11+R	7	3	1	17+R	11	4	2
9	General Medicine	1	22+R	15	5	2	4+R	1	2	1
10	Pediatric Medicine	2	8+R	5	2	1	0+R			
11	Chest Medicine	3	4+R	2	1	1	0+R	1	2	1
12	Dermatology	4	3+R	0	1	1	1+R	0	0	1
13	Psychiatry	1	2+R	0	1	1	1+R	0	1	0
14	General Surgery	3	15+R	9	4	2	1+R	0	0	1
15	Orthopedics	2	14+R	9	4	1	3+R	0	2	1
16	Ophthalmology	X	X				2+X	1	1	0
17	ENT	2	3+R	1	1	1	1+R	0	0	1
18	Gynae & Obstetrics	1	1+R	0	0	1	1+R	0	0	1
19	Anesthesia	2	3+R	0	2	1	4+R	0	3	1
20	Radio diagnosis	2	9+R	5	3	1	16+R	10	3	1
21	Radiotherapy	3	5+R	3	1	1	2+R	0	1	1
22	Physical Medicine	1	4+R	2	1	1	6+R	4	1	1
23	Neonatology	2	3+R	2	1	0	6+R	4	1	1
24	Cardiology	1	2+R	1	1	0	3+R	1	1	1
25	Neuromedicine	1	1+R	1	0	0	2+R	1	1	0
26	Endocrinology	X	X	0	0	0	X	0	0	0
27	Hematology	2	0+R				4+R	2	1	1
28	Nuclear & Experimental Medicine.	1	1+R	0	1	0	1+R	0	1	0
29	Nephrology	1	2+R	1	1	0	2+R	1	1	0
30	Medical Gastroenterology	X	X	0	0	0	X	0	0	0
31	Surgical Gastroenterology	X	X	-	-	-	X	-	-	-
32	Neurosurgery	1	0+R				1+R	1	0	0
33	Pediatric Surgery	2	0+R				1+R	0	1	0
34	Cardio Thoracic & Vascular Diseases	1	3+R	2	1	0	2+R	1	1	0
35	Plastic Surgery	X	X	0	0	0	01+1*	1	0	0
36	Urosurgery	1	1+R	1	0	0	3+R	2	1	0
37	Tropical Medicine	X	X	0	0	0	X	0	0	0
38	Radiology for Neonatology	X	X	0	0	0	1	0	0	0
39	Rheumatology	1	1+R	1	1	0	1+R	1	0	0
40	Medical Oncology	1	1	1	0	0	X	0	0	0
41	Surgical Oncology	X	X	0	0	0	X	0	0	0
42	Oncopathology	X	1	1	0	0	X	0	0	0
43	Imunohaematology & Transfusion Medicine.	2	1	1	0	0	X	0	0	0
44	Hepatology	X	X				01	01	0	0
45	Neonatal & Foetal Surgery	X	X				01	01	0	0

R = Resultant Vacancy. \* One Assistant Professor for Microbiology for Neonatology Department.

\*\* One Assistant Professor for Pathology for Neonatology Department

### Schedule of the Departmental Promotion under W.B.M.E.S 2013.

Venue: Institute of Health & Family Welfare Building within Swasthya Bhawan Compound from 11<sup>th</sup> March,2013 to 19<sup>h</sup> March,2013 and verification of original documents will be done at 2<sup>nd</sup> Floor Auditorium of Swasthya Bhawan from 10.45 a.m onwards.

Date	Morning Session (11.00 A.M-2.P.M)	Afternoon Session (2 P.M--5 P.M)
11.03.2013	Anatomy, Community Medicine. General Medicine.	Physiology, Biochemistry
12.03.2013	Pharmacology, Microbiology, Anaesthesiology, General Surgery.	FSM. Dermatology
13.03.2013	Physical Medicine, E.N.T Nephrology	Neuromedicine, Cardiology. Nuclear & Experimental Medicine
14.03.2013	Gynae & Obs. Paediatric Medicine, Neonatology	Neurosurgery, Urology, Paediatric Surgery.
15.03.2013	Chest Medicine, Ophthalmology Psychiatry	Pathology, Oncopathology Haematology, Immunohaematology & Blood Transfusion Medicine
18.03.2013	Orthopaedics, Plastic Surgery. Neonatal & Foetal Surgery	Radio Diagnosis, Radiotherapy
19.03.2013	Rheumatology, Medical Oncology	Hepatology, Cardiothoracic & Vascular Diseases (CTVS).

