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**Government of West Bengal**  
**Department of Health & Family Welfare.**  
**Swasthya Bhawan, Salt Lake.**  
**Block – GN, 29; Sector: V. Kolkata: 700091.**  
**Fax No. 033- 2357-7938**

Memo No: ME/PROM-02-2021/PART-1/M/1648

Date: 15.07.2022

**NOTICE**

As per Notification No. HF/O/MA (MES)/665/ME/PROM-02-2021/Part-1 dated 26.5.2022, the KYF Portal for Departmental Promotion, 2022 will remain open from **18.7.2022** (12.00 noon server time) to **28.7.2022** (12.00 noon server time) **exclusively** for **Tutors/Demonstrators/RMO cum Clinical Tutors above the age of 50 (Fifty) years, who have not applied for the ongoing Departmental Promotion for the post of Assistant Professor.**

Cut-off date for determination of eligibility and for publications will remain **31.12.2021** as per Memo No. ME/PROM-02-2021/M/198 (32) dated 09.02.2022.

Applicants are requested to refer to Memo No. ME/PROM-02-2021/M/198 (32) dated 09.02.2022 for all terms and conditions which remain same except for the criterion for age.

The instruction for faculties applying for the above is annexed below.

**Director of Medical Education**  
**Government of West Bengal**

Government of West Bengal  
Department of Health & Family Welfare  
Directorate of Medical Education

Memo No: ME/PROM-02 -2021/M/224

Dated 11/02/2022

Notice

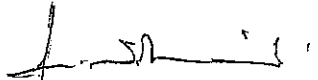
Ref: Notification No ME/PROM-02 -2021/M/198(32) Dated 09/02/2022

Instruction for faculties of WBMES regarding application for Departmental Promotion

1. The applicants must scan all the pages of application (after being signed by the Director/Principal) in proper order as a **single pdf file** and upload in the KYF portal.
2. **Any application proforma that is not signed by the applicant or authenticated by the Head of the Institute will be rejected.**
3. The applicant will be required to submit the academic details including chances taken to clear MBBS and MD/MS degrees as well as DM/MCh degrees, along with University Honours(**UG level for concerned discipline only: applicable for broad disciplines**)/ University Topper in the concerned discipline at PG/PD level. Chances taken to clear DNB (Broad speciality / Superspeciality) in absence of MD/MS degrees or DM/MCh degrees should be furnished. **Claims of chances taken to pass an examination must corroborate with the chance certificate received from College/ University/ National Board.**
4. All details of TR availed, Study Leave or EOL to pursue academic courses/ any periods of long absences (Regularised/ yet to be regularised) must be furnished
5. Details of any ongoing Departmental Proceeding/ Penalty imposed must be furnished
6. Receipts of the Declaration of Assets of three years including 2022 must be merged into a **single pdf file** and uploaded in the portal.
7. **Publications in journals Indexed in Index Copernicus only, will NOT be accepted after February 2020.**
8. Indexing status of the journal at the time of the publication of article will be taken into account and supporting documents verified from the indexing agencies are to be provided.
9. The list of journals in the KYF portal is indicative only and does NOT necessarily mean these journals are acceptable for all points of time. The faculties must check indexing status of a journal and verify the same with the indexing agency before selecting a journal for publishing his/her articles.

  
Director of Medical Education  
West Bengal

Director of Medical Education  
Government of West Bengal  
Swasthya Bhavan  
Kolkata-700091

  
Special Secretary, Medical Education  
Government of West Bengal

Special Secretary (Medical Education)  
Department of Health & Family Welfare  
Swasthya Bhavan, Block GN-29, Sector-V  
Salt Lake City, Kolkata-91