

WEST BENGAL STATE HEALTH & FAMILY WELFARE SAMITI

Registration NO: S/IL/14448 of 2002-2003

Swasthya Bhawan, 'B' Wing, 3rd Floor, GN-29, Sector-V, Salt Lake, Kolkata-700091

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Memo No:HAD/9M-17-2018/ 10097

Date: 31.12.2018

NOTICE

[Refer Recruitment Notice SHFWS/2018/170 dated 29/10/2018 for the position of Executive Assistant in National Mental Health Programme (NMHP)]

The candidates, as listed below, for the position of Executive Assistant in National Mental Health Programme (NMHP) are hereby requested to bring their original testimonials for verification purpose on 8th January, 2019 as per time mentioned in the below list at the 2nd Floor Auditorium, Swasthya Bhawan, Sector-V, Saltlake, Kolkata-700091. It is also directed to submit the self attested photocopies of all those documents in the order listed below, mentioning his/ her online Application ID and date of verification in all the documents otherwise the application is liable to be cancelled. This is to further inform that candidates must be present at the time of verification and no third party will be allowed for verification on behalf of the candidate. No candidate will be allowed to enter the verification hall beyond 15 minutes from the time of reporting.

No change of date and time will be entertained under any circumstances. The candidates who fail to turn up as per enclosed programme, he/she shall not be considered for selection.

Date & Reporting Time	Appl. ID	Appl. ID	Appl. ID	Appl. ID	Appl. ID	Appl. ID	Appl. ID	Appl. ID	Appl. ID
8/1/2019 2 pm	131843	131845	131847	131849	131851	131860	131861	131862	131863
	131871	131874	131875	131876	131877	131878	131879	131891	131892
	131895	131899	131901	131904	131910	131917	131929	131937	131939
	131941	131942	131946	131960	131973	131974	131982	131988	131999
	132013	132014	132019	132032	132039	X	X	X	X

The candidate must bring undernoted original documents, along with one set of self attested photocopies of the same, for verification and submission:

1. On-line application print – out.
2. Offline Challan - Samiti Copy.(If any)
3. The original photo proof identity card of the candidate i.e. Passport, Pan Card, Voter-ID Card, AADHAAR Card (any one of this).
4. Proof of Address (Passport or Voter ID Card or AADHAAR Card) etc.
5. Age Proof Certificate (Madhyamik or equivalent examination certificate)

6. All the marksheets (for all years / semesters) and course completion certificates from Secondary onwards including **Computer Course**
7. In case of married female candidates - Marriage registration certificate.
8. All the post qualification experience certificates issued and stamped by the appropriate authority starting from oldest to latest.
9. **Experience certificates must consist of Name of the post, Employer's Name, Employee's Name, Date of joining (DOJ) and Date of Leaving (DOL)/still continuing , as applicable otherwise his/her experience will be treated as invalid. No offer of appointment / engagement will be treated as experience certificate.**

Notes:

1. Verification of testimonials does not entitle the candidate to claim to appear in the further steps of the process of final selection.
2. After successful verification of testimonials, shortlisted candidates will be called for further steps of the process of final selection.
3. The decision of the Competent Authority regarding the engagement is final.


Executive Director
WSH&FWSamiti