

West Bengal State Health & Family Welfare Samiti
Swasthya Bhawan, Wing-'B', 3rd Floor
GN-29, Sector-V, Bidhannagar
Kolkata – 700091

Recruitment notice no. SHFWS/2018/155

Date: 08/06/2018

West Bengal State Health & Family Welfare Samiti intends to engage on contract basis for the position of Legal Assistant under Integrated Law Cell and to be posted at the State Head Quarter, through Interview.

Initially the engagement shall be for a period of six months, which shall be extendable from time to time on rendering satisfactory service and approval of the higher authority. The service may be terminated by giving one month's notice from either side.

Eligible candidates should apply online in the prescribed format as given in Department's Website from 11 am of 14th June, 2018 to Midnight of 27th June, 2018, for the mentioned positions. Only online applications will be accepted Application forms not properly filled in or incomplete Application forms are liable to be cancelled. Application fees of ₹50 have to be deposited through on-line/off-line mode. The amount is non-refundable (Details of on-line/off-line mode, payment details and important dates are given in General Information point no. 10 and 11)

The details of the position are as follows:

DETAILS	PARTICULARS
NAME OF THE POSITION	Legal Assistant
ESSENTIAL QUALIFICATION	Academics: Candidates must be a Graduate in Law from a recognised University. And must be enrolled in the Bar council of West Bengal. Experience: Candidates must have a minimum of two years practicing experience in the Calcutta High Court.
NUMBER OF VACANCIES	01 (SC)
AGE AS ON 01/04/2018	Not more than 35 Years
REMUNERATION	Rs. 25,000/- per month

Mode of Selection: Valid candidates will be called for interview and accordingly notified. Selection of Legal Assistants shall be made on the basis of academic records, proficiency in legal matters and performance at the interview.

Nature of work: Legal Assistants shall be required to handle files of cases before the WBAT, Hon'ble High Court at the Calcutta, Consumers Forums and other Courts, as assigned to them from time to time. They shall also be required to prepare Affidavits in Opposition and Grounds of Appeal on the basis of statement of facts supplied by the administrative branches.

They shall be required to hold conference with Advocates and maintain liaison with the administrative branch.

General Information for the Applicants/Candidates

1. Only **online** Applications will be accepted. **Application forms not properly filled in or incomplete Application forms are liable to be cancelled.** If the online application details submitted by the applicant differ with the original testimonials, that application shall be liable to be cancelled.
2. If proper signature and photograph are not uploaded at the time of online application that application shall also be liable to be cancelled.
3. The Essential Qualifications mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. **All the essential qualification must have been completed within the last date of online application.**
4. Experience will be calculated after obtaining the required qualification for the above mentioned position, till the starting date of online application.
5. **Caste Certificate** issued before the last date of online application, by the competent authorities of West Bengal only, will be accepted.
6. **Hard copy/print copy of the online application form (printed within the last date of on-line application), should be send to the Executive Director along with 1 set of self attested photocopies of all testimonials as noted below and should reach by post at HR Cell, 1st Floor, GTZ Building, Swasthya Bhawan, GN-29, Sector-V, Bidhannagar, Kolkata – 700091 within 29th June, 2018.**
7. **Following documents are required for submission along with print copy of the online application form:**
 - I. **Photo proof identity card (Passport or Voter ID Card or AADHAAR Card or Pan Card).**
 - II. **Proof of Address (Passport or Voter ID Card etc).**
 - III. **Age Proof Certificate (Madhyamik or equivalent examination certificate/admit card)**
 - IV. **All marksheets and Certificates - Graduation onwards.**
 - V. **Certificate of computer Literacy.**
 - VI. **All the post essential qualification experience certificates issued and stamped by the appropriate authority starting from oldest to latest.**
8. **'On-line Registration Number'** should be retained by all applicants for future reference. Employer is not liable to give any information regarding the on-line registration number in future.
9. **No rounding off of marks will be granted. Proportionate marking upto 2 decimal points will be considered.**
10. i) **Last date of Registration : Midnight of 20th June, 2018**
ii) **Last date of Submission of application Fees : 22nd June,2018 (upto banking hours for off- line mode)**
iii) **Last date of full Submission of form : Midnight of 27th June, 2018**
11. **The online deposition of application fees can be done through net banking or credit/debit card system through an online interface. If the payment is successful, the candidate will be immediately reverted back to the link for final submission of the application form by using the application id already received at the time of Registration.**
If the candidate wants to submit the requisite fee through offline mode he/she can do so with system generated e-challan. The fee can be deposited in any branch of United Bank of India (UBI) with the print out of the system generated e-challan after duly filling up the three parts of the challan. Out of the three parts of the challan, bank will keep one part

and hand over the other two parts to the candidate. Candidates must preserve both copies with him/her for future reference.

12. The candidates, who are found ineligible at any step of the above mentioned mode of selection, will not be called for the subsequent stages.

13. The decision of the competent authority regarding the recruitment is final.


Executive Director
WBSH&FW Samiti
