

# WEST BENGAL STATE HEALTH & FAMILY WELFARE SAMITI

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

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

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Memo No: HF/O/Law/1E-09/16 /574

Date: 14.11.2022

## NOTICE

[Refer Recruitment Notice No. SHFWS/2022/259, Dated : 23.08.2022 for the position of Legal Assistant under Integrated Law Cell ]

The candidates, as per enclosed list, for the position of Legal Assistant under Integrated Law Cell, are hereby requested to be present for original testimonials verification followed by interview. The candidates, are hereby requested to bring their original testimonials as listed below for verification purpose at "ARANYAK Hall" 5th Floor, Swasthya Sathi Building, Swasthya Bhawan Campus, GN 29, Salt Lake City, Sector-V, Kolkata-700091 as per date and time mentioned in the enclosed list (Annexure-A). Candidates are directed to submit the self attested photocopies of all those documents in the order listed below, mentioning his / her online application ID number 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 as per schedule mentioned below and no third party will be allowed. 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.

Candidates will not be allowed to enter the verification hall without mask and beyond 15 minutes from the time of reporting.

The candidates 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. Original photo identity proof (issued by any competent authority) of the candidate.
3. Proof of Address (Passport or Voter Card or AADHAAR Card or any other proof, issued by any competent authority) etc.
4. Age Proof Certificate (Madhyamik or equivalent examination Admit / Certificate).
5. All the mark sheets (for all years / semesters) and course completion certificates in support of **essential qualification and computer knowledge**.
6. Documents related to enrollment in the Bar Council of West Bengal.
7. All the post qualification experience certificates issued and stamped by the appropriate authority starting from oldest to latest.(Experience certificates must consist of Name of the post, Employer's Name, Employee's Name, Date of joining (DOJ) and Date of Leaving (DOL) /current date in case still continuing otherwise his/her experience will be treated as invalid. No offer of appointment /engagement will be treated as experience.)
8. In case of married female candidates - Marriage registration certificate.
9. Documents relating to Guardian's identity. (Guardian as mentioned in the online application).

### Notes:

1. Verification of testimonials does not entitle the candidate to claim to appear in the further steps of final selection.
2. In case of failure to produce any of the above mentioned original documents at the time of verification, his/ her application is liable to be cancelled.
3. The decision of the Competent Authority regarding the recruitment is final.

Encl: List of Application ID &  
Schedule of documents verification & interview

Executive Director  
W.B.S.H. & F.W. Samiti

List of candidates called for original testimonials verification & Interview for the position  
of Legal Assistant under NHM

Recruitment Notice No. SHFWS/2022/259, Dated : 23.08.2022

Venue: "ARANYAK Hall" 5th Floor, Swasthya Sathi Building, Swasthya Bhawan Campus,  
GN 29, Salt Lake City, Sector-V, Kolkata-700091.

Date & Reporting Time	Appl. ID	Appl. ID	Appl. ID	Appl. ID	Appl. ID	Appl. ID	Appl. ID	Appl. ID	Appl. ID	Appl. ID
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**Name of the Position : Legal Assistant**

23/11/2022 10:30 A.M.	290475	290481	290582	290591	290592	290716	290879	290900	290997	291087
	291373	291415	291443	291467	291475	291476	291496	XX	XX	XX

Executive Director  
W.B.S.H.&F.W.Samiti