

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: HFW/NHM-253/2021/Part-3 /901

Date: 24.05.2023

**NOTICE**

[Refer Recruitment Notice No. SHFWS/2021/232, Dated: 10.08.2021 for the position of Municipality Accounts Manager under National Urban Health Mission]

The candidates, as per enclosed list, for the position of Municipality Accounts Manager under National Urban Health Mission are hereby requested to be present for original testimonials verification. The candidates, are hereby requested to bring their original testimonials as listed below for verification purpose at "MUKTODHARA 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. The original photo identity proof (issued by any competent authority) of the candidate.
3. Permanent residential address proof of West Bengal (Passport or Voter Card or any other proof, issued by any competent authority) etc.
4. Age Proof Certificate (Madhyamik or equivalent examination Admit / Certificate).
5. Caste Category Certificate (if any) (wherever applicable).
6. All the mark sheets (**for all years / semesters**) and **course completion certificates** of all essential qualification and desirable qualification as mentioned in scale of scoring table in recruitment notice.
7. Proficiency in Tally Accounting software and MS Office.
8. 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.)
9. In case of married female candidates - Marriage registration certificate.
10. 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 the process 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 engagement is final.

Encl: List of Application ID &  
Schedule of documents verification

  
Executive Director  
WB SH & FW Samiti

**List of candidates called for original testimonials verification for the position of  
Municipality Accounts Manager under NUHM**

Recruitment Notice No. SHFWS/2021/232, Dated: 10.08.2021

**Venue: "MUKTODHARA 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
12/06/2023 11:00 A.M.	192390	192393	192411	192415	192451	192476	192485	192514	192518	192527
	192543	192552	192567	192573	192587	192613	192656	192680	192691	192703
	192752	192753	192758	192771	192782	192785	192833	192878	192905	XX
12/06/2023 02:30 P.M.	192916	192966	192988	192994	193029	193054	193071	193092	193116	193118
	193131	193211	193213	193265	193279	193319	193323	193324	193401	193427
	193440	193452	193457	193466	193472	193478	193480	193523	XX	XX
13/06/2023 11:00 A.M.	193557	193623	193641	193683	193707	193708	193718	193728	193789	193791
	193831	193837	193842	193859	193864	193889	193892	193899	193916	193939
	193944	193945	194020	194031	194045	194050	194055	194098	XX	XX
13/06/2023 02:30 P.M.	194102	194114	194125	194149	194164	194174	194202	194260	194281	194321
	194461	194476	194495	194503	194515	194518	194537	194544	194552	194568
	194587	194606	194644	194682	194729	194749	194786	194826	XX	XX



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