



Government of West Bengal
Department of Health & Family Welfare
Office of the Chief Medical Officer of Health
South 24 Parganas

Administrative Building, M R Bangur Hospital Complex, 241, Deshapran Sashmal Road, Tollygunge, Kolkata 33.
Mail Id- cmohs24pgs@gmail.com, Website- www.spghealthgov.in, Phone no / Fax - 033-2422 1037, 033-2422-0124

Memo No. : CMOH (SPG)/DH&FWS/1802

Dated: 31/12/25

NOTICE

**Documents Submission & Verification for different Vacant (Contractual) Posts
Under NHM for South 24 Parganas District : 2025-26**

[Ref: Recruitment Notification No CMOH(SPG)/DH&FWS/8887, Dated : 27.11.25. South 24 Parganas District]

The Application ID No. of candidates applied on-line for the different posts under NHM are here by requested to bring their original testimonials along with the self attested photocopies of the testimonials (to fulfill the essential criteria as per notification) as listed below, for documents submission & verification purpose in the Office of the Secretary & Chief Medical Officer of Health, South 24 Parganas, M.R.Bangur Hospital Complex, New Administrative Building, 2nd Floor, Tollygunj, Kolkata-700033 as per time schedule mentioned below on **08.01.26 as applicable** accordingly.

This is to further inform that candidates must be present physically at the time of Document verification and no authorization will be allowed. No change of date and time will be entertained from this end.

Data or information to be verified (in original) with the online application and photocopies of the testimonials/documents for the particular post applied for need to be submitted as noted below :

1. Printed copy of the on-line application form and Demand Draft in original need to submit by hand .
2. The photo proof identity card of the candidate i.e. Passport, Pan Card, Voter-ID Card, AADHAAR Card, Driving License (anyone of this).
3. Proof of Address (Passport/VoterIDCard/ AADHAARCard/ Driving License).
4. Age Proof Certificate (Madhyamik or equivalent examination certificate or admitcard).
5. All the mark sheets (for all years / semesters) and Degree/Diploma completion certificates of essential educational qualification and professional qualification.
6. Digitally re-issued / renewed Caste Certificate issued by appropriate Authority of West Bengal within the last date of on- line application for the post. In case of OBC candidates , category 'A' or 'B' must be mentioned specifically in the digitally re-issued caste certificate, otherwise the caste certificate will not be accepted.
6. All the post qualification experience certificates would be issued and stamped by the appropriate authority starting from oldest to latest need to be produced for scoring .
7. Experience certificates must consist of Name of the post, Employer's Name, Employee's Name, Date of joining (DOJ) and Date of Leaving (DOL) or current date in case still continuing otherwise his/her experience will be treated as invalid. Appointment letter/ Engagement letter/ Resignation letter/ Agreement Bond will not be treated as experience certificate.
8. Documents relating to Guardian's identity.(Guardian as mentioned in the online application).
9. In case of married female candidates - Marriage registration certificate by the appropriate authority.
10. If the Essential Qualification & other Eligible Criteria does not match with the particular post and the required documents not found at the time of document verification, the candidature will be cancelled. The candidate will not be allowed for further steps in the selection process.

31.12.25

Programme Schedule for Document Submission & Verification (with Original)
and
Interview for Selection Process

Post : Clinical Psychologist										(Date : 08.01.2026 Thursday, Time : 2:00 pm & onwards)									
600061	601578	611690	621524	624521	625563	626524	631523	641342	666536										

Post : Psychiatrist (MO) 2025										(Date : 08.01.2026 Thursday, Time : 12:30 pm & onwards)									
602972	x	x	x	x	x	x	x	x	x										

Candidates please note:

1. Verification of testimonials does not entitle the candidate to claim 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. In case of failure to produce any of the above mentioned original documents at the time of verification, his/her candidature will be treated as cancelled.
4. The decision of the Competent Authority regarding the engagement is final.
5. In case of any anomalies or discrepancies found with the requirements or originals of the applicant the Competent Authority may cancel the candidate in any stage of the selection process even and after selection or engagement.
6. Candidates reporting beyond 15 minutes from the scheduled reporting time will not be allowed to enter.

Secretary & Chief Medical Officer of Health
DH & FW Samiti, South 24 Parganas

Memo No : CMOH(SPG)/DH&FWS/9802/1(9)
Copy forwarded for information and necessary action:

Date : 31/12/25

1. The Mission Director. NHM, WB, Swasthya Bhavan.
2. The Executive Director. WBSH & FWS. Swasthya Bhavan.
3. The District Magistrate, South 24 Parganas.
4. The Addl. District Magistrate (LA), South 24 Parganas.
5. The Dy.CMOH-I/II/III/IV/DMCHO/DTO, South 24 Pgs with request to administer the process.
6. The DPMU, S24Pgs advised to organize and remain present on the above mentioned dates.
7. The DIO, NIC, S24Pgs with request to upload the notice in www.s24pgs.gov.in web-site.
8. The IT Co-ordinator, SB, W.B with request to upload in www.wbhealth.gov.in web-site.
9. The DSM, South 24 Parganas with request to upload in www.spghhealth.gov.in web-site.

Secretary & Chief Medical Officer of Health
DH & FW Samiti, South 24 Parganas