



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.
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Memo No. : CMOH (SPG)/DH&FWS/84

Dated: 05.01.26

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 the 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, D.H & F.W Samiti, South 24 Parganas, M.R.Bangur Hospital Complex, New Administrative Building, 2nd Floor, Tollygunj, Kolkata-700033 as per time schedule mentioned below on **15.01.26 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 (any one 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.

05/01/26

Programme Schedule for Document Submission & Verification (with Original)

Post : Social Worker NRC 2025 (Date : 15.01.2026 Thursday, Time : 11:00 am & onwards)									
598350	598510	598864	599121	599193	599373	599481	602016	602552	602598
603534	604318	604386	608048	608777	611292	611442	613612	615541	617166
617325	617555	617599	617834	618537	618988	619892	620001	620018	622956
623533	624668	624719	624904	625248	626589	629733	629789	629980	631079
631173	632264	633197	633456	636127	636776	638626	639313	639412	639796

Post : Social Worker NRC 2025 (Date : 15.01.2026 Thursday, Time : 12:00 noon & onwards)									
640331	642107	642482	642725	643314	644158	646752	646834	647759	647856
647883	648669	649524	650686	650864	650924	651131	651183	651807	652013
652097	652129	653072	653307	653695	654049	655561	656622	657231	657237
658501	658647	658710	659314	660289	661368	661679	661779	662192	663061
663808	664439	664549	665050	665366	x	x	x	x	x

Interview will be held for the candidates applied for Attendants and Cook cum Care Taker on the same day after Document Submission & Verification (with Original).

Post : NRC (Female) Attendants -2025 (Date : 15.01.2026 Thursday, Time : 12:00 noon & onwards)									
599344	635308	640769	642611	646884	648815	649409	649456	652951	655739
661060	661188	663707	664969	x	x	x	x	x	x

Post : Cook cum Care Taker (Female) 2025 (Date : 15.01.2026 Thursday, Time : 1:00 pm & onwards)									
622790	654943	660984	663453	664738	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. The candidates who will remain absent in the document verification process will not be allowed to continue for the next step of the selection process.
7. 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/84/1(9)

Date : 05.01.26

Copy forwarded for information and necessary action:

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- III/DMCHO/DPHNO, 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.spghealthgov.in web-site.

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