

West Bengal State Health & Family Welfare Samiti

Swasthya Bhawan, Wing-'B', 3rd Floor
GN-29, Sector-V, Bidhannagar
Kolkata – 700091

Recruitment Notice No: SHFWS/2023/ 276 .

Date: 13/04/2023.

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 13th April, 2023 to Midnight of 27th April, 2023 for the mentioned position.

Only online applications will be accepted, Application forms not properly filled in or incomplete Application forms are liable to be cancelled. Application fees of **₹50.00** have to be deposited through **on-line mode**. The amount is non-refundable (Details of on-line mode, payment details and important dates are given in General Information point no. 9 & 10)

All the essential criteria must be completed on or before the first date of online application.

The details of the position are as follows:

DETAILS	PARTICULARS
NAME OF THE POSITION	Legal Assistant
ESSENTIAL CRITERIA	Academics: i) Candidates must be a Graduate in Law from a recognised University. ii) Must be enrolled in the Bar council of West Bengal. iii) Basic knowledge in computer application/operation. Experience: Candidates must have a minimum of two years practicing experience in the Calcutta High Court.
NUMBER OF VACANCY	1 (ST)
AGE AS ON 01/01/2023	Not more than 35 Years.
REMUNERATION	₹. 32,000/- per month

Mode of Selection: Valid candidates will be called for interview and date of interview will be notified accordingly. Selection of Legal Assistant 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. 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 be completed on or before the first date of online application.**
4. Experience will be calculated after obtaining the required essential qualification for the above mentioned position, till the first date of online application.
5. Hard copy/print copy of the online registration form may be downloaded from the link "<http://hr.wbhealth.gov.in:8888/Index.aspx>"-> "Application Print" and should be sent to the **Executive Director**, and should reach us by speed post at **State HR Cell, 5th Floor, Swasthya Sathi Building, Swasthya Bhawan, GN-29, Sector-V, Bidhannagar, Kolkata – 700091**, along with **1 set of self attested photocopies of all testimonials** as noted below **within 4th May, 2023**. Hard copy of application form received beyond 4th May, 2023 will not be accepted and Authority is not liable for such postal delay.
6. **Following documents are required for submission:**
 - I. **Print copy of the online application form (Registration Form).**
 - II. **Photo identity proof card** (Passport or Voter ID Card or AADHAAR Card or Pan Card).
 - III. **Proof of Address** (Passport or Voter ID Card etc).
 - IV. **Age Proof Certificate** (Madhyamik or equivalent examination certificate/admit card)
 - V. **All marksheets and Certificates - Graduation onwards.**
 - VI. **Documents related to enrollment in the Bar council of West Bengal.**
 - VII. **Certificate of computer Literacy.**
 - VIII. All the post essential qualification **experience certificates** issued and stamped by the appropriate authority starting from oldest to latest.
7. **Hard copy/print copy of the online registration form should be retained by all the applicants for document verification purpose.** Without registration form, candidates will not be entertained for original testimonials verification by the authority. '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.
8. Marking after rounding off up to 2 decimal points will be considered.
9.

i) Start date of online Application	: From 11 a.m. of 13th April, 2023.
ii) Last date of Registration	: Midnight of 22nd April, 2023.
iii) Last date of Submission of application Fees	: Midnight of 24th April, 2023.
iv) Last date of full Submission of form	: Midnight of 27th April, 2023
v) Last date of submission of Hard copy	: Within 4th May, 2023.
10. 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. Please do not deposit fee more than one time.
11. The candidates, if found ineligible at any stage of recruitment process, will not be called for the subsequent stages of the selection process.
12. The decision of the competent authorities regarding the recruitment is final.
13. The competent authorities may cancel the recruitment process at any stage of the selection process.

Applicants are requested to visit www.wbhealth.gov.in at the URL "On-line Recruitment" for on-line applications and URL "Recruitment" for information/instruction issued from time to time.


**Executive Director
WBSH &FW Samiti**