



West Bengal Health Recruitment Board

BENFISH TOWER, (1st, 2nd & 3rd Floor)

GN-31, Sector-V, Salt Lake, Kolkata - 700091

www.hrb.wb.gov.in, Phone : 2357-0085

Advertisement No.: R/ GDMO/6/2025 Dated: 07.08.2025 **Recruitment for General Duty Medical Officer (GDMO)**

A- Introduction:

Online applications are invited from Indian Citizen for recruitment to the Post of General Duty Medical Officer (GDMO) under Health & Family Welfare Department, Government of West Bengal.

Only online registration & submission of Application will be allowed on the website (www.hrb.wb.gov.in) between **13.08.2025 (From 10:00 AM) to 03.09.2025 (Till 02:00 PM)**.

Appointments are temporary but likely to be permanent.

The relevant rules and necessary particulars are stated in the following paragraph:

A candidate should verify from the notified eligibility criteria to ascertain whether he/ she is eligible for submission of application. The conditions prescribed cannot be relaxed. The recruitment will be made by selection DIRECT RECRUITMENT following method prescribed below.

B- Scale of Pay:

Basic Pay Rs. 56,100/- in Pay Matrix Level-16 as per WBS (ROPA) Rules, 2019.

C- Anticipated Vacancies:

| Name of the Post - General Duty Medical Officer (GDMO) | | |
|--|-------------------------------------|-------|
| Post | General Duty Medical Officer (GDMO) | Total |
| Gender | Male, Female | |
| Marital Status | ALL | |
| UR | 514 | 514 |
| UR (E.C.) | 0 | 0 |
| UR (Ex-Serviceman in Group-C Post) | 0 | 0 |
| UR (Ex-Serviceman in Group-D Post) | 0 | 0 |
| UR (Meritorious Sports Person) | 0 | 0 |
| SC | 258 | 258 |
| SC (E.C.) | 0 | 0 |
| SC (Ex-Serviceman in Group-C Post) | 0 | 0 |
| SC (Ex-Serviceman in Group-D Post) | 0 | 0 |
| ST | 74 | 74 |
| ST (E.C.) | 0 | 0 |
| ST (Ex-Serviceman in Group-D Post) | 0 | 0 |
| OBC-A | 123 | 123 |
| OBC Category-A (E.C.) | 0 | 0 |
| OBC Category-A (Ex-Serviceman in Group-D Post) | 0 | 0 |
| OBC-B | 86 | 86 |

| | | |
|--|------|------|
| OBC Category-B (E.C.) | 0 | 0 |
| OBC Category-B (Ex-Serviceman in Group-D Post) | 0 | 0 |
| EWS | 123 | 123 |
| EWS (E.C.) | 0 | 0 |
| EWS (Ex-Serviceman in Group-C Post) | 0 | 0 |
| EWS (Ex-Serviceman in Group-D Post) | 0 | 0 |
| Unreserved (PWD) | 37 | 37 |
| SC(PWD) | 12 | 12 |
| TOTAL | 1227 | 1227 |

The anticipated vacancies may change before the date of publication of Overall Performance List. In case of any changes in vacancies it would be notified subsequently.

D- Qualification as per recruitment rules:

(a) Method of Recruitment: - By selection (direct recruitment) through the West Bengal Health Recruitment Board.

(b) Qualifications:

(i) MBBS degree included in the First Schedule or Second Schedule or Part-II of the Third Schedule of the Indian Medical Council Act, 1956(102 of 1956) and Registration as Medical Practitioners in the Medical Council of India or any State Medical Council provided that the candidates, if selected and appointed, must Register their name in the West Bengal Medical Council within six months of joining the West Bengal Health Service.

E- Age:

Not more than 36 (thirty six) Years on the 1st day of January of the year of Advertisement for ordinary medical graduates and 40 (forty) Years for those possessing postgraduate qualifications, relaxable for 2 (two) years for otherwise well qualified and experienced candidates;

Provided the age relaxation may be given to such Doctors who have served under this State Government, to an extent equivalent to the period of such regular service, subject to a maximum of 5 (five)years;

Provided further that age relaxation may be given to such Doctors who have served under this State Government, on contractual basis, to an extent equivalent to the period of such service, subject to a maximum of 3(three) years;

Provided further that age may also be relaxable by 5(five) years for the candidates belonging to the categories of Scheduled Castes, Scheduled Tribes and Ex-Servicemen & relaxable by 3(three) years for the candidates belonging to Other Backward Classes as per Government rules or orders for the time being in force.

Note:

- The candidate whose age is within the prescribed limit as mentioned above and does not require any age relaxation should not fill up the field “Age relaxation” while filling up the online application form.
- For age proof, admit card or mark sheet or certificate of **Secondary** or **Xth standard Examination** or any Government ID Proof have to be submitted (which one contains the candidates name, Father’s name & D.O.B. of the candidate).
- In case of married women, who are using their changed surname in the application as a result of marriage but who cannot produce documentary evidence in support of her changed surname, the following documents may be uploaded along with proof of D.O.B in a running PDF as detailed below:

- I. Marriage registration certificate as a proof of marriage wherever possible.
- II. In the absence of marriage registration certificate, affidavit before the Judicial Magistrate/ Executive Magistrate regarding the change of surname as a result of marriage.

****D.O.B:** Date of Birth.

F- FEE:

Candidates must submit the online application fee amounting Rs. 210/- (Rupees two hundred ten) only through Banks participating in the GRIPS (Govt. Receipt Portal System).

Money order, Cheque, Bank Draft, and Cash etc. shall not be accepted.

No application shall be considered unless accompanied by the requisite application fee excepting Candidates belonging to SC/ST category of West Bengal and persons with disabilities specified under Disabilities Rule, 1999 (certificates obtained before the Advertisement date) who do not require to pay any fee. Such exemption of fee is, however, not applicable to any OBC candidate.

No claim for refund of the fee shall be entertained nor shall it be held in reserved for any other examination.

G- Relaxation Clause:

| Section | Relaxation Year | Fee Type | Part Fee |
|--|-----------------|----------------|----------|
| Unreserved | 0 Years | Not Exempted | |
| Scheduled Caste | 5 Years | Exempted | |
| Scheduled Tribe | 5 Years | Exempted | |
| OBC-A | 3 Years | Not Exempted | |
| OBC-B | 3 Years | Not Exempted | |
| Unreserved (PWD) | 9 Years | Exempted | |
| SC (PWD) | 9 Years | Exempted | |
| EWS | 0 Years | Not Exempted | |
| Ex-Servicemen | 5 Years | Not Applicable | |
| Candidates possessing Post Graduate qualifications. | 4 Years | Not Applicable | |
| Well qualified and experienced candidates | 2 Years | Not Applicable | |
| Doctors who have served under this State Government to an extent equivalent to the period of such regular service [Less than one (01) year] | 0 Years | Not Applicable | |
| Doctors who have served under this State Government to an extent equivalent to the period of such regular service[One year to less than two years] | 1 Years | Not Applicable | |
| Doctors who have served under this State Government to an extent equivalent to the period of such regular service[Two years to less than three years] | 2 Years | Not Applicable | |
| Doctors who have served under this State Government to an extent equivalent to the period of such regular service[Three years to less than four years] | 3 Years | Not Applicable | |
| Doctors who have served under this State Government to an extent equivalent to the period of such regular service[Four years to less than five years] | 4 Years | Not Applicable | |
| Doctors who have served under this State Government to an extent equivalent to the period of such regular service[Five years or more] | 5 Years | Not Applicable | |
| Doctors who have served under this State Government on contractual basis,to an extent equivalent to the period of such service(Less than one year) | 0 Years | Not Applicable | |
| Doctors who have served under this State Government on contractual basis,to an extent equivalent to the period of such service(1to less than 2)years | 1 Years | Not Applicable | |
| Doctors who have served under this State Government on contractual basis,to an extent equivalent to the period of such service(2to less than | 2 Years | Not Applicable | |

| | | | |
|--|---------|----------------|--|
| 3)years | | | |
| Doctors who have served under this State Government on contractual basis,to an extent equivalent to the period of such service(3 years or more) | 3 Years | Not Applicable | |

H- Marks Distribution:

| Academic Marks | Experience Marks | Interview Marks |
|----------------|------------------|-----------------|
| 70.00 | 15.00 | 15.00 |

I- Marking Criteria:

i) Marking Criteria for Qualification:-

| SI No. | Qualification | Total Marks | Distribution Category | Segregation | | Additional Attempt | Marks deduction per additional attempt | |
|--------|--|-------------|-----------------------|----------------|-------|-----------------------|--|-------|
| 1 | MBBS degree included in the First Schedule or Second Schedule or Part- II of the Third Schedule of the Indian Medical Council Act, 1956(102 of 1956) | 70.00 | Slab | Upto Section | Marks | To be evaluated | Upto Section | Marks |
| | | | | 55 | 65.00 | | 1 | 0.50 |
| | | | | 60 | 66.00 | | 2 | 1.00 |
| | | | | 65 | 67.00 | | 3 | 1.50 |
| | | | | 70 | 68.00 | | 4 | 2.00 |
| | | | | 75 | 69.00 | | 100 | 2.50 |
| | | | | 100 | 70.00 | | | |
| 2 | Foreign Medical Graduate Examination(FMGE), conducted by National Board of Examinations to obtain the registration certificate from the National Medical Commission (NMC) or State Medical Council(SMC) for the candidates who have obtained their MBBS Degree from foreign universities | 70.00 | Slab | Upto Section | Marks | To be evaluated | Upto Section | Marks |
| | | | | 55 | 65.00 | | 1 | 0.50 |
| | | | | 60 | 66.00 | | 2 | 1.00 |
| | | | | 65 | 67.00 | | 3 | 1.50 |
| | | | | 70 | 68.00 | | 4 | 2.00 |
| | | | | 75 | 69.00 | | 100 | 2.50 |
| | | | | 100 | 70.00 | | | |
| 3 | Registered as Medical Practitioners in the Medical Council of India or any State Medical Council | 0.00 | Full | Not Applicable | | Will not be evaluated | Not Applicable | |

ii) Marking Criteria for Experience:

| SI No. | Category | Total Marks | Minimum Month | Distribution Category | Segregation | | |
|--------|--|-------------|---------------|-----------------------|--------------------|--------|-------|
| 1 | Doctors who have served under this State Government as House staff Or served under this State Government (Either regular or contractual) or have working experience in Private as Medical Practitioner | 15.00 | 6 | Slab | Section | Months | Marks |
| | | | | | Less Than | 6 | 0.00 |
| | | | | | Less Than | 24 | 3.00 |
| | | | | | Less Than | 36 | 6.00 |
| | | | | | Less Than | 48 | 9.00 |
| | | | | | Less Than | 60 | 12.00 |
| | | | | | Greater Than Equal | 60 | 15.00 |

Requisites:

Requisites for Qualification -

1. MBBS Degree included in the First Schedule or Second Schedule or Part-II of the Third Schedule of the Indian Medical Council Act, 1956(102 of 1956):

A. Candidates are requested to upload all years’ Mark Sheet(s) including supplementary mark sheet(s), if any along with passed certificate of MBBS Degree included in the First Schedule or Second Schedule or Part-II of the Third Schedule of the Indian Medical Council Act, 1956(102 of 1956), in the space provided for the same.

B. The following documents must be uploaded as the proof of aforesaid qualification:

- All years Mark sheets including supplementary mark sheets, if any of MBBS Degree included in the First Schedule or Second Schedule or Part-II of the Third Schedule of the Indian Medical Council Act, 1956(102 of 1956) along with passed certificate.
- Attempt/Chance Certificate: There is no separate field to upload attempt/chance certificate. Candidates need to upload it along with mark sheets and passed certificate of MBBS Degree included in the First Schedule or Second Schedule or Part-II of the Third Schedule of the Indian Medical Council Act, 1956(102 of 1956).
- Chance/Attempt certificate is mandatory for any candidate who have completed his/her degree in more than one chance.
- Candidates are requested to generate a single running PDF file containing all years Mark sheets including supplementary mark sheets, if any of MBBS Degree included in the First Schedule or Second Schedule or Part-II of the Third Schedule of the Indian Medical Council Act, 1956(102 of 1956) along with passed certificate and Attempt/Chance Certificate, and then upload the documents in the “Upload Mark sheet” space provided for the same.

C. Marks obtained (IN ALL TOTAL CORRESPONDING SUBJECTS/ PAPERS) in MBBS Degree included in the First Schedule or Second Schedule or Part-II of the Third Schedule of the Indian Medical Council Act, 1956(102 of 1956), to be filled in the space for “Marks Obtained” (all years) and grand total of full marks in respect of ALL TOTAL CORRESPONDING SUBJECTS/ PAPERS to be filled in the space for “Full Marks” (all years).

D. In the column “Additional Attempt”, candidates are requested to put the exact number of additional attempt(s) in obtaining the MBBS Degree included in the First Schedule or Second Schedule or Part-II of the Third Schedule of the Indian Medical Council Act, 1956(102 of 1956), as reflected in their Attempt/ Chance Certificate. In the column “Additional Attempt”, candidates are requested to put “No”, if he/she has completed his/her degree in one chance.

NOTE:

- Marks deduction per additional attempt: 0.5 marks per additional attempt.
- Maximum deduction of marks for additional attempt will be 2.5 marks for 5 or more additional attempts.

OR

2. Foreign Medical Graduate Examination(FMGE), conducted by National Board of Examinations to obtain the registration certificate from the National Medical Commission (NMC) or State Medical Council(SMC) for the candidates who have obtained their MBBS Degree from foreign universities:

A. Candidates are requested to upload all the Mark Sheet(s) including supplementary mark sheet(s), if any, along with passed certificate of Foreign Medical Graduate Examination (FMGE), conducted by National Board of Examinations to obtain the registration certificate from the National Medical Commission (NMC) or State Medical Council (SMC) for those who have obtained their MBBS Degree from foreign universities, in the space provided for the same.

B. The following documents must be uploaded as the proof of aforesaid qualification:

- All years Mark sheets including supplementary mark sheets, if any of Foreign Medical Graduate Examination(FMGE), conducted by National Board of Examinations along with passed certificate.
- Attempt/Chance Certificate: There is no separate field to upload attempt/chance certificate. Candidates need to upload it along with mark sheets and passed certificate of Foreign Medical Graduate Examination(FMGE), conducted by National Board of Examinations.
- Chance/Attempt certificate is mandatory for any candidate who have completed his/her degree in more than one chance.
- Candidates are requested to generate a single running PDF file containing all years Mark sheets including supplementary mark sheets, if any of Foreign Medical Graduate Examination(FMGE), conducted by National Board of Examinations along with passed certificate and Attempt/Chance Certificate, and then upload the documents in the “Upload Mark sheet” space provided for the same.

C. Marks obtained (IN ALL TOTAL CORRESPONDING SUBJECTS/ PAPERS) in Foreign Medical Graduate Examination(FMGE), conducted by National Board of Examinations, to be filled in the space for “Marks Obtained”(all years) and grand total of full marks in respect of ALL TOTAL CORRESPONDING SUBJECTS/ PAPERS to be filled in the space for “Full Marks”(all years).

D. In the column “Additional Attempt”, candidates are requested to put the exact number of additional attempt(s) in obtaining the Foreign Medical Graduate Examination(FMGE), conducted by National Board of Examinations, as reflected in their Attempt/ Chance Certificate. In the column “Additional Attempt”, candidates are requested to put “No”, if he/she has completed his/her degree in one chance.

NOTE:

- Marks deduction per additional attempt: 0.5 marks per additional attempt.
- Maximum deduction of marks for additional attempt will be 2.5 marks for 5 or more additional attempts.

N.B.:

Meaning of Segregation in marking criteria for qualification [MBBS Degree/ Foreign Medical Graduate Examination]:

| % of Marks obtained | | Marks to be allotted |
|---------------------|---|----------------------|
| Upto 54.99% | - | 65 |
| 55%-59.99% | - | 66 |
| 60%-64.99% | - | 67 |
| 65%-69.99% | - | 68 |
| 70%-74.99% | - | 69 |
| 75%-100% | - | 70 |

AND

3. Registered as Medical Practitioners in the Medical Council of India or any State Medical Council:

A. Candidate must be registered ON OR BEFORE THE LAST DATE OF SUBMISSION OF APPLICATIONS as Medical Practitioners in the Medical Council of India or any State Medical Council and should fill up in specified space provided for the same.

B. Candidates are requested to input "100" marks in "Marks obtained" column and "100" marks in "Full marks" column while filling up the field i.e., **Registered as Medical Practitioners in the Medical Council of India or any State Medical Council**. No marks will be allotted for uploading the aforesaid certificate though uploading the same is MANDATORY for all.

C. Candidates must upload relevant documents generating a single PDF file or jpeg/jpg/png format with high resolution in the space specified for the same.

N.B:

(a) Conversion sheet is mandatory to be uploaded along with mark sheets in a single running PDF file, where marks are given in grade pattern. Candidature will be rejected if the candidate fails to upload conversion sheet in case of marks is given in Grade Pattern.

(b) Candidates must upload relevant documents generating a single PDF file or jpeg/jpg/png format with high

resolution in the space specified for the same.

Requisites for Experience –

1. Doctors who have served under this State Government as House staff Or served under this State Government (Either regular or contractual) or have working experience in Private as Medical Practitioner:

A. The experience certificate must be issued by the Head of the Institution(s)/ Organisation(s)/ Clinical Establishment(s)/ Hospital(s) where the candidate has worked, in proper letterhead along with requisite seal/stamp, bearing Memo No. and Date of issue of such certificates.

B. The candidates possessing the relevant experience must select YES option (Radio Button) in the Experience section.

C. Candidates possessing more than 01(one) experience certificate should click “ADD ROW” button to provide the information of multiple experience certificates.

D. Tenure of any experience should be taken up to the last date of submission of application.

E. Candidates are requested to generate a single running PDF file containing all the relevant certificates of the aforementioned experience and then upload the documents in the “Upload Certificate” space provided for the same.

F. It is stated that the aforementioned experience is NOT MANDATORY.

J- Special Provision for SC/ ST/OBC/PWD(Persons with Disabilities):

Particulars and Certificates required:

(a) A candidate claiming to be S.C./S.T./O.B.C. must have a certificate in support of his/her claim from a competent authority of West Bengal as specified below [vide the west Bengal SCs and STs (Identification) Act, 1994 and SCs /STs Welfare Department order No. 261-TW/EC/MR-103/94 dated with B.C.W. Deptt. Order No. 6320-BCH/MR-84/10 dated 24.09.2010]:

- In the District, the Sub-Divisional Officer of the Sub-Division concerned, and
- In Kolkata, District Welfare Officer, Kolkata & ex-officio Jt. Director, Backward Classes Welfare Deptt., Govt. of West Bengal [No.2420-BCW/MR-61/2012 (Pt.) dated 12.07.13.

No claim for being a member of the SC, ST and OBC, or a Person with Disability shall be entertained after submission of the application

(b) The eligibility of a candidate for applying as Other Backward Classes (Category-A and Category-B), shall be guided by the following Notifications and any other subsequent Notifications if issued, by Backward Classes Welfare Department, Government of West Bengal, till the last date of submission of Online Application for this advertisement.

1. 917-BCW/MR-33/2025, dated 8th May, 2025
2. 1056-BCW/MR-33/2025(Pt. I), dated the 27th May, 2025
3. 1057-BCW/MR-38/2025, dated the 27th May, 2025
4. 1106-BCW/MR-33/2025, dated 3rd June, 2025
5. 1107-BCW/MR-38/2025, dated the 3rd June, 2025
6. 912/Secy/BCW, Dated 13.06.2025

However, the operation of the above mentioned Notifications will be subject to outcome of pending legal proceedings in the competent Court of Law and WBHRB shall abide by such order, if any, arising out of such legal proceedings.

(c) Persons with Disabilities (physically handicapped) must have a certificate from an appropriate Medical Board [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

(d) The West Bengal Health Recruitment Board (WBHRB) may require such further proof or particulars from the candidates as it may consider necessary and may make enquiries regarding eligibility. Original Certificates relating to citizenship (by registration), age, qualifications, caste (SC/ST/OBC), Physical disability shall have to be submitted when the WBHRB asks for them. If any candidate fails to furnish any certificate or any other relevant document or information relating to his/her candidature within the time specified by the Board, his/her claim for allotment may be passed over without further reference to him/her.

NOTE:

- **Persons with Disabilities (physically handicapped)[40% and above] must have a certificate from an appropriate Medical Board [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]**
- It may be noted that, as per Model 100-Point Roster issued by the Labour Department vide No. Labr/110-Emp/EC/1M-01/2025 date:13/06/2025, read with proforma for reporting vacancies received from the Health Service (MA) Branch of Health & Family Welfare Department, Govt. Of West Bengal; **total 49 vacancies [UR (PWD)-37, SC (PWD)- 12]**, reserved for PWD, in this advertisement, are for the following types of benchmark disabilities:

i) Roster point **12th Vacancy** in Model 100-Point Roster of vacancies- Unreserved (Persons with Disabilities- Blindness and Low Vision) : **13 vacancy.**

ii) Roster point **32nd Vacancy** in Model 100-Point Roster of vacancies- Scheduled Caste (Persons with Disabilities- Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy): **12 vacancy.**

iii) Roster point **42nd Vacancy** in Model 100-Point Roster of vacancies- Unreserved (Persons with disabilities- Deaf and Hard of Hearing): **12 vacancy.**

iv) Roster point **72nd Vacancy** in Model 100-Point Roster of vacancies- Unreserved (Persons with disabilities- Autism, intellectual disability, specific learning disability, mental illness and multiple disabilities): **12 vacancy.**

- Age Relaxation of candidates applying against PWD reservation are as furnished below: In terms of Notification No. 746-SW/IA-02/11 Dt. 28.02.2011 of Women and Child Development and Social Welfare Deptt., Govt. of W.B., the upper age limit for recruitment of Physically Challenged Persons to State Govt. Services and Posts or otherwise shall be 45 years provided they are otherwise suitable and possess the qualifications and capacity to perform duties and responsibilities attached to the post concerned, read with Finance (Audit) Department G.O. No. 10517-F, Dated 02.12.1980.
- Further, on a clarification whether a physically handicapped person belonging to other Backward Classes should get age relaxation for direct recruitment either as handicapped person or as a member of other Backward Classes, it has been clarified vide Memorandum No. 703-BCW/MR-105/95, Dated 13.02.2001 of Backward Classes Welfare Department, Govt. of West Bengal that a candidate shall be allowed relaxation in age limit either as a physically handicapped person or as a member of other Backward Classes whichever is advantageous to him/her.
- It is hereby informed that for the said advertisement such SC/ST/OBC Category-A/OBC Category -B/PWD candidates can also avail age relaxation even if vacancies against SC/ST/OBC Category -A/OBC Category -B/PWD categories are not available.
- It is further stated that the candidates who avail age relaxation as SC/ST/OBC Category -A/OBC Category -B/PWD candidates may be considered in the UR category of posts according to merit.

- **Special Provision for EWS(Economically Weaker Section):**

The benefit of reservation under EWS can be availed upon production of an income and asset certificate, issued by any of the following authorities in prescribed format as given in annexure-C of office memorandum no.: 325-PAR (AR)/3P-1/2019 dated 09/07/2019 of Personnel & Administrative Reforms Department, Administrative Reforms Cell.

1. District Magistrate /Addl. District Magistrate.
2. Sub Divisional Officer.
3. DWO, Kolkata for Kolkata Municipal Corporation Area.

The income certificate and asset certificate, so produced, to avail the benefit of reservation under EWS may subsequently be verified through proper channels and if the verification reveals that, the claim to belong to EWS is fake/false, the application will be rejected without assigning any further reason and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of fake /false certificate.

No Claim for being Economically Weaker Section (EWS), shall be entertained after submission of the application, if not already indicated at the time of online application.

All the other terms & conditions for reservation for EWS will be guided in pursuance of Memo No. - 325-PAR(AR)/3P-1/2019 dated 09/07/2019 of Personnel & Administrative Reforms Department, Govt. of West Bengal , read with notification No. 18-Emp(EC)/LABR-27011(20)/1/2020-EC Date- 07/02/2023 of Labour Department , (Exempted Category Cell).

K- Instruction to the candidate:

- **DEPARTMENTAL CANDIDATES ARE ELIGIBLE FOR THE POST. However, those already in regular government service, should not apply.**
- Mere empanelment shall not confer any right to be recommended and/ or appointed.
- The Board may decide to hold Written Examination or Computer Based Test (CBT), at any subsequent stages of the recruitment process, for either short listing of candidates for interview, or for preparation of Overall Performance List. Accordingly, the marks distribution pattern, mentioned in clause 'H' of this advertisement, may be changed, if such Written Examination or Computer Based Test (CBT) is conducted for recruitment to the above mentioned post.
- Candidates must fulfil the essential qualification at the time of submission of application. No degree or experience certificate issued after the last date of submission of application will be considered.
- In the event, the last date of submission of online application is extended for whatsoever may be the reason, no particulars and certificates and/ or qualification/experience (either essential or desirable) acquired during such extended period, shall be accepted.
- Candidate has to upload all the relevant documents (wherever applicable), preparing a single pdf file or take snap shots of all the relevant documents preparing a single image of jpeg/ png format with high resolution (**maximum size: 2 MB**) while applying in the website. Candidates are requested to upload the relevant documents in legible and readable format in the space provided for the same. If any document is uploaded in the space provided for the other one, the candidature may be rejected.
- Scanning of original copy of all the relevant documents will be taken into consideration.
- Candidate has to be careful that all the words/ marks in the uploaded documents shall be readable

clearly, otherwise such uploaded documents will not be accepted and candidature may be rejected.

- Applications received after the scheduled date and time for submission of application will be rejected.
- Address Proof: If Government ID Proof (i.e., Aadhaar Card/Voter Card/Driving License/Passport) is not available, then candidates may submit any certificate issued by the revenue office/ municipality/BDO Office/Panchayat Office as their present address.
- Photo: Recent colour front-facing passport size photograph with single colour background (60% of the photograph must be covered by face) must be uploaded.
- Signature: Full running signature in blue/black ball point pen on white blank sheet must be uploaded. No short signature/ initial will be entertained.
- No higher qualification without essential qualification shall be entertained.
- Candidates after uploading documents online may edit any information and upload documents till the last date of online submission. Every time a candidate has to log in and go through all the steps till final submission. No step can be skipped. Editing in any step may be done and other steps may be kept unchanged using the "SAVE" button in all the steps.
- **Edit Mode will remain active till final submission.**
- Clauses in the advertisements may be modified/added subsequently. In case of discrepancy, if any, decision of the Board will be final.
- Candidates are requested to follow the website of WBHRB regularly for further notice.
- Candidates are requested to be careful while filling in the information and uploading the documents. As the entire process is software based, sending documents through email or hard copies cannot be uploaded. Hence such request cannot be entertained.
- Candidature of a candidate shall be rejected forthwith for any error in documents submitted/ information filled in by the concerned candidate.
- In case, any of the statement made in the application subsequently found to be false within the knowledge of the candidates- his/her candidature shall be liable to be cancelled, and even if appointed to a post on the results of this examination his/her appointment shall be liable to be terminated. Wilful suppression of any material fact shall also be similarly dealt with.
- Candidates should take particular note that entries in their application submitted to the Board must be made correctly against all the items which shall be treated as final and **no alteration, addition or deletion in this regard shall be allowed after final submission of the application.** Application not duly filled in or found incomplete or defective in any respect or without fee shall be liable to rejection.
- Submission of more than one application is strictly forbidden.
- A candidate should note that his/her participation in the examination and/or interview process shall be deemed provisional subject to determination of his/her eligibility in all respects. If at any stage even after issuance of the letter of appointment a candidate is found in-eligible for admission to this Examination, his/her Candidature shall be cancelled without further reference to him/her.
- Canvassing: Any attempt on the part of candidate to enlist support for his/her application shall disqualify him/her for appointment.
- Applicants may take print-out of the application form for their record.

Note: -

Candidates are advised in their own interest to apply using Online Application Form, much before the closing date and not to wait till the last date to avoid congestion on Web-Server on account of heavy load on website.

Applications received in any form, other than Online Mode, will be rejected.

This advertisement has been issued in terms of Recruitment Rules vide Notification No. HF/O/GA/2979/W-113/13, Dated Kolkata, the 28.10.2016 of Government of West Bengal, Department of Health & Family Welfare, GA Branch.

Date: 07.08.2025

Sd/-
Secretary & Controller of Examinations

