

Memo No. 303/WBHRB/Advt.(Notice)/2021

Date:17.02.2022

NOTICE

(Physiotherapist Grade III)

Attention is hereby drawn to all the candidates who applied previously for the post of **Physiotherapist Grade III** vide **Advt. No. R/Physio/03/2021 dated 01.02.2021** that they are required to upload the relevant documents of the aforesaid examination and fill up relevant information on the website (www.wbhrb.in) from **18.02.2022(1pm)** to **25.02.2022(1 pm)**.

Main advertisement needs to be followed while filling up relevant information/uploading relevant documents.

Therefore, candidates are requested to upload the documents in on-line process in the way as appended below:

- 1. Age proof:** Admit card or Mark Sheet of Class X or MP or equivalent or any Government ID Proof (which one contains the Date of Birth of the candidate).
- 2. Age Relaxation:** Candidates asking for age-relaxation as per the Advt. must upload the relevant documents in the space provided for the same. Candidature shall be rejected if such claim of age relaxation is found incorrect and such candidate's age is NOT within the age limit without age relaxation. However, candidature shall NOT be rejected even if such claim of age relaxation is found incorrect BUT such candidate's age is within the age limit without age relaxation.
- 3. Address Proof:** If Government ID Proof (i.e. Aadhaar Card/Voter Card/Driving License/Passport etc.) is not available, then



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candidates may submit any certificate issued by the revenue office/ municipality/BDO Office/Panchayat Office as their present address.

4. **Photo:** Recent colour front-facing passport size photograph (60% of the photograph must be covered by face) must be uploaded.
5. **Signature:** Full running signature in white blank sheet must be uploaded. No short signature/ initial will be entertained.
6. **Caste/ PWD(40% and above):** If applicable

N.B:

- **Change in status of Caste/ Gender /Address/ Marital Status:** Those who want to change caste (For e.g: OBC-A) to General Caste must remember that all the information and documents to be filled in or uploaded are valid during the application period against the advertisement i.e. from 10.02.2021 to 19.02.2021(Before 8 PM). However, change from General category to any reserved category is not allowed.
- Those candidates who made mistake in selecting gender, address and marital status or who need to update/ modify while applying during 10.02.2021 to 19.02.2021 may update gender, address and marital status but no change in qualification is accepted.
- Candidates are requested to upload all the relevant documents /certificates with period/tenure ending on or before 19.02.2021 i.e. last date of submission of application as per the **Advt. No. R/Physio /03/2021 dated 01.02.2021.**



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- Whereas all the relevant documents /certificates issued after 19.02.2021 but period/tenure of such certificates/ documents ending on or before 19.02.2021 i.e. last date of submission of application are allowed.

7. Change of mobile number or email address:

- i) Candidates may change registered mobile number and email address after login using sms OTP/ e-mail OTP.
- ii) Through the website, candidates may change mobile number or email address after log in using OTP received in any of the Registered Mobile number or Email Address. However, those who have lost the mobile number as well as deactivated email account are requested to apply to this end in plain paper physically attending office of the WBHRB during **11 am to 4 pm** with all original documents to prove his/ her identity. Such application must contain application Registration No., Registered Mobile number, Registered Email Address, proposed new Email Address, proposed new mobile number, details of the identity proof shown.
- iii) The process of changing registered mobile number and Email Address shall take 24 clear working hours at the WBHRB end.

8. OTP (One Time Password):

Candidates will receive OTP to upload documents seamlessly if DND (Do Not Disturb) mode of mobile is deactivated.

9. Edit Mode :

Candidates after submitting documents online may edit any information and upload documents till the last date of online submission as per this Notice. 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 is activated for all the candidates even after final submission.

10. Proof of Essential Qualification:

The following documents must be uploaded as the proof of essential qualification:

A) Academic Marks:

Total **75** marks (Max.) has been allotted for **Academic Marks**.

- i) **“Only Physics, Chemistry & best of Mathematics or Biology in H.S (10+2) or Equivalent Examination”[Passed]: 25 marks(max.) is allotted.**

ESSENTIAL REQUISITES:

Only Physics, Chemistry & best of Mathematics or Biology will be accepted for calculation of percentage of marks for Higher Secondary or Equivalent Examination. Hence, candidates are requested to calculate the aforesaid 03(three) subjects and fill up the same in the space “Marks Obtained”.

Whereas in the space “Full Marks”, total full marks of that specific subjects need to be filled in.

N.B:

If mark sheet contains grade instead of marks, candidate has to substantiate the concerned conversion sheet issued by the marksheet issuing Authority/Institute in order to assess the percentages of marks (Only Physics, Chemistry & best of Mathematics or Biology)obtained by the candidate.

- ii) **“Diploma/ Bachelor Degree in Physiotherapy recognized by the Government of West Bengal”**: 50 marks (max.) is allotted.

ESSENTIAL REQUISITES:

- Candidates are requested to upload all years’ Mark Sheets of Diploma/ Bachelor Degree in Physiotherapy recognized by the Government of West Bengal including supplementary marksheets in the space provided for the same.
 - Marks obtained in the Diploma/ Bachelor Degree in Physiotherapy recognized by the Government of West Bengal should be filled in the space for “Marks Obtained”(all years) and grand total of full marks in respect of all total corresponding subjects should be filled in the space for “Full Marks”(all years).
- iii) **Internship certificate after completion of (Diploma/ Bachelor Degree in Physiotherapy recognized by the Government of West Bengal):**
- Candidates possessing Diploma/ Bachelor Degree in Physiotherapy recognized by the Government



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of West Bengal should upload the “Internship certificate after completion of Diploma/ Bachelor Degree in Physiotherapy recognized by the Government of West Bengal” mandatorily.

- Applications without Internship after completion of Diploma/ Bachelor Degree in Physiotherapy recognized by the Government of West Bengal is liable to be rejected

N.B:

- i) Candidates are requested to note that in qualification, H.S(10+2) or Equivalent Examination should be mandatorily filled up by all.
- ii) Candidates possessing Two years Diploma course / Bachelor Degree in Physiotherapy recognized by the Government of West Bengal should select the concerned field from the dropdown box in Qualification(in step 4).
- iii) Candidates possessing Two years Diploma course in Physiotherapy (marksheets to be attached) WITH internship certificate(certIFICATE to be attached) recognized by the Government of West Bengal:
Marksheets(all years) including supplementary marksheets along with internship certificate, must be attached generating a single pdf file or jpeg/jpg/png format with high resolution.

- iv) Candidates possessing Bachelor's Degree in Physiotherapy (marksheets to be attached) WITH internship certificate(certificate to be attached) recognized by the Government of West Bengal: **Marksheets(all years) including supplementary marksheets along with internship certificate, must be attached generating a single pdf file or jpeg/jpg/png format with high resolution.**
- v) In the column "Additional Attempt", candidates are requested to put "No" as no deduction of marks are there for additional attempt.

11. Experience Proof: The following documents will be considered as the proof of desirable experience:

- i) Experience as Physiotherapist in West Bengal State Govt. Service (Permanent/ Contractual) in **concerned field** will be taken into consideration
- ii) Therefore, **Candidate claiming for marks in experience should remember that experience in the concerned field will only be taken into consideration.**
- iii) Those candidates who do not have experience must select NO option (Radio Button) in the Experience section. Candidates possessing more than 01(one) experience certificate should click "**ADD ROW**" button to provide the information of multiple experience certificates. Tenure of any experience should be taken upto **19.02.2021**.

12. Documents uploading Format:



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While uploading documents online, candidates will be guided by the software about what type of documents (pdf/jpeg/jpg/png) are accepted.

i) **H.S:** Candidate must upload H.S mark sheet generating a single pdf file or jpeg/jpg/png format with high resolution.

- **Two years Diploma/ Bachelor Degree in Physiotherapy recognized by the Government of West Bengal:**

Candidate must upload all years' Mark Sheets of Diploma/ Bachelor Degree including supplementary marksheets along with internship certificate generating a single pdf file or jpeg/jpg/png format with high resolution.

ii) 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.

iii) Uploaded documents should be legible.

iv) Scanning of original or xerox copy of all the relevant documents will be taken into consideration.

v) 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.



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N.B:

- Short listing of candidates may be made before the Interview on the basis of academic scores OR on the basis of written test (if decided later) or both.
- Candidate has to upload all the relevant documents (wherever applicable), generating a single pdf/ jpeg/ png format while applying in the website.
- Candidate must upload all years' marksheets (Diploma/Degree) including supplementary marksheets along with internship certificate altogether generating a single pdf/ jpeg/ png format while applying in the website .
- Applications received after the scheduled date and time for submission of application will be rejected.
- Recent passport size photograph, Full running signature in white blank sheet to be uploaded.
- No higher qualification without essential qualification shall be entertained.
- Clauses in the advertisements may be modified/added subsequently. In case of discrepancy, if any , decision of the Board will be final.
- Marks obtained in written examination, if held, may be considered while preparing merit list.

13.Candidates are requested to follow the website of WBHRB regularly for further notice.

14.Main advertisement need to be followed while filling up relevant information/uploading relevant documents.



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15. 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 hardcopies cannot be uploaded. Hence such request cannot be entertained.
16. Candidature of a candidate shall be rejected forthwith for any error in documents submitted/ information filled in by the concerned candidate.

Sd/-
Secretary & Controller of the Examinations
West Bengal Health Recruitment Board