

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF HEALTH SERVICES, WEST BENGAL
INTERNAL AUDIT WING
INSTITUTE OF HEALTH & FAMILY WELFARE BUILDING, 1ST floor
GN-29, SECTOR-V, BIDHANNAGAR, KOLKATA-700091
eMail: sr.auditofficer.iaw@gmail.com

Recruitment Notice No. : HF/O/GA/W-142/2014/983

Date : 18/12/2025

RECRUITMENT NOTICE

Internal Audit Wing under A.A&V Branch of Directorate of Health Services, Government of West Bengal intends to engage 1 (one) Audit Officer from retired West Bengal Audit & Accounts Services (WBA & AS) Cadre within 64 years of age as on 01.12.2025 and having experience in Audit / Internal Audit in State Government offices through **Walk-In-Interview** to be held on **7th January, 2026** at the **Conference Room of WBSAPC&S, 1st Floor, Wing-B, Swasthya Bhawan, GN-29, Sector-V, Bidhannagar, Kolkata-700091.**

The initial appointment to the selected candidate will be for a period of 1 (one) year which is likely to be extended subject to satisfactory discharging of allotted duties and status of physical and mental health. The contractual engagement may be terminated on 1 (one) month notice from either side.

The details of the contractual Post/Position are as follows:

Name of contractual Post/Position	Audit Officer
Essential Qualification	1) Retired members of WBA&AS Cadre, 2) Experience in Audit/Internal Audit in State Government Offices
Age as on 01/12/2025	Not more than 64 Years
Remuneration	As per G.O vide No. 6472 - F(P2) dated 02/12/2019 of the Government of West Bengal.

Please visit for details in the website www.wbhealth.gov.in under **Recruitment menu**. The eligible candidates should appear in the **Walk-in-interview** for engagement of one contractual Audit Officer to be held on **7th January, 2026** at the venue as cited above between **11.00 A.M. to 2.00 P.M.** The eligible candidates should report on that day (i.e. 07/01/2026) at **10.00 AM to 11.00 A.M.** for document verification. The eligible candidates must bring following documents for verification at the Walk-in-interview.

- An application in white paper seeking contractual engagement addressing to **The Director of Health Services, Health & Family Welfare Department, Government of West Bengal, Swasthya Bhawan, GN 29, Sec – V, Bidhannagar, Kolkata – 700 091** as per Proforma attached with the Recruitment Notice.
- Original Photo Identity proof issued by the competent authority. A Xerox copy of the same, duly self attested, should be attached with the Application,
- Original Age proof Certificate. A Xerox copy of the same, duly self attested, should be attached with the Application,
- Documents regarding experience,
- Original Pension Payment Order. A Xerox copy of the same, duly self attested, should be attached with the Application.
- Medical Fitness Certificate from a Medical Officer attached with any Government Health Unit.


Director of Health Services
Govt. of West Bengal

**APPLICATION FOR THE POST OF AUDIT OFFICER (CONTRACTUAL) FROM RETIRED
WBA&AS OFFICERS IN INTERNAL AUDIT WING UNDER A.A&V BRANCH OF
DIRECTORATE OF HEALTH SERVICES, GOVT. OF WEST BENGAL**

To

The Director of Health Services,

Health & Family Welfare Department, Government of West Bengal,

Swasthya Bhawan, Wing - "A", 4th Floor,

GN-29, Sector - V, Bidhannagar, Kolkata - 700 091.

Sir,

*Affix recent
Passport Size
Photograph
duly self
attested.*

With reference to the Recruitment Notice vide No. HF/O/GA/W-142/2014/983 dated 18/12/2025 I beg to offer myself as a candidate for engagement as Audit Officer on contractual basis in the Internal Audit Wing under A.A&V Branch of your Directorate. I am submitting necessary particulars below as per Proforma for your kind consideration.

01.	Name of the Candidate (Block Letters)	
02.	Father's Name	
03.	a) Permanent Address b) Present Address	a) b)
04.	Mobile No.	
05.	eMail Address	
06.	Date of Birth (dd/mm/yyyy)	
07.	Age as on 1 st December, 2025	
08.	Date of retirement on Superannuation	
09.	Designation with name of the office at the time of Superannuation	
10.	Last Pay Drawn	
11.	Amount of Pension as per PPO	
12.	Qualifications: a) Educational b) Others, if any	a) b)
13.	Details of Posts held and Experiences (Please attach separate sheet, if required)	

I, *Name of Applicant*, do hereby declare that the above information as submitted by me is correct, true and valid.

Full Signature of the Applicant with date

NB: The Candidate must attach self attested copy of 1) Age Proof Document (Birth Certificate/Madhyamik Admit), 2) PPO, 3) Photo identity (Aadhaar/PAN/EPIC), 4) PAN, 5) Academic Documents, 6) Last Month Pay Slip and 7) Medical Fitness Certificate from a Medical Officer attached with any Government Health Unit.