



**Government of West Bengal
Office of the District Land & Land Reforms Officer
Paschim Medinipur.**

At – Keranitola, P.O. – Midnapur, Dist – Paschim Medinipur, PIN – 721101.

Telephone No. 03222-266602 Email ID :- dllro.mid@gmail.com / report.admlr@gmail.com

NOTICE

Dated. 03.07.24

NO. 85

Applications are invited from **only willing retired State Government Employees** age below 64 years for engagement as Clerk/Draftsman on Contractual Basis for a period of 01(one) year in the Land & Land Reforms Set-up, Paschim Medinipur district (Reference Memorandum No. 10935-F(P) dt. 05.12.2011 of the Finance Deptt., Govt. of W.B.

Particulars of post is given below:

Sl. No.	Name of post	No. of post	Age	Consolidated remuneration
1.	Clerk	01(One) on contractual basis	Below 64 years as on 01.07.2024.	Rs. 10,000/- (Rupees Ten thousand) only per month
2.	Draftsman	01(One) on contractual basis	Below 64 years as on 01.07.2024.	Rs. 12,000/- (Rupees Twelve thousand) only per month

Willing candidates may submit their application (in the format attached with this notice) along with self attested documents within 10.07.2024 between 11.00 A.M. to 5.00 P.M. on all working days (excluding holidays) either by hand or by post so as to reach on or before 5.00 P.M. on 10.07.2024. Application received beyond due date and time will not be considered. Authority will not be liable for any postal delay. Walk-In- interview of eligible candidates will be held on 12.07.2024 at 11.00 A.M. in the chamber of the undersigned.

All the eligible candidates are hereby instructed to come within 10.00 A.M. sharp on that day i.e. 12.07.2024 for scrutiny and documents verification with their Original Documents.

No TA and DA is admissible for appearing at the interview.

Mere submission of application for the post does not confer upon the applicant the right to be called for selection test. The decision of the authority in this matter shall be final and binding upon all concerned.

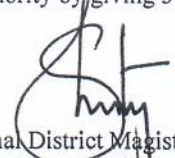
Documents (Photocopy of self attested documents to be attached with the application form)

1. One copy of LPC issued by the last office from where the applicant retired and PPO issued by the AGWB, Kolkata.
2. Residential proof.
3. Proof of Age (Admit card/ Certificate of M.P. Examination/Pan Card/ Aadhar Card etc.)
4. Medical Fitness Certificate issued by Govt. Medical Practitioner.
5. Envelope should be superscripted with "Application for the post of Clerk/Draftsman".
6. Two copies recent passport size photo.

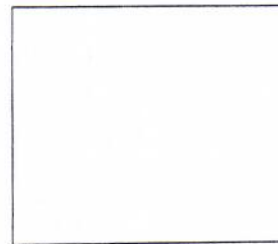
Terms and conditions of Eligibility:

1. The candidates must be a retired State Govt. employee with experience of working in similar post.
2. The candidates to be engaged on contractual basis will have to discharge the duties and responsibilities of the clerk assigned by the superior authority from time to time.
3. The candidates will have the liberty to leave his/her contractual engagement after giving 30(thirty) days notice in writing. Similarly this engagement may be terminates at the discretion of the authority by giving 30 (thirty) days notice in writing.

Encl : Format of Application.


 Additional District Magistrate &
 District Land & Land Reforms Officer,
 Paschim Medinipur.
 Additional District Magistrate &
 D.L. & L.R.O., Paschim Medinipur

APPLIICATION FOR RE- EMPLOYMENT



To
The Additional District Magistrate
&
District Land & Land Reforms Officer
Paschim Medinipur

Sub :- Prayer for Re-Employment for the post of Clerk/Draftsman in L.R. Set up.

Sir,

My Bio-Data is furnished below for your kind consideration for Re-Employment / Contractual appointment .

1. Name (in Block Letters)
2. Father's Name
3. (a) Permanent Address
(As per P.P.O)
(b) Present Address
4. Contact No.
5. (a) Date of Birth
(b) Age as on 01.07.2024
6. (a) Date of Superannuation.....
(b) Designation at the time of Superannuation :.....
7. Experience :-
In L&LR set up (if any)
Mention office name with period last attended
i).....
ii).....
8. Whether medical fitness certificate attached: Yes/ No
9. Whether any Departmental Proceedings
Drawn against , if yes , whether any penalty imposed: Yes/ No

I do hereby declare that the above information as submitted by me are true to the best of my knowledge and belief .

Enclosure :

1. Copy of P.P.O
2. Character Certificate (if available)
3. Medical fitness certificate (Original)

Date :-.....

Yours faithfully,

(Signature of the applicant)