

Government of West Bengal
Office of the District Magistrate & Collector, Murshidabad
General Establishment Section

NOTICE _06/2024-Estt.

Applications are invited from suitable retired employees on contractual basis for recruitment to the post of Retired Contractual Clerk of State Govt./Central Govt./Ex-serviceman etc. in the Office of the District Magistrate & Collector, Murshidabad and Sub-divisional Offices and Block Offices of this district.

Sl. No.	Name of the Post	No. of Vacancies
1.	Retired Contractual Clerk	72

The details of Qualification, Experience, last date of submission of application form, interview date and mode of interview required for the above posts are given in **Table-I**. The re-employment on contractual basis will be governed by the standard terms and conditions contained in the Finance Department No. 10935-F(P) dated 05.12.2011 duly amended time to time and as per the provisions in the Recruitment Rules. The terms and conditions of contract appointment will be as per the provisions of the Notification of the Finance Department and Recruitment Committee in this regard.

Application on contract basis should be made in the format as per **Table-II**. Candidates applying for appointment on contract basis may send their application along with copies of certificates in support of their educational/ professional qualifications and experience alongwith P.P.O. directly to the **Office of the District Magistrate & Collector, Murshidabad, Cantonment Road, P.O. & P.S.- Berhampore, Dist. Murshidabad, Pin.- 742101 (Room No. - 208)**.

The last date for submission of applications is **21st February, 2024 up to 4:00 PM.**

Encl: As stated above.


**Additional District Magistrate (General),
Murshidabad**

Memo. No. 91/1(39)/Estt.-FN-31

Dated, Berhampore, the 06.02.2024

Copy forwarded for information & taking necessary action to :

- 1-5) The Sub-Divisional Officer, Sadar / Jangipur / Lalbagh / Domkal / Kandi, Murshidabad. He is requested to inform all the BDO's under his jurisdiction.
- 6) The Nezarat Deputy Collector, Murshidabad Collectorate.
- 7) The District Information & Cultural Officer, Murshidabad with request for publication of employment notice **Annexure-I (copy enclosed)** in two daily newspaper 'BARTAMAN' Bengali and 'TIMES OF INDIA' English in minimum expenses column/page within **07.02.2024 positively** and intimate to the undersigned alongwith paper cutting of such advertisement.
- 8-33) The Block Development Officer, (All), Murshidabad.
- 34) The D.I.O., N.I.C., Murshidabad. He is requested to circulate the same in the official website (www.murshidabad.gov.in) time to time.
- 35) The CA to DM for kind appraisal of the District Magistrate, Murshidabad.
- 36-39) The CA to ADM(G)/ADM(D)/ADM(LR)/ADM(ZP), Murshidabad.


**Additional District Magistrate (General),
Murshidabad**

Table-I

Sl. No.	Name of the Post & Remuneration	Qualifications & Experience
1.	Retired Contractual Clerk (Rs. 10,000/- consolidated remuneration)	For Contractual Retired Govt. employee possessing the following qualifications and experience. (a) Knowledge in Clerical works, English drafting;

Note 1 : A walk-in-interview on basic knowledge in Clerical works at the Office of the District Magistrate & Collector, Murshidabad for Engagement of 72 (seventy-two) Retired Employees on Contractual basis in the Murshidabad district (for a period of one year). This engagement is purely on temporary basis and renewable after one year subject to his satisfactory performance in service.

Note 2 : The upper age limit for retired eligible employees for engagement on contract basis should not exceed 64 years under any circumstances.

Note 3 : Application form should be entertained to those employees who have retired on or before 31.01.2024. Preference will be given to the applicants who are superannuated in the recent past.

Note 4 : Applicants should be physically fit and mentally alert, Medical Fitness Certificate from the medical practitioner is required in this regard.

Note 5 : Filled up Application Form will be collected at the Office of the District Magistrate, Murshidabad, General Establishment Section (Room No. - 208) up to 04:00 P.M. in each week days.

Note 6 : Last date for submission of applications is 21.02.2024 up to 4:00 P.M.

Note 7 : Date of walk-in-interview is fixed on 22.02.2024 & 23.02.2024 at 11-00AM in Murshidabad Collectorte (Room No. 208).

Note 8 : Candidates should bring original copy of PPO or Release order (in case non-receipt of PPO) from his last working place and photo Identity proof positively. Candidate should asked to keep in touch with the official website www.murshidabad.gov.in / e-mail/ whatsapp after the last date of submission of application form on regular basis.

Note 9 : The vacancy position shown is tentative. The office reserves the right to fill or not to fill any of the vacancies shown above in the Notice.


For District Magistrate
Murshidabad

Table-II

To
The District Magistrate & Collector,
General Establishment Section,
Murshidabad

Affix
Recent
Stamp Size
Photograph

Sub. : Prayer for Re-Employment to the Post of Retired Contractual Clerk in Murshidabad
Collectorate/ Sub-Divisions/ Block offices of the District.

Ref : Advertisement Notice No. 06/2024 , Date 06.02.2024.

Sir,

My Bio-Data is furnished below for consideration for Contractual Clerk.

1. Name of the Applicant :
2. Father's Name :
3. Permanent Address :
4. Present Address: :
5. Contact No. (Preferably whatsapp) :
6. E-mail ID. (Mandatory) :
7. Date of Birth :
8. Age (as on 01.01.2024) :
9. Sex :
10. Educational Qualification :
11. Date of Superannuation (Attach copy of P.P.O.) :
12. Designation at the time of superannuation :
13. Experience :-
 - a) Whether any knowledge in computer : Yes / No
 - b) Mention Office name with date last attended :
14. Whether Medical fitness certificate attached : Yes / No

Encl: 1. Self attested copy of PPO.
2. Self attested Aadhar Card.
3. Self attested Edu. Qua. Certificate.

Signature of the Applicant
Name :
Date:

(No fields in the Application Form left blank and should be filled up in capital letter)