



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE: JALPAIGURI  
(Establishment Section)

No. 65 /Estt.

Date: 10.11.2023

**NOTICE**

It is for general information to say that some post of Clerk (in the rank of LDC) is going to be filled up by the District Administration, Jalpaiguri on contractual basis for one year on consolidated remuneration. The interested person may apply in prescribed proforma from 21/11/2023 to 08/12/2023. The terms and condition for the aforesaid engagement are as follows:-

**QUALIFICATION REQUIRED**

1. The applicant should have to be a retired Govt. / Govt. undertaking / PSU employee not below the rank of Group "C".
2. The applicant should not attain the age of 64 years as on 31st March'2024.
3. The applicant must have the knowledge or basic computer skill.
4. The applicant should be physically fit & mentally alert.

**NECESSARY PAPERS TO BE SUBMITTED**


1. Application in prescribed proforma published hereunder.
2. Proof of date of birth (Attested photocopy).
3. Supporting documents in respect of last pay received before retirement and details of monthly pension being received per month (Attested photocopy).
4. A medical certificate from a registered medical practitioner with regards to physical fitness & mental alertness.
5. Residential certificate from SDO/BDO with Photo.
6. Voter Card (Attested photocopy).
7. Pan card / Aadhar Card (Attested photocopy).
8. Two recent passport size photographs.
9. Supporting testimonials in respect of working experience.

**TERMS & CONDITION OF ENGAGEMENTS**

1. The engagement would purely be on contractual basis for one year.
2. Monthly remuneration would be Rs.10000.00 or the remuneration would be the amount, which will stand after calculation made on basis of G.O. No-3951-F dated-27/05/2009 for fixing the remuneration of a reemployed employee.
3. If in near future just after the engagement someone is to be incapable or working due to physical fitness or mental alertness, his/her contract would be treated as null and void.
4. DM, Jalpaiguri reserves full right to terminate the contract at any time without showing any reasons whatsoever.

**RECRUITMENT PROCEDURE**

1. Recruitment process will involve test of basic compute proficiency followed by viva voce.
2. The application will be received on and from 21.11.2023 to 08.12.2023 in offline mode at the establishment section, office of the District Magistrate, Jalpaiguri.
3. The NOTICE for recruitment / Schedule of Examination / Final list of selected candidate will be published on the District website [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in).


  
Additional District Magistrate(G)  
Jalpaiguri

Memo No. 406/1(27)/Estt.

Date: 10.11.2023.

Copy forwarded for white publication & display in office Notice Board along with prescribe proforma for application:-

1. The Additional District Magistrate(ZP), Jalpaiguri
2. The D.L.& L.R.O., Jalpaiguri.
3. The Additional District Magistrate(B.C.D), Jalpaiguri
4. The Additional District Magistrate(D), Jalpaiguri
5. The P.D., DRDC, Jalpaiguri
6. The P.O. cum D.W.O., BCW, Jalpaiguri
- 7-8. The S.D.O. Sadar/Mal, Jalpaiguri
9. The District Information & Cultural officer, Jalpaiguri
10. The D.I.O., NIC, Jalpaiguri
- 11-19. All Block Development Officer, Jalpaiguri
- 20-22. The Treasury Officer, Jalpaiguri Treasury-I/Treasury-II & Mal Treasury.
23. C.A. to District Magistrate, Jalpaiguri
24. Office Notice Board
25. Press for Publication
26. Copy for uploading to official website
27. Spare Copy

  
Additional District Magistrate(G)  
Jalpaiguri