

NOTICE

Memo No. 554(RM)/ESH/DLELRO/msd/25

Date: 12/02/2025

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

Particulars of the post is given below:

Sl. No.	Name of Post	No. of Post	Age (as on 01/03/2025)	Consolidated Remuneration
1	Clerk / Amin	60 (Sixty) on Contractual Basis	Below 64 Years	Rs.10000/- (Rupees Ten Thousand only per month)

Willing candidates may submit their application (in the format attached with this notice) along with self-attested documents on all working days in working hours either by hand or by post, so as to reach the office of the undersigned on or before 5.00 P.M. on **03/03/2025**.

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 **12/03/2025** from 11 A.M onwards in the conference hall of the office of the undersigned.

All the eligible candidates are hereby requested to come within 10.00 A.M. on that day i.e. 12/03/2025 for scrutiny and documents verification with their Original Documents.

No T.A and D.A 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 (Photocopies of documents with self attested 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 Govt. Authority concerned.
2. Residential proof.
3. Proof of Age (Admit card/ Certificate of M.P. Examination/Pan Card/ Aadhar Card etc.)
4. Envelope should be superscripted with **"Application for Re-Employment to the post of Clerk/Amin in L.R. Setup, Murshidabad"**.
5. Two copies recent passport size photo.

Terms and conditions of Eligibility:


1. The candidates must be a retired Govt. employee with experience of working in similar /upper post.
2. The candidates to be engaged on contractual basis will have to discharge the duties and responsibilities of the Clerk / Amin assigned anywhere in this district by the superior authority from time to time.
3. The candidates will have the liberty to leave his/her contractual engagement after giving 15(fifteen) days prior notice in writing. Similarly, this engagement may be terminated at the discretion of the authority by giving 15 (fifteen) days prior notice in writing.

Encl : Format of Application.

Additional District Magistrate and
District Land & Land Reforms Officer,
Murshidabad.

Copy forwarded for information to :

1. C.A. to the Director of Land Records & Surveys and Joint Land Reforms Commissioner, West Bengal, 35, Gopal Nagar Road, Alipore, Kolkata-27 for perusal.
2. C.A. to the District Magistrate & Collector, Murshidabad to take measures for wide circulation among all the State Govt. Offices of this district for depiction at Notice Boards.
3. P.A. to the Additional District Magistrate (General), Murshidabad for perusal.
4. The Deputy District Land & Land Reforms Officer, Murshidabad.
5. The Sub-Divisional Officer, Berhampore / Lalbagh / Domkal / Kandi/ Jangipur to take measures for depiction at office Notice Boards.
6. The Block Development Officer (All) of the district of Murshidabad to take measures for depiction at office Notice Boards.
7. The Sub-Divisional Land & Land Reforms Officer, Berhampore / Lalbagh / Domkal / Kandi/ Jangipur in the district of Murshidabad to take measures for depiction at office Notice Boards.
8. The Officer-in-Charge, Land Management Training Centre (LMTC), Murshidabad to take measures for depiction at office Notice Boards.
9. The Block Land & Land Reforms Officer (All) of the district of Murshidabad to take measures for depiction at office Notice Boards.
10. The District Information Officer, NIC, with the request to upload the documents to the District Website.


Additional District Magistrate and
District Land & Land Reforms Officer,
Murshidabad.

APPLICATION FOR RE-EMPLOYMENT

To
The Additional District Magistrate and
District Land & Land Reforms Officer
Murshidabad

Photo

Sub:- Prayer for Re-employment to the post of Clerk / Amin in L.R Setup, Murshidabad

Sir,

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

1. Name (in Block Letters).....
2. Father Name.....
3. (a) Permanent Address.....
(b) Present Address.....
4. Contact No.....
5. (a) Date of Birth.....
(b) Age as on 01.03.2025.....
6. (a) Date of Superannuation.....
(b) Designation at the time of Superannuation.....
7. Experience:-
In L & LR Setup (if any)
Mention office name with period last attended
i).....
ii).....
Computer Knowledge (Yes /No).....
8. 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

Date.....

Yours faithfully,

(Signature of the applicant)