



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR  
PURBA MEDINIPUR :: TAMLUK  
(Establishment Section)

Memo No. : 225 / Estt.

Dated : 26/4/2017

To  
The District Informatics Officer,  
National Informatics Centre,  
Purba Medinipur.

**Sub. : Publication of a Notice regarding recruitment of retired employees on contractual basis in the portal of [www.purbamedinipur.gov.in](http://www.purbamedinipur.gov.in).**

As per order of the Finance Department Memo no. 10935-F(P) dated 05.12.2011, applications are invited from interested and eligible retired Govt. employees for filling up vacant posts (Gr. C) on contractual basis (Age should be below 64 Yrs. as on 14.05.2017, i.e., DOB of the applicant should be on or after 15.05.1953.)

**Date of Walk-in-Interview : 14.05.2017. (Sunday)**

**Reporting Time : 14.05.2017. - 9:30am at DM's Conference Hall, 2<sup>nd</sup> floor, Administrative Building, Tamluk, Purba Medinipur for submission of application form and verification of documents.**

- i. Documents to be furnished.
  - a. Filled in Application in plain paper (format given) along with recent photograph to be submitted on the date of walk-in-interview.
  - b. Photocopy of Pension payment order (original PPO to be showed at the time of verification)
- ii. Walk- in- interview shall comprise of
  - a. Hands on test on basic knowledge of computer –MS word, MS Excel and type test.
  - b. Drafting of Note Sheet / official letter.
  - c. Personality test.

Applicants should be physically fit and mentally alert. Qualified candidates are likely to be posted in the District Headquarter, Sub Divisional Headquarters, Block Development Offices of this district. Consolidated remuneration for the said post shall be Rs 10,000/- per month.

The Selection Committee holds the right to reject /accept the application of any applicant, without assigning reason thereof.

  
For District Magistrate  
Purba Medinipur.

**Application Format (for recruitment to Clerical Posts on Contractual basis, under District  
Magistrate & Collector, Purba Medinipur)**

*(To be submitted on the date of Interview)*

**To**  
**The District Magistrate & Collector,**  
**Purba Medinipur.**



Respected Madam,

In response to the advertisement published on ....., I would like to present myself as an applicant for the vacant post of Gr.-C staff (on Contractual Basis) under your establishment.

- 1. Name of Applicant : .....
- 2. Father/ Husband's Name : .....
- 3. Address in Full : .....
- a) Present Address : .....
- b) Permanent Address : .....
- 4. Mob. No. : .....
- 5. Email ID (optional) : .....
- 6. Date of Birth : .....
- 7. P.P.O. No. : .....
- 8. Designation at the time of retirement : .....
- 9. Designation and address of last employer : .....
- 10. Years of Service : .....
- 11. Knowledge of Computer (Whether familiar with MS-Office or similar application software) : .....
- 12. Working experience (brief description) : .....

Yours faithfully,

Date : .....

..... ( Signature)

Place : .....