



Government of West Bengal
Office of the District Magistrate & Collector, Paschim Bardhaman
Kanyapur, Asansol, PIN 713305
Phone No. 0341-2257377/78, Fax – 0341-2257379, E-mail: dmpaschimbardhaman@gmail.com
(Establishment Section)

Memo No. 318 /Estt.

Dated: 24/10 /2017

To
The Commissioner,
Asansol Municipal Corporation
G. T. Road, Near Asansol Station More
P.O. Asansol
Dist. Paschim Bardhaman
Pin Code: 713301



Subject: Uploading the NOTICE and APPLICATION FORMAT in connection with
“Walk-in-Interview” for engagement of CCA for this District.

Sir,

A Walk-in-Interview for engagement of Contractual Clerical Assistant in this Collectorate has been scheduled on 25-11-2017.

You are therefore requested kindly make arrangement to upload the enclosed NOTICE and APPLICATION FORMAT in your office website by 26-10-2017.

A soft copy of the same is also annexed herewith.

Encl: As stated

Yours faithfully

Addl. District Magistrate (G)(I/C)
Paschim Bardhaman



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NOTICE

WALK-IN-INTERVIEW

A Walk-in-interview for engagement of Contractual Clerical Assistants (from Retired Govt. Employees) will be held as per schedule below:-

Sl. No.	Name of Post	No. of vacant posts	Consolidated Contractual Remuneration	Last Date for submitting application	Place of reporting, date & time for walk-in-interview	Eligibility Criteria
1	2	3	4	5	6	7
1	CCA	60	Rs. 10,000/- (Rupees Ten thousand per month) only	10-11-2017 by 5 PM (Drop Box)	'Katha' Meeting Hall, In front of Asansol TV Tower and adjacent to former ADM office, Asansol on 25-11-2017 at 11 AM	Age: Below 62 years as on date of publication of this Notice of Walk-in-interview. Qualification: Madhyamik or equivalent Knowledge of Computer (MS Word & Excel): Desirable Eligibility: Should be Retired Government Employee Preference: Candidates residing in the District of Paschim Bardhaman will be given preference.

Application: The duly filled in Application Form shall be submitted along with self-attested photocopy of the following documents to the District Magistrate & Collector, Paschim Bardhaman in an enclosed envelope, to be dropped at the boxes kept at the office chamber of the Senior Deputy Collector, Paschim Bardhaman, 2nd Floor of 'Samabay Bhawan', Vivekananda Sarani (Senraleigh Road) Near Kalyanpur Housing More, Asansol 713305 and at the chamber of the Sub-Divisional Officer, Durgapur, City Centre, Durgapur.

Documents: (1) Proof of Date of Birth (2) Proof of the ordinary residence (certificate issued by G.P. Pradhan / Chariman of Municipality / Mayor, Municipal Corporation / SDO / BDO / EPIC / Aadhar (3) PPO / Pension document (for retired employees) (4) Experience Certificate from the last employer (5) Proof of Educational Qualification (6) Knowledge of Computer (desirable) (7) One Passport size photo to be pasted on prescribed application format.

(Note: Original copies of the above documents shall be brought for verification on the date of Walk-in-interview)

Contd.....2

-:2:-

The Selection will be made by a District Level Selection Committee. Order and Decision of the Committee as regards selection and posting anywhere in the Paschim Bardhaman District shall be final and binding on all concerned.

No TA/DA is admissible for appearing at the Walk-in-Interview for engagement in the post(s).

For Application Format and detailed information please log on to <http://www.bardhaman.nic.in> or <http://www.asansolmunicipalcorporation.org> or www.durgapurmunicipalcorporation.org or www.addaonline.in please see the 'Notice Board' of District Magistrate's office of Paschim Bardhaman & Purba Bardhaman, S.D.O's Durgapur, ADDA, Asansol Municipal Corporation, Durgapur Municipal Corporation, District Land & Land Reforms Officer's office, Asansol Durgapur Police Commissionerate's office & also at Head Post Office, Asansol.

Last Date for submission of application (in the box): 10-11-2017 up to 5 P.M. except on Saturday, Sunday & NI Act Holidays.

For any assistance, please write to e-mail: esttpaschimbdn@gmail.com or contact over (0341) 2253111

Encl: 1 Application Format

Date: 26/10/2017


District Magistrate & Collector,
Paschim Bardhaman

APPLICATION FORMAT FOR THE POST OF CCA
(FOR RETIRED GOVERNMENT EMPLOYEE)

**Affix Passport
size photograph**

To,
The District Magistrate & Collector, Paschim Bardhaman
(Establishment Section)

- 1) Name in full (in block letter) : _____
- 2) Father's / Husband's Name : _____
- 3) Full Residential Address with Pin Code : _____

- 4) Last Post held before retirement : _____
- 5) Name & Address of Office/Department : _____
- 6) P P O NO. : _____
- 7) Last Pay Drawn : _____
- 8) Education Qualification : _____
- 9) Other Qualification : _____
(Computer & others, if any)
- 10) Date of Birth (in Christian era) :

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- 11) Date of retirement :

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- 12) Experience : _____
- 13) Last Place of Posting (Office name) with:
Designation
- 14) Name of Department : _____
- 15) Mobile No. : _____

Dated: _____

Full Signature of the Applicant
(with date)

(Note: Original documents to be produced at the time of interview and attested photocopies to be submitted with the application)