

Government of West Bengal
Office of the District Magistrate & Collector,
Burdwan

NOTICE

SELECTION TEST-CUM-WALK- IN – INTERVIEW

A Selection Test-cum-Walk-in-Interview for engagement of **CONTRACTUAL CLERICAL ASSISTANTS** (from Retired employees) will be held as per schedule below :-

Sl. No	Name of Post	No. of vacant post	Consolidated Contractual Remuneration	Date, Time and place of Reporting for verification of candidature	Place of reporting & time for selection test-cum-walk-in-interview	Eligibility criteria
1.	2.	3.	4.	5.	6.	7.
1	CCA	23 (Eight posts by Feb, 2016 and the rest posts (15) by Sept. 2016 as per vacancy accrued)	Rs. 10,000/- (Rupees Ten thousand) p.m. only.	02/02/2016 from 09 AM to 11 A.M. at the Conference Hall of Minority Affairs, Burdwan (Treasury Building, 3 rd Floor, Court Compound, Burdwan)	RTC Hall, Court Compound, Burdwan from 1100 AM onwards on 02.02.2016.	Age: Below 62 years as on date of publication of this Notice of selection test-cum-walk in interview. Qualification : Madhyamik or equivalent. Knowledge of Computer : MS Word & Excel Eligibility : Should be Retired Government Employee Preference : Candidates residing in Burdwan district 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, Burdwan in an enclosed envelope, to be dropped at the box kept at the chamber of Office Superintendent, First Floor of New Administrative Building, Court Compound, Burdwan..

Contd.....2

Documents:

1) Proof of Date of Birth 2) Proof of the ordinary residence (certificate issued by G.P .Pradhan / Chairman of Municipality / Mayor, Municipal Corporation / SDO / BDO / EPIC 3) PPO / Pension document (for retired employees) 4) Experience Certificate from the previous employer. 5) Proof of Educational Qualification. 6) knowledge of computer (optional), 7) one Passport size photo to be pasted on application.

(**Note** : Original copies of the above documents shall be brought for verification on the date of Selection Test-cum-Walk-in-Interview).

The selection will be made by a District Level Selection Committee. Order & decision of the Committee as regards selection and posting anywhere in the Burdwan district shall be final and binding on all concerned.

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

For application format and detailed informations please log on to <http://www.bardhaman.nic.in> or please see the 'Notice Board' of District Magistrate's Office, Burdwan (Establishment Section). New Administrative Building(1st floor), Burdwan.

Last date for submission of application (in the box) 29/01/2016 upto 2 p.m. except on Saturday, Sunday & NI Act Holidays.

Encl :- 1 Application Format.

Date- _____/2016

District Magistrate & Collector,
Burdwan

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



To
The District Magistrate & Collector, Burdwan
(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. PPO No.
: _____

7. Last Pay drawn
: _____

8. Educational Qualification: _____

9. Other Qualifications (Computer & others)

10. Date of birth :

--	--	--	--	--	--	--	--	--

11. Date of retirement : _____

12. Experience :

13. Last Place of posting (Office name) with
designation: _____

14. Name of Department :

15. Mobile No. _____

Date :

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.)