

Details for recruitment to the Group 'C' Post (Clerical Service) on contractual basis from the Retired Govt. Employees.

1. Educational Qualification For the said post. : M.P. or Equivalent from the recognized Board/University.
2. Age Limit As on 01.02.2018 : Not beyond 64 years of age
3. Name of Post. : Group 'C' Post (Clerical Service)
4. Remuneration : Consolidated Pay @ Rs. 10,000/- Per Month
5. Terms & Condition :
 - 1) Contract for 1(one) Year likely to be renewed upto 65 Yrs. of age as per vacancy.
 - 2) Having basic knowledge of Computer (MS Word, Excel, Power Point etc.) with type writing.
 - 3) Having Knowledge (in English and Bengali) for Drafting Note sheet .
 - 4) If any body working in any office / Institute should be submitted the N.O.C. form head of the office or Institute.
6. All the documentary evidence should be brought for verification at the time of interview .
7. Whether mentally or Physically fit for the Job.
8. One copy of colour Photo duly attested to be pasted in the application form.
9. Application must be submitted on the date of interview (i.e. before starting of interview) with the supporting documents dully self attested documents viz. i) PPO,s copy ii) Age Proof certificate iii) Educational Certificates.
10. Any application form which is incomplete in nature shall be rejected.
11. Date of Interview fixed on 16.02.2018 at 11.30 am at the office chamber of ADM (Genl.) Malda Collectorate , Malda.
12. Procedure for recruitment: First Computer type test and Note sheet writing, then interview.

R. S. Ghosh
31/1/18

Additional District Magistrate(G)
Malda.