



GOVERNMENT OF WEST BENGAL
OFFICE OF THE COMMISSIONER, MEDINIPUR DIVISION
AT- KERANITOLA, HOSPITAL ROAD, PO- MIDNAPORE, DIST- PASCHIM MEDINIPUR, PIN- 721 101.

Phone No.03222-264813/ Fax No. 03222-264813/ e-mail:- divcom.medinipur2021@gmail.com

NOTICE

Applications are invited from the willing retired State Government Employees for engagement as Lower Division Clerk & Peon on Contractual Basis for a period of 01 (One) year in the Office of the Divisional Commissioner, Medinipur Division, Medinipur, Paschim Medinipur.

Particulars of Posts are given below:

Sl. No.	Name of the Post	No. of Posts	Age	Consolidated remuneration
1.	Lower Division Clerk.	01 (One) on contractual basis.	Not above 62 years as on 01.07.2022	Rs. 10,000/- (Rupees Ten thousand) only per month.
2.	Peon.	01 (One) on contractual basis.	Not above 62 years as on 01.07.2022	Rs. 8,000/- (Rupees eight thousand) only per month.

Willing candidates may submit their application (in the format attached with this notice) along with self attested documents within **28.09.2022** between **12 NOON to 4.00 PM** on all working days (excluding holidays) either by hand or by post so as to reach on or before **4 PM on 28.09.2022**. 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 **29.09.2022** at **11 AM** in the chamber of the Assistant Commissioner, Medinipur Division, (1st Floor Room No. 205, O/o Divisional Commissioner, Medinipur Division, at Keranitola Hospital Road, Dist.- Paschim Medinipur, Pin - 721 101, West Bengal, beside DL & LRO Office).

All the eligible candidates are hereby instructed to come within 9.30 AM sharp on that day i.e. 29.09.2022 for scrutiny and documents verification with their Original Documents.

No TA and DA 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 (photocopy of self attested documents 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 AGWB, Kolkata.
2. Residential proof.
3. Proof of Age (Admit Card / Certificate of M.P. Examination / Pan Card / Aadhar Card etc.)
4. Medical fitness certificate issued by Govt. Medical Practitioner.
5. Envelope should be superscripted with "**Application for the post of LDC / Peon**".
6. 2 copies recent passport size photo.

Terms and conditions of Eligibility:

1. The candidates must be a retired State Govt. employee with experience of working in similar post.
2. The candidates to be engaged on contractual basis will have to discharge the duties and responsibilities of the LDC / peon assigned by the superior authority from time to time.
3. The candidates will have the liberty to leave his / her contractual engagement after giving 30 (thirty) days notice in writing. Similarly this engagement may be terminated at the discretion of the authority by giving 30 (thirty) days notice in writing.

Enclo: Format of Application.

Divisional Commissioner
Medinipur Division

Memo No. 348 /DC/Med.Divn.

Date: 09/09/2022

Copy forwarded to the:

1. District Magistrate – Paschim Medinipur / Purba Medinipur / Jhargram / Bankura / Purulia, with the request to kindly arrange for wide circulation of the same in his / her jurisdiction and also uploading the same in their respective District Portal.
2. District Information and Cultural Officer, Paschim Medinipur, with the request to make an arrangement to publish the abridge notice (copy enclosed) in news papers as per norms stated in **Memo No. 10935-F (P) dated 05.12.2011** i.e. at least two news paper (one in English and One in Bengali) having wide circulation on **13.09.2022**.
3. P.S. to Commissioner, Medinipur Division.
4. Office NOTICE BOARD.


Assistant Commissioner
Medinipur Division

**Format of application for the post of LDC & Peon in the office of the Divisional
Commissioner, Medinipur Division.**

Sir,

I hereby apply for the post of LDC / Peon Office of the Divisional Commissioner, Medinipur Division in response to your Notice No. _____ Dated _____. My particulars are given below for your kind consideration.

1. Name in full (in Block letters) :
2. Complete postal address. :
3. Mobile No. :
4. Date of birth :
5. Age as on 01.07.2022 :
6. Education Qualification
(mention year) :
7. Post held at the time of retirement :
8. Last pay scale/pay level at the time
of retirement. :
9. Last basic pay at the time of retirement :
10. Date of retirement. :
11. Name of Office from where retired. :
12. Fitness Certificate (from Registered
Govt. Practitioner to be produced with
The applicants). :
13. Pension Granted Yes/No. :
14. PPO No. Date (copy of PPO duly
attested to be enclosed) :
15. Nature of job performed before
retirement, in brief. :

**Self attested
Photograph.**

Yours faithfully,

Signature of Applicant with date.