



OFFICE OF THE DISTRICT MAGISTRATE
& COLLECTOR, PASCHIM MEDINIPUR

Memo No: 546/2022-23,

Dated, the 7th Aug, 2022

Recruitment Notice of Retired State Govt. Employee for UCC

Applications are invited for engagement of 1 (One) In Charge of UCC (Unique clearance Centre), 1 (One) Assistant and 1 (One) data entry operator and another Group-D employees on contract basis (for 1 year) from eligible retired State Gov. employees from Land & Land reforms Department, for smooth functioning of the Unique Clearance Centre (UCC) Set up at Collectorate office, Paschim Medinipur.

The details are as under:

Sl. No.	Posts	Upper Age Limit	Eligibility criteria	Selection procedure	*Remuneration
1	1 (One) In-Charge of UCC	62 Years as on 01/01/2022	Retired Revenue Officer Gr-II State Gov. Employee (Accountant), Medical fitness certificate is compulsory.	25 Marks computer Test & 25 Marks Interview.	Rs. 12,000/-
2	1 (One) Assistant		Retired Revenue Inspector, State Gov. Employee (LDA), Medical fitness certificate is compulsory.	25 Marks computer test & 25 Marks Interview.	Rs 10,000/-
3	1 (One) Group-D		Retired State Gov. Employee from Land & Land reforms Department, (Group-D), Medical fitness certificate is compulsory.	20 Marks Interview.	Rs. 8,000/-
4	1 (One) Data entry operator.		Good practical experience in computer application with at least 45 words per minute typing speed.	25 Marks computer test.	Rs 10,000/-

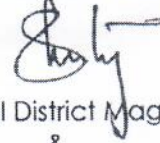
Remuneration as per rate stated above or last pay minus pension, whichever is less, under the pay-head of accounts "2210-04-101-001-V-o2".

Desiring candidates may send their applications in the attached prescribed format only along-with attested (self) photocopies of all testimonials including proof of age, 1st appointment letter, Joining letter & PPO of Gov. service, Last Pay slip, voter photo ID card, Aadhar Card under Registered Post/Speed Post or drop applications personally in the specific boxes placed at the Office of the Additional District Magistrate & District Land & Land Reforms Office, Paschim Medinipur, within 31/08/2022 within 05:00 p.m. positively.

The category of post should be superscripted in the Capital letters on the top of the left side of the envelope.

Only valid candidates (based on the verification of all documents) will be called for Interview /Computer test. List of the valid candidates and date of Computer test / Interview will be published in the website www.paschimmedinipur.nic.in

A panel will be prepared for posting in future vacancy if any within next one year.



Additional District Magistrate
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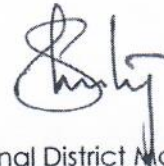
District Land & Land Reforms Office, Paschim Medinipur.

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Copy forwarded for information and taking necessary action to the:-

- 1) ~~DIO~~ DIO, NIC, Paschim Medinipur with a requested to publish the Engagement notice in the website www.paschimmedinipur.nic.in.
- 2) System Coordinator, IT Cell, Dept. of MSME & T, 4, Abanindranath Tagore Sarani 8th Floor, Camac St, Kolkata, West Bengal 700016 Kolkata with a requested to publish the Engagement notice in msmet.wb@gmail.com.



Additional District Magistrate
&

District Land & Land Reforms Office, Paschim Medinipur,

Application form

Post:

Bio-Data form
(To be filled in by the candidate in BLOCK LETTER)

1. Name of the Candidate:
2. Father's/Guardian's Name:
3. Date of birth:/...../..... (DD/MM/YYYY)
4. Caste & Categories:
5. Address:



Address for communication:

Permanent Address:

P.O:

P.O:

P.S:

P. S:

PIN:

PIN:

District:

District:

6. Contact Number:.....Email-id.....

7. Academic Qualification:

Examination	Board/University	Year of Passing	Marks Obtained	Out of Total Marks	% of Marks(Excluding Additional marks)
Madhyamik or Equiv.					
H.S. or Equiv.					
Graduation					
Post Graduation					

8. Desirable experience in Govt. Sector (must have appointment letter, Joining letter and PPO):

Sl. No.	Date of entry in Govt. service (dd/mm/yy)	Designation during joining	Date of retirement in Govt. service (dd/mm/yy)	Designation during retirement	PPO

Full Signature of the Candidate

Declaration

I hereby solemnly declare that the information furnished above are based on material records and are true to the best of my knowledge and belief. If any information furnished or any part of it is found to be incorrect then I understand that my candidature for contractual recruitment of the post of In-Charge of UCC / Assistant / Group-D/ Data entry operator is liable to be cancelled without any further information to me.

Date & Place. -

Signature of the Applicant.