



Government of West Bengal  
Office of the District Magistrate & Collector, Paschim Bardhaman  
Kanyapur, Asansol, PIN 713305  
Phone No. 0341-2253111, Fax – 0341-2254242, E-mail: [dmpaschimbardhaman@gmail.com](mailto:dmpaschimbardhaman@gmail.com)  
(Establishment Section)

Memo No : 156/Esh

Dated : 24/04/2025

### NOTIFICATION

A Walk-in-Interview including viva is going to be arranged for re-employment of retired govt. employees as Clerical Assistant (CCA) on contractual basis for Paschim Bardhaman District Land Department in terms of approval of the Finance Department, Govt. of West Bengal vide No. 1835-F(P) dated 28-03-2017 in accordance with the govt. norms and conditions delineated in the Memorandum of the Finance Department, Govt. of West Bengal vide No. 10935-F(P) dated 05-12-2011.

Name of Post	No. of vacant posts	Consolidated contractual remuneration	Date of Selection	Place of reporting, date & time for walk-in-interview	Eligibility Criteria
Contractual Clerical Assistant (CCA)	08 (Eight)	Rs. 10,000/- p.m. (Ten thousand)	17/05/2025	Chamber of ADM(G), Paschim Bardhaman on 17/05/2025 at 11 AM.	<p><b>Age</b> : Below 64 years as on date of publication of this Notification</p> <p><b>Qualification</b> : Madhyamik or equivalent</p> <p><b>Knowledge of computer</b> : (MS Word &amp; Excel) desirable</p> <p><b>Eligibility</b> : Should be retired govt. employee</p> <p><b>Preference</b> : Candidates residing in the District of Paschim Bardhaman</p>

**Application :** The duly filled in Application Form shall be submitted along with self-attested photocopy of the following documents at the time of appearing in the Walk-in-Interview on the scheduled date and time.

**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 / 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 recent photograph to be pasted on prescribed Application Form.  
(Note : Original copies of the above stated documents shall be brought for verification on the date of Walk-in-Interview)

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 in the Walk-in-Interview and viva for engagement in the post (s).

For application format please log on to <http://www.paschimbardhaman.gov.in> and please see the Notice Board of the District Magistrate's Office, Paschim Bardhaman. For any assistance, the applicant may write to e-mail : [esttpaschimbdn@gmail.com](mailto:esttpaschimbdn@gmail.com).

District Magistrate & Collector,  
Paschim Bardhaman

**APPLICATION FOR THE POST OF CONTRACTUAL CLERICAL ASSISTANT (CCA)**  
**(FOR RETIRED GOVERNMENT EMPLOYEE)**



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

Affix passport size  
photograph

Sir,

With due respect, I would like to inform you that I want to offer myself as a candidate for the post of Contractual Clerical Assistant (CCA) being a retired govt. employee. My particulars are given below for your kind perusal for considering me as a candidate for the same.

- |      |   |   |   |  |  |  |  |  |  |  |  |
|------|---|---|---|--|--|--|--|--|--|--|--|
| (1)  | Name in full (in block letters)                         | : | _____   |  |  |  |  |  |  |  |  |
| (2)  | Father's Name / Husband's Name                          | : | _____   |  |  |  |  |  |  |  |  |
| (3)  | Full residential address with pin code                  | : | _____<br>_____<br>_____   |  |  |  |  |  |  |  |  |
| (4)  | Last post held before superannuation                    | : | _____   |  |  |  |  |  |  |  |  |
| (5)  | Name & address of Office/Department                     | : | _____<br>_____<br>_____   |  |  |  |  |  |  |  |  |
| (6)  | P.P. O. No.   | : | _____   |  |  |  |  |  |  |  |  |
| (7)  | Last Pay Drawn  | : | _____   |  |  |  |  |  |  |  |  |
| (8)  | Educational Qualification                               | : | _____   |  |  |  |  |  |  |  |  |
| (9)  | Other Qualification<br>(Computer & others, if any)      | : | _____   |  |  |  |  |  |  |  |  |
| (10) | Date of Birth (In Christian era)                        | : | <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> |  |  |  |  |  |  |  |  |
|      |   |   |   |  |  |  |  |  |  |  |  |
| (11) | Date of retirement (superannuation)                     | : | <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> |  |  |  |  |  |  |  |  |
|      |   |   |   |  |  |  |  |  |  |  |  |
| (12) | Experience (if any)                                     | : | _____   |  |  |  |  |  |  |  |  |
| (13) | Last place of posting (Office Name)<br>with designation | : | _____   |  |  |  |  |  |  |  |  |
| (14) | Citizenship   | : | _____   |  |  |  |  |  |  |  |  |
| (15) | Caste   | : | _____   |  |  |  |  |  |  |  |  |
| (16) | Contact No. / Mobile No.                                | : | _____   |  |  |  |  |  |  |  |  |

Dated:

\_\_\_\_\_  
[Full Signature of the Applicant]  
(with date)

**(Note: The original documents are to be produced at the time of interview and attested photocopies are to be submitted with the application).**