

Government of West Bengal
Department of Urban Development and Municipal Affairs
(Municipal Affairs Branch)
"NAGARAYAN", 6th Floor,
DF -8, Sector - 1, Salt Lake, Kolkata -700 064

No. 334/ UDMA-15011(20)/3/2023-LS-MA SEC

Dated, the 4th day of May, 2023

From: Deputy Secretary to the Govt. of West Bengal

To: All District Magistrates,

P.O. -, Dist.-

Sub: Inviting applications for the posts of Executive Officer of Municipality on contractual re-employment basis from retired WBCS (Exe.) officers or other State Government Officers.

Sir/Madam,

In reference to the subject cited above, I am directed to inform you that the Department of Urban Development and Municipal Affairs has published a notice vide Memo No. 333/ UDMA-15011(20)/3/2023-LS-MA SEC dated 04.05.2023 inviting applications for the posts of Executive Officer of Municipality on contractual re-employment basis from retired WBCS (Exe.) officers or other State Government Officers.

I am, therefore, directed to forward herewith the copy of the Memo No. 333/ UDMA-15011(20)/3/2023-LS-MA SEC dated 04.05.2023 of this Department with the request to arrange for wide publicity of the same.

Yours faithfully,



04.05.2023

Deputy Secretary to the
Government of West Bengal

Encl : As stated above.

No. 334/1(8)/UDMA-15011(20)/3/2023-LS-MA SEC

Dated, the 4th day of May, 2023

Copy forwarded for information to:-

- 1) Senior Special Secretary, Urban Development and Municipal Affairs Department.
- 2) Special Secretary (Estt. Wings), Urban Development and Municipal Affairs Department.
- 3) Financial Advisor, Urban Development and Municipal Affairs Department.
- 4) Director, State Urban Development Agency.
- 5) Director of Local Bodies, West Bengal.
- 6) P.S. to Hon'ble Minister-in-Charge, Urban Development and Municipal Affairs Department
- 7) Sr. P.S. to Principal Secretary, Urban Development and Municipal Affairs Department.
- 8) Section Officer, IT & e-Gov. Cell, Urban Development and Municipal Affairs Department.

- With the request to arrange for uploading the same in the departmental website.



04.05.2023

Deputy Secretary

Government of West Bengal
Department of Urban Development & Municipal Affairs
(Municipal Affairs Branch)
NAGARAYAN, 6th Floor,
DF-8, Sector-I, Salt Lake City, Kolkata-700064

No.333/UDMA-15011(20)/3/2023-LS-MA SEC

Dated : 04.05.2023

NOTICE

Applications are invited for the posts of Executive Officer of Municipality on contractual re-employment basis from retired WBCS (Exe.) officers or other State Government Officers enjoying at least unrevised scale of pay of Rs. 8000/- - 13500/- corresponding to Level 16 (Rs. 56100/- - Rs.144300/-) of Pay Matrix under WBS (ROPA) Rules, 2019, at the time of their retirement from Government service on superannuation.

The applications are to be addressed to the Principal Secretary, Department of Urban Development & Municipal Affairs, Government of West Bengal, Nagarayan, 5th Floor, DF-8, Sector I, Salt Lake, Kolkata– 700064.

Applicants, if selected, may be appointed as Executive Officer on contractual re-employment basis in any Municipality in the State of West Bengal.

2. Selection Procedure:

Interview of the applicant will be conducted by the Departmental Selection Committee at Nagarayan, 6th Floor, DF 8, Sector I, Salt Lake, Kolkata– 700064. Date of Interview will be informed to the applicants via email/ Speed Post and will be notified in the website of the Department of Urban Development & Municipal Affairs, Government of West Bengal www.wburbanservices.gov.in

Based on the result of the interview, a panel of shortlisted applicants will be drawn up from which appointment to the post of Executive Officer in municipalities will be given for specific tenure whenever vacancy arises and the contractual tenure may be renewed for further period on the basis of the performance but he shall not hold office beyond 65 years of age.

However, mere submission of application or appearance for interview does not guarantee the appointment or bind the authority to offer appointment.

3. Contractual Remuneration:

The officer selected for appointment to the post of Executive Officer of Municipality will be entitled to draw usual pension and also relief on pension and other allowances, if any, with his pension, as admissible in terms of this Department's Memorandum No. 625/MA/O/C-4/2P-1/2020 dated 06.07.2020.

4. Age:

Age should not be more than 62 years as on 01.01.2023.

5. Documents to be submitted:

The following documents should be submitted along with the application:

1. Self Attested copy of Photo Identity Card.
2. Copy of PPO.

6. Mode of application:

The application alongwith the duly filled prescribed format in Annexure – I given with this notice, complete in all respect, to be sent along with the documents mentioned above at the following address : -


Principal Secretary,

**Department of Urban Development & Municipal Affairs, Government of West Bengal,
Nagarayan, 5th Floor, DF 8, Sector I, Salt Lake, Kolkata – 700064.**

Scanned copies of the application and supporting documents (only PDF format) may also be e-mailed to the ID : eoselection2023@gmail.com.

7. Last date of application:

The last date of receipt of application is **19th May, 2023 up to 05.30 pm**. Any application received after due date/without necessary information or documents will not be considered.


04.05.2023

Deputy Secretary to the Government of West Bengal

PROFORMA

1	Name (in block letters)	:	
2	Residential Address	:	
3	Contact Number	:	
4	E-mail ID	:	
5	Educational Qualification	:	
6	Date of Birth	:	
7	Date of entry into Government Service	:	
8	Cadre/Service belonging to	:	
9	Date of Superannuation from Government Service	:	
10	Length of Service into Group "A" post	:	
11	Scale of pay /pay level in the pay matrix at the time of retirement	:	
12	Basic Pay	:	
13	Working history in brief	:	
14	Post/Designation stand at the time of retirement	:	
15	Whether any court case or allegation of misconduct involving vigilance angle or disciplinary/criminal proceedings has been initiated or penalty has been imposed against the officer during last 10 years (if so, details to be furnished)	:	

DECLARATION

I certify that the foregoing information is correct and complete to the best of knowledge and belief and nothing has been concealed/distorted. If at any time I found to have concealed/distorted any material information; my appointment shall be liable to summary termination without notice.

PASSPORT SIZE

PHOTOGRAPH

Place :

Date :

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(Signature of Applicant)