

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

No. 664/UDMA-11014/11/2021-COMM(UDMA)

Dated : 26.11.2024

**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.

**As per available vacancy, 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 applicants, those who have submitted applications in proper manner, will be conducted by the Departmental Selection Committee at Nagarayan, 6<sup>th</sup> Floor, DF 8, Sector I, Salt Lake, Kolkata-700064. Date and time 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](http://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 shall not hold office beyond 65 years of age.

**However mere submission of application or appearance for interview does not guarantee the appointment or bound 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 the contractual remuneration in terms of this Department's Memorandum No. 625/MA/O/C-4/2P-1/2020 dated 06.07.2020.

**4. Age:**

**Age should be not more than 62 years as on 01.01.2024.**

**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 in plain paper along with duly filled in **prescribed format in Annexure – I given** with this notice, complete in all respect, and the documents mentioned above to be sent by post at the following address : -


**Secretary,**

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

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

**7. Last date of application:**

**The last date of receipt of application is 12<sup>th</sup> December, 2024 up to 05.30 pm. Any applications received after due date & time/without necessary information or documents will not be considered.**

  
26.11.2024

**Joint Secretary to the Government of West Bengal**

**Annexure - I****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 against the officer during last 10 years (if so, details to be furnished)	:	

**DECLARATION**

1. 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.
  
2. I shall not withdraw my candidature after appearing in the interview before of the Departmental Selection Committee.

**Place :**

**Date :**

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**(Signature of Applicant)**

