

To
The District Magistrate & Collector,
Jalpaiguri.

Sub : Application for the post of Retired Driver on contractual basis .

Madam,

With reference to the above matter, I am offering myself as a candidate and furnishing the Bio-data below for your kind information and taking necessary action.

Yours faithfully,

(Signature)

Name (in Block Letters)

RESUME

1. Name (in Block letters) : _____
2. Father's Name : _____
3. (a) Present Residential Address
(Including Mobile No.) : _____
4. Educational Qualification : _____
5. Date of birth : _____
6. Age as on 31st Oct 2017 : _____
7. Date of Entry in Govt. Service : _____
8. Cadre/Service belonging to : _____
9. Date of Superannuation : _____
10. Scale of Pay (on retirement) : _____
11. (a) Basic Pay (on retirement) : _____
(b) HRA drawn if any (on retirement) : _____
12. (a) If the spouse is in Govt. service
Name of office with complete address. : _____
(b) HRA drawn by the spouse : _____
(c) Whether any Govt. accommodation :
Is provided in the name of spouse : _____
13. Name of the Department at the
Time of retirement : _____

Affix a recent Passport
Size Self-attested color
Photograph here

(Please Turn Overleaf)

14. Working history in brief

: _____
:
:
:
:

I do, hereby declare that the above statement are true. I am physically and mentally fit and I am ready to render services at any office/section in Jalpaiguri District as will be entrusted by the District Magistrate & Collector, Jalpaiguri.

Date :

(Signature)

Note : **Please enclose self-attested copies of PPO, Qualification, age proof & Certificate of Past Service Records.**

OFFICE USE

Checked :

(Signature)

Guideline of Recruitment

QUALIFICATION REQUIRED

1. The applicant should be a retired driver.
2. The applicant should not be more than of 64 years as on 31st Oct. 2017.
3. The applicant should be physically & mentally fit.

NECESSARY PAPERS TO BE SUBMITTED

7. Application in prescribed proforma published hereunder.
8. Proof of date of birth (Attested photocopy).
9. Supporting documents in respect of last pay received before retirement and details of monthly pension being received per month (Attested photocopy).
10. A medical certificate from a registered medical practitioner with regards to physical fitness & mental alertness.
11. Supporting testimonials in respect of working experience.
12. Copy of P.P.O.

TERMS & CONDITION OF ENGAGEMENTS

4. The engagement would purely be on contractual basis for six month.
5. Monthly remuneration would be Rs. 8000.00 (eight thousand) per month.
6. DM, Jalpaiguri reserves full right to terminate the contract at any time without showing any reasons whatsoever.

RECRUITMENT PROCEDURE

5. A viva test viva-versa.
6. The top scorer would be empanelled for recruitment.
7. The viva-versa for recruitment will be held on 09/11/2017 at 11 A.M. at the chamber of ADM(G).
8. The NOTICE of recruitment / schedule of Examination / Final list of selected candidate would be published on the District Website.