



Memo No. 548 (En)/Estt./DL&LRO/Msd/26,

Date: 16/02/2026

Applications are invited from willing retired Government employees only, below 64 years of age, for engagement to the posts of Clerk & Amin/Draftsman (Field posts) on Contractual Basis for a period of 01(one) year in the Land & Land Reforms Department Set-up, Murshidabad district (in reference to Memorandum No. 10935-F(P) dt. 05.12.2011 of the Finance Department, Government of West Bengal and may be renewed at the discretion of the competent authority, subject to prevailing rules and norms.

For the temporary engagement, preference shall be accorded to candidates under Domkal Sub-Division, subject to fulfillment of eligibility criteria and existing norms.

Particulars of the post is given below:

Sl. No.	Name of Post	No. of Post	Age (as on 01/01/2026)	Consolidated Contractual Remuneration
1	Clerk & Amin/Draftsman	40 (forty) on Contractual Basis	Below 64 Years	Rs.10000/- (Rupees Ten Thousand only per month)

Willing candidates may submit their applications (in the prescribed format attached with this notice) along with self-attested documents on all working days in working hours either by hand or by post, so as to reach the office of the undersigned on or before **5.00 P.M. on 24/02/2026**.

Applications received after the due date and time will not be considered. The authority shall not be responsible for any postal delay.

Selection of eligible candidates by the duly constituted Selection Committee will be held on **27/02/2026** from 11 A.M onwards in the conference hall of the office of the undersigned.

All eligible candidates requested to report within 10.00 A.M. on said date i.e. 27/02/2026 for scrutiny and verification of original documents. No T.A and D.A will be admissible for appearing in the selection process.

Submission of an application does not confer any right upon the applicant to be called for the selection process. The decision of the authority in this regard shall be final and binding upon all concerned.

Documents (to be attached self attested photocopies)

1. One copy of LPC issued by the last office from where the applicant retired and PPO issued by the competent Government authority.
2. Residential proof.
3. Proof of qualification.
4. Envelope must be superscripted with "**Application for Re-Employment to the post of Clerk & Amin/Draftsman Land & Land Reforms Department Set-up, Murshidabad district**".

Terms and conditions of Eligibility:


1. The candidate must be a retired Government employee with experience of working in a similar or higher post.
2. The candidate engaged on a contractual basis will have to discharge the duties and responsibilities of the Clerk & Amin/Draftsman as assigned by the competent authority anywhere within the district from time to time.
3. The candidate may leave the contractual engagement by giving 15 (fifteen) days' prior notice in writing. Similarly, this engagement may be terminated by the authority at its discretion giving 15 (fifteen) days' prior notice in writing.

For details and to download the application form, please visit on www.dllromsd.org or contact Establishment Section, Office of the District Land & Land Reforms Officer, Murshidabad.

Additional District Magistrate and
District Land & Land Reforms Officer,
Murshidabad.

Copy forwarded to :

1. The Director of Land Records & Surveys and Joint Land Reforms Commissioner, West Bengal, 35, Gopal Nagar Road, Alipore, Kolkata-27 for perusal.
2. The District Magistrate & Collector, Murshidabad for perusal.
3. The Additional District Magistrate (General), Murshidabad for perusal.
4. The Director, Sainik Welfare Dept. & Secretary, Rajya Sainik Board, Block 'IV' (First Floor), Writers' Buildings, Kolkata- 700001 for information and necessary action.
5. The Sub-Divisional Officer, Berhampore / Lalbagh / Domkal / Kandi/ Jangipur to take necessary measures.
6. The Deputy District Land & Land Reforms Officer, Murshidabad for information.
7. The Sub-Divisional Land & Land Reforms Officer, Berhampore / Lalbagh / Domkal / Kandi/ Jangipur in the district of Murshidabad to take necessary measures.
8. The Block Development Officer (All) in the district of Murshidabad to take necessary measures.
9. The Officer-in-Charge, Land Management Training Centre (LMTC), Murshidabad to take necessary measures.
10. The Block Land & Land Reforms Officer (All) in the district of Murshidabad to take necessary measures.
11. The District Information & Cultural Officer, Murshidabad with the request to publish the notice in two widely circulated daily newspaper (one in Bengali and another in English) by 18/02/2026.
12. The District Informatics Officer, NIC, with the request to upload the notice alongwith application format to the District Website.
13. The Secretary, Zila Sainik Board, Murshidabad, 7/A, Barrack Square, P.O.- Berhampore, Murshidabad, PIN-742101 (WB) for information and necessary action.
14. The H.A., office of the DL&LRO, Murshidabad for information.


Additional District Magistrate and
District Land & Land Reforms Officer,
Murshidabad.

Application Proforma for Re-Employment

(In terms of W.B. Finance Dept. G.O. No. 10935-F(P), dated 05.12.2011)

Affix recent
passport size
photograph
with self
attested

To,

The Additional District Magistrate and
District Land & Land Reforms Officer,
Murshidabad.

Subject: Application for Re-employment on Contractual Basis.

1. Name in Full (Block Letters)
2. Father's / Husband's Name
3. Date of Birth
4. Age (as on 01/01/2026)
5. Full Residential Address with Pin Code
6. Contact Number & Email ID
7. Last Post Held before Superannuation
8. Name & Address of Office/Department retired from
9. Date of Retirement (Superannuation)
10. P.P.O. Number (Attach Photocopy)
11. Last Pay Drawn (Basic Pay + Grade Pay)
12. Educational & Other Qualifications
13. Experience/Past Service Records (Brief)
14. Whether any Vigilance/Disciplinary case is pending

Declaration:

I hereby certify that the information provided above is true and complete to the best of my knowledge. I understand that any false information or suppression of facts may lead to the cancellation of my candidature or termination of contractual engagement without notice.

Date: _____

Place: _____

(Full Signature of the Applicant)

Mandatory Documents to Attach

- Self-attested copy of **P.P.O.**
- Copy of **Release Order** from the previous authority.
- **Age Proof** (Madhyamik Admit Card or equivalent).
- Affix recent passport-size **photograph** (Self-attested).