



Government of West Bengal
Department of Water Resources Investigation & Development
Office of the Project Director, West Bengal Accelerated Development of Minor Irrigation Project
ICMARD Building, Block- 14/2, Scheme- VIII (M), 5th Floor, Ultadanga, Kolkata —700 067.
Telephone: 033-2356-7546/48/49 Fax: 033-23567547 Email ID: pdwbadmip@gmail.com

NOTIFICATION

Memo No.: 13/ Estt. / SPMU / WBADMIP / 2025

Dated: 07/01/2025

Applications are invited from the eligible desirous retired Government Officers under Govt. of West Bengal not below the rank of Section Officer of Secretariat Service below the age of 64 (sixty four) years having good service records and physically fit for re-engagement as **Assistant Administrative Officer** at State Project Management Unit (SPMU), Kolkata on contractual basis to deal with the establishment matter of West Bengal Accelerated Development of Minor Irrigation Project (WBADMIP) in pursuance of approval of the Finance Department (Group P2) vide their UO. No. 23 dated 17.12.2024.

The details of criteria, remuneration, vacancies and period of engagement along with prescribed application format are available in the official web site of WBADMIP under Water Resources Investigation & Development Department, Govt. of West Bengal i.e. www.wbadmip.org as well as in two newspaper, one in Bengali 'The Sangbad Pratidin' (all edition in West Bengal) and one in English 'The Times of India' (West Bengal edition) to be published on 08.01.2025.

The filled in application should reach to the Project Director, WBADMI Project, ICMARD Building, Block- 14/2, Scheme- VIII (M), 5th Floor, Ultadanga, Kolkata —700 067 within 15 days from the date of issue of the advertisement. Application received thereafter shall not be entertained.

Sd/-
Project Director
WBADMI Project

The details of name of the Post, criteria, remuneration, no of vacancies and age limit are in below:

Name & Number of Post	Mode of selection	Remuneration	Essential criteria	Upper age limit as on 01.01.2025	Place of posting
"Assistant Administrative Officer" <u>1(one) post</u>	Interview	As per extant rule of re-employed State Govt. Pensioner Vide No 6472-F(P2) of Finance Department (Audit) dated 02.12.2019.	Retired Government Officer under Govt. of West Bengal not below the rank of Section Officer of Secretariat Service.	64 years	State Project Management Unit (SPMU), Kolkata

INSTRUCTIONS FOR APPLICANTS:

Only Citizen of India can apply:-

- Interested candidates are requested to apply as per the enclosed application form (Annexure-B) complete in all respect along with copies of all testimonials duly self-attested and submit the same to the "**Project Director, WBADMI Project, ICMARD Building, Block- 14/2, Scheme- VIII (M), 5th Floor, Ultadanga, Kolkata —700 067**" in sealed envelope super scribing "**Application for the post of Assistant Administrative Officer, SPMU**" by registered/speed post/in person within 15 days from the date of issue of the advertisement. Application received thereafter shall not be entertained. Authority will not be responsible for any kind of delay.
- Last date of submission of application : **up to 5.00 PM on 22.01.2025**
- Shortlisting would be done based on qualification, percentage of marks, experience, age etc. Shortlisted candidates will be informed through their respective e-mail id as available in the submitted information for interview along with date & time and venue etc. and they have to appear on schedule date and time with all relevant documents in original for final verification of the same before appearing in the Interview.



During verification, if any discrepancies or falsifications are found between the submitted documents and the original documents, the candidature will be outright rejected.

4. The contractual engagement shall be made initially for a period of 1(one) year or till the end of the project whichever is earlier. The period of re-engagement may be extended subject to satisfaction performance of the employee concerned and he or she must not exceed beyond the age of 65 years.
5. The retired employees against whom a Vigilance Case or any Disciplinary Proceedings or Criminal Prosecution is contemplated or pending or who has been penalised for misconduct during the period of 5(five) years preceding his or her retirement will not be considered for re-engagement.
6. Retired employees having expertise in Establishment/Accounts/Recruitment/Service condition related matters, and basic computer knowledge (MS Office, e-mail etc.) will be given preference.
7. The consolidated remuneration of the engaged retired employee shall be fixed as per extant rule of re-employed State Govt. Pensioner Vide No 6472-F(P2) of Finance Department (Audit) dated 02.12.2019.
8. Retired employee must have served as an employee under Govt. of West Bengal, holding a rank not below that of Section Officer of Secretariat Service prior to retirement.
9. The re-engaged Officer has to discharge such duties and in such a manner, as may be prescribed time to time by the Project Director, WBADMI Project.
10. The period of engagement shall not be counted as Government service for the purpose of pension and any other retirement benefit /financial benefit.
11. The retired employee so engaged shall not be eligible for being engaged under any other establishment of Government or under any Institution during his/her engagement period in this Project.
12. The re-engaged officer shall be subject to and abide by the prescribed Conduct Rules (West Bengal Govt. Servants Conduct Rules, 1959) applicable to the Government servant and liable to be proceeded against for their misconduct, omissions and commissions as per the provisions. The contractual engagement may be terminated at any time by the competent authority due to unsatisfactory performance of the re-engaged officer by giving one month notice and in case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without prior notice. In case the re-engaged officer desires to resign from the engagement, she/he shall do so by giving one month's notice in writing to the competent authority.
13. The authority reserves the discretion of conducting interview with a view to select successful candidate for the respective post. Any dispute regarding recruitment will be decided by the Project Director.
14. The competent authority reserves the right to reject any/all applications without assigning any reasons thereof what so ever.
15. Shortlisting or receiving message/email/letter for the interview must not be treated as appointment for the respective post.
16. The applicants may browse the WBADMIP website from time to time for additional information (if any).
17. The recruitment process can be modified/ cancelled/ postponed/ suspended/ terminated without any prior notice assigning any reasons at any stage.

Sd/-
Project Director
WBADMI Project