



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT LAND & LAND REFORMS OFFICER,  
ALIPURDUAR**

DOORS KANYA (4<sup>th</sup> Floor), P.O- ALIPURDUAR COURT, DIST- ALIPURDUAR, PIN-736122.  
E-MAIL- [apd.dllro@gmail.com](mailto:apd.dllro@gmail.com)

Memo No. **650** /Estt./SSP/DLLRO(APD)/2022

Dated **13**.05.2022

**RECRUITMENT NOTICE**

Applications are invited for engagement on purely temporary and contractual basis of 01 (one) Software Support Personnel (SSP) for the Office of the A.D.M & D.L & L.R.O, Alipurduar. The Professional Fee /Remuneration (Consolidated) will be applicable as per the Order of the Finance Deptt., Audit Branch, Govt. of West Bengal vide G.O No. 5859-F(Y) dtd. 22.07.2013 and related amendments vide G.O No. 1032-F(P2) dated 08.02.2019 of the Finance Deptt., Audit Branch, Govt. of West Bengal.

Sl. No.	Vacant Post / Designation	Minimum Qualification & Experience	Professional Fee /Remuneration
1.	<b>01 (One) Software Support Personnel (SSP)</b>	PGDCA/ B.Sc (Computer Science) /BCA/ DOEACC 'A' level course of three year duration or equivalent from recognized University/Institute. With skill in- (a) Installation, maintenance of application software & DBMS (b) Implementation support	<b>Rs. 18, 000/-</b> Enhancement of Rs. 700/- in Professional Fee per year during first 5 years in the project, subject to condition mentioned in G.O No. 5859-F(Y) dtd. 22.07.2013 Enhancement of Rs. 800/- in Professional Fee per year after 5 years in the project, subject to condition mentioned in G.O No. 5859-F(Y) dtd. 22.07.2013

**General Instruction:-**

1. The engagement is purely temporary and on contractual basis.
2. All the above mentioned qualification should be complete before the date of advertisement for the Post.
3. Mode of Selection: (i) Screening of documents, (ii) Computer Test, (iii) Interview

The applicant must submit attested/self attested copies of all relevant supportive documents in the specified format and reach the office of the Additional District Magistrate & District Land & Land Reforms Officer, Alipurduar and Chairman, District Selection Committee, Dooars Kanya, 4<sup>th</sup> Floor, Room No. 411, P.O- Alipurduar Court, Dist- Alipurduar, Pin- 736122 by 8<sup>th</sup> June 2022 at 3. p.m. by Registered Post/Speed Post / Courier/Hand. The Department will not be responsible for any delay in submission of application/documents or postal delay.

After scrutiny of the applications along with verification of documents, the names of shortlisted candidates will be published in the District Website ([alipurduar.gov.in](http://alipurduar.gov.in)). Interview of the shortlisted candidates will be held on 20.06.2022 at Bhumi Meeting Hall, Room No. 402, Fourth Floor, Dooars Kanya, Alipurduar from 11.30 a.m. onwards. At the time of interview, all documents should be brought in original.


  
Additional District Magistrate and  
District Land & Land Reforms Officer  
Alipurduar.

Memo No. 650/1(8)/Estt./SSP/DLLRO(APD)/2022

Dated 13.05.2022

Copy forwarded for information to:-

1. The Secretary & L.R.C, L & L.R and R.R & R Deptt., Govt. of West Bengal, NABANNA, 325, Sarat Chatterjee Road, P.S.- Shibpur, Howrah- 711102.
2. The D.L.R & S and Jt. L.R.C, West Bengal, 35, Gopal Nagar Road, Alipore, Kolkata- 700027.
3. The District Magistrate & Collector, Alipurduar.
4. Sri M.K Bhattacharyya, TD, NIC.
5. The DIO, NIC, Alipurduar.
6. The Dy. D.L & L.R.O, Alipurduar.
7. The D.I.C.O, Alipurduar for wide publication in at least two local News Paper (One Bengali & One English).
8. Office Notice Board.

  
Additional District Magistrate and  
District Land & Land Reforms Officer  
Alipurduar.

**APPLICATION FORMAT**

**(USE BLACK/BLUE BALL PEN FOR FILLING UP THE APPLICATION)**

To  
The Additional District Magistrate & District Land & Land Reforms Officer  
Chairman, District Selection Committee  
Dooars Kan'ya, 4<sup>th</sup> Floor  
P.O- Alipurduar Court  
Dist- Alipurduar, Pin-736122

Affix recent Passport  
size colour  
photograph  
duly signed

**Application for the post of – Software Support Personnel (SSP)**

1. Name in Full (In Block Letters) : \_\_\_\_\_

2. Name of the Father / Husband : \_\_\_\_\_

3. Date of Birth : 

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4. Age as on 01.01.2022 : \_\_\_\_\_

5. Sex (Please tick the suitable) :  Male  Female  Others

6. Nationality : \_\_\_\_\_

7. Permanent Address : \_\_\_\_\_

P.S. \_\_\_\_\_ P.O. \_\_\_\_\_

District: \_\_\_\_\_ State \_\_\_\_\_

Pin: \_\_\_\_\_

8. Present Postal Address : \_\_\_\_\_

P.S. \_\_\_\_\_ P.O. \_\_\_\_\_

District: \_\_\_\_\_ State \_\_\_\_\_

Pin: \_\_\_\_\_

9. Contact No : \_\_\_\_\_

10. Email ID : \_\_\_\_\_

11. Educational Qualification : (Self attested photocopy must be enclosed)

Sl No	Examination Passed	Year of Passing	Board/University	Total Marks	Marks Obtained

**N.B:** a. In case self attested mark sheets are not attached with the application, the marks will not be considered.

b. Total marks and marks obtained should be excluding additional subjects and should be in absolute numbers and not in percentage.

12. Computer Qualification :

(Please enclose self attested Photocopy of Computer Certificate)

13. Details of Work Experience :

(Please enclose self attested Photocopy of experience Certificate clearly mentioning the period of work in the official letterhead with Signature, Seal and Date)

**DECLARATION**

"I hereby declared that all statements made in this application are correct to the best of my knowledge and belief and in the event of my information being found false my candidature is liable to be cancelled."

Place:

Date:

\_\_\_\_\_  
(Full Signature of the Candidate)