



SILIGURI MUNICIPAL CORPORATION

Baghajatin Road, P.O. Siliguri, Dist. Darjeeling, PIN 734001

Phone : (0353) 2432804, 2435444, 2433277, 2433744, 2526780, 2435282, 2536311

Website: www.siligurismc.in, E-mail : smcwb@hotmail.com : smcwb2@gmail.com



Memo No.....146...../Estt./SMC

Date...31.05.2023...

Engagement Notice

Walk-in-interview will be held on 16-06-2023 at 12:30 pm in the Conference Hall of Siliguri Municipal Corporation for engagement to the post of Officer on Special Duty (Legal) on purely contractual basis. Eligible candidates should **report at Establishment Section from 10:30 am to 12 noon** with complete Bio-data along with attested copies of testimonial and original copies of all testimonials should also be produced before the interview board for necessary verification.

Details of the post and eligibility criteria:

Name of the Post	Officer on Special Duty (Legal)
No. of Posts	01
Mode of Recruitment	Walk in-interview/viva voce
Age as on 01/04/2023	25 – 40 years
Minimum Educational qualification with experience	Essential: Law Graduate & knowledge in computer Experience: 5 years experience in Civil cases.
Consolidated Pay	Rs. 30,000/- plus Rs. 5000/- special allowance per month.

Terms & Condition for engagement:-

- 1) The engagement is purely contractual basis for six (6) months. After expiry of six (6) months of satisfactory service, agreement will be done for further six (6) months & subsequent half yearly renewal will be made based on satisfactory performance. No demand for permanent post will be entertained.
- 2) The normal duty hour is between 10:00 am to 4:30 pm though in the time of emergency or urgency the duty hours would be increased as to render public service in due time.
- 3) No termination/retirement / pensionary benefit will be considered.
- 4) 15 days prior notice will be required from either side in case of tendering resignation or termination.
- 5) No T.A/D.A. will be provided at the time of interview or else case.
- 6) The selected candidates have to join at Siliguri Municipal Corporation with in 7 (seven) days from the date of issue of the engagement letter.
- 7) The admission to the interview is purely provisional subject to determination of the candidate's eligibility in terms of the advertisement. The authority reserved right to cancel invalid application without further notice.
- 8) The candidate required to reach the venue at least 30 minutes before the commencement of the interview with all the original documents & also Xerox copies for verification.
- 9) The candidates detected while adopting or making an attempt to adopt unfair means during the hours of interview shall be liable to expulsion from the premises.


Commissioner
Siliguri Municipal Corporation

Memo no.....146(55)/Estt./SMC

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Copy forwarded for information and taking necessary action to:

1. Dy. Mayor, Siliguri Municipal Corporation
- 2-10. All MMIC, Siliguri Municipal Corporation
- 11-15. All Borough Chairman/Chairperson, B-I to V, Siliguri Municipal Corporation
16. Secretary, Siliguri Municipal Corporation
17. Chief Engineer, Siliguri Municipal Corporation
18. Superintending Engineer, Siliguri Municipal Corporation
19. Executive Engineer, Siliguri Municipal Corporation
20. Finance Officer, Siliguri Municipal Corporation
21. Health Officer, Siliguri Municipal Corporation
- 22-26. Borough Officer I to V, Siliguri Municipal Corporation
27. Head Clerk, Siliguri Municipal Corporation
28. Section in-charge, Estt., Siliguri Municipal Corporation
29. Principal PS to the Hon'ble Mayor – *with a request to place the matter before the Hon'ble Mayor, SMC.*
30. PA to Commissioner, Siliguri Municipal Corporation
31. IT Cell, SMC- *with a direction to upload the notice in the official web site.*
32. Notice Board, Siliguri Municipal Corporation.
- 33-54. All other Sectional/Deptt. Heads, Siliguri Municipal Corporation
55. Office File, Siliguri Municipal Corporation


Commissioner
Siliguri Municipal Corporation 