

Draft Application Form

DRAFT ADVERTISEMENT
(FOR WEBSITE)

Applications are invited in the prescribed format for Contractual Appointment of **Retired Persons** in the Post Of Lower Division Clerk (With Typing Knowledge) in the office of the Director, Cultural Research Institute. The Details of the post is given below:

A. Name of the Post : Lower Division Clerk with Typing Knowledge.

B. Nos. & Category of the Post : 02(Two) Posts : 1SC, 1UR.

Essential Qualification:

- 1) Must have passed Madhyamik (Std. X) Examination.
- 2) Typing Knowledge.
- 3) Computer Skills are desirable.

Duties and Responsibilities: Dealing with Files, Docketing and Issuing Correspondence materials, Typing of Drafts, Letters, etc. & any other relevant duties as maybe assigned by Director, CRI.

Duration: For a Maximum Period of One Year from the Date of Appointment or till regular filling up of the vacancy by SSC/PSC.

Age Limit: Upto 64 Years of Age as on 31/05/2017.

Remuneration: Rs. 8000/- Per Month.

Applications should reach the Office of the Director, Cultural Research Institute, Ambedkar Bhavan, P-1/4, C.I.T. Scheme VII (M) V.I.P. Road, P.O. Kankurgachi, Kolkata- 700 054 by 4-00 P.M. on 24/08/2017. The Application may also be dropped at the drop box kept in the Office of Director, C.R.I. at the above address on any working day between 11-00 A.M. to 4-30 P.M. Next stage of the Selection process would be communicated through Phone and/or E-Mail and/or CRI Notice Board to the short-listed Applicants.

The prescribed Model Format for Application is enclosed for reference:

CULTURAL RESEARCH INSTITUTE

Backward Classes Welfare Department &
Tribal Development Department
Government of West Bengal
Ambedkar Bhavan

P1/4, C.I.T. Scheme No.VIIM, V.I.P. Road, Kankurgachi, Kol-700054

Format of Application Contractual Engagement in the Cultural Research Institute

(PLEASE USE CAPITAL LETTERS ONLY: IN A-4 SIZE BOND PAPER)

To
The Chairman,
Selection Committee,
Cultural Research Institute
BCW & TD Department
Govt. of West Bengal
Kankurgachi, Kolkata-700054.

Please Affix A Recent
Passport Size
Photograph Here

Sir,

In response to your advertisement published in
dated..... I offer myself as a candidate for the following post. The particulars about myself are
furnished below for your kind perusal and consideration:-

- 01. Post Applied for :
 - 02. Name :
 - 03. Father's Name :
 - 04. Present Address (with Pin Code) :
 - 05. Permanent Address (with Pin code) :
 - 06. Contact Number (Tel./Mobile) :
 - 07. Date of Birth :
 - 08. Age (as on 31.05.2017) :
 - 09. Date of Retirement :
 - 10. Sex :
 - 11. Marital Status :
 - 12. Nationality :
 - 13. Whether SC/ST/OBC/Others :
 - 14. If SC/ST/OBC, please state Community Name
(Attach attested copy of SC/ST/OBC Certificate)* :
 - 15. Educational Qualification (from Std. X onwards)* :
 - 16. Technical Qualification (if any)* :
 - 17. Experience (Please attach Extra Sheets if needed)* :
 - 18. Details of Appointment till Retirement (with documents)* :
 - 19. Any Other Relevant Information suitable for the post :
- * Please attach Self-Attested copies of relevant Certificates.

Declaration:

I do hereby declare that all the facts furnished above in this Application Form are true and correct to the best of my knowledge and understanding and if any of these information is found to be incorrect at any point of time, my engagement will be terminated immediately and penal action may be initiated against me.

I understand that my contractual engagement in this post would remain valid for a maximum period of six months. I also understand that my engagement shall automatically be treated as terminated on the date of joining of the regular candidate to this post selected through the West Bengal Public Service Commission.

Yours faithfully,

Date.....

Place.....

.....
(Signature in Full)