



GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF INFORMATION & CULTURAL AFFAIRS  
Nabanna  
325 Sarat Chatterjee Road, Shibpur. Howrah-711102

Memo No.1026 /ICA/HSC

Date: 24/11/2024

**Recruitment Notice**

Applications are invited from interested retired government drivers for Information & Cultural Affairs Department on purely contractual basis for one year. Applicants should apply in white paper as per the enclosed format.

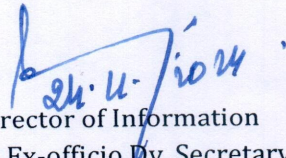
Details:

1. No of posts: 2.
2. Maximum age limit is 64 years (at the time of submission of application).
3. Applicant should have a valid driving license.
4. Applicant will have to submit a medical certificate issued by a registered medical practitioner certifying that the incumbent is physically fit, mentally alert with a special mention to his condition of the eyesight.
5. Incumbent has to submit an undertaking that if he is selected for the post, he will have no objection to perform duty beyond normal office hours and under any circumstances he will not be engaged in any other occupation during his contractual tenure. (It is mentioned in the application format).
6. Monthly remuneration is Rs. 11,500/- per month. (No T.A, D.A and overtime charges are admissible).
7. Decision of the Selection by the I&CA Dept is final.
8. Last date of submission of application form: 27.10.2024
9. Applications have to submitted at : I&C.A Department, Nabanna, 9<sup>th</sup> Floor, Room No.906.

Papers to be submitted along with the application:

**(All documents should be self attested by the incumbent)**

10. PAN card of the applicant.
11. AADHAAR card of the applicant.
12. Photocopy of the P.P.O
13. Photocopy of the valid driving licence.
14. Medical Certificate issued by a registered practitioner (specially mentioning the condition of the eyesight).

  
Director of Information  
& Ex-officio Dy. Secretary  
I & C.A Department



APPLICATION FORMAT

To  
The Director of Information &  
Ex-officio Special Secretary  
I & C.A Department.  
Nabanna  
Howrah- 711102.

Sub: Application for engagement of retired government driver on contractual basis.

Sir,

I would like to apply for the post of Government Driver under your kind control to be engaged from retired Government Drivers on contractual basis. My credentials & documents are given below.

- 1) Name of the applicant:.....
- 2) Father's name: .....
- 3) Address:.....
- 4) Age (as on 01.11.2024):.....
- 5) Name of the Govt. department from which retired:.....
- 6) Date of retirement:.....
- 7) Experience in the Government department:.....
- 8) Driving licence no. (with photocopy):.....

I am also attaching the relevant documents as sought for in the Recruitment Notice No.1026/ICA/HSC Dt.23.10.2024 for your kind consideration.

I do hereby undertake that if I get selected for the post of driver on contractual basis I shall not be employed in any other place and shall have to perform my duties as instructed by the Authority beyond office hours if required in the interest of the public service.

Place.....

.....  
(Name of the applicant)

Date:.....

Documents attached:

1. Photocopy of the PAN card of the applicant.
2. Photocopy of the AADHAAR card of the applicant.
3. Photocopy of the P.P.O
4. Photocopy of the valid driving licence.
5. Medical Certificate issued by a registered practitioner (specially mentioning the condition of the eyesight).