



Government of West Bengal
Office of the District Information & Cultural Officer, Cooch Behar
Victor Palace, Sagardighi Square (West), P.O. & Dist.- Cooch Behar
Phone no. 03582-228331, e-mail-dicocob2011@gmail.com

Memo No : 478 / ICA / COB.

Dated- Cooch Behar, 30/05/2025

Government of West Bengal Office of the District Information & Cultural Officer, Cooch Behar Victor Palace, Sagardighi Square (West), P.O. & Dist.- Cooch Behar Phone no. 03582-228331, e-mail-dicocob2011@gmail.com
District Information & Cultural Office, Cooch Behar invites applications from retired Government Employees for filling up of 01 (One) vacant post of U.D.C. (Upper Division Clerk) in District level i.e., office of the D.I&C.O. Cooch Behar on contractual basis on a consolidated contractual remuneration of 12,000 / - as fixed under G.O. No.- 10935 - F (P); Dt. 05.12.2011 for a period of 1 (one) year . The interested candidates should have adequate experience about establishment matters , accounts matters and audit matters and having basic computer knowledge may apply in the prescribed format addressed to the District Information & Cultural Officer, Cooch Behar, Department of Information & Cultural Affairs in respect of this district in an envelope mentioning the post applied for . Application in prescribed format along with colour photograph (passport size) and other self attested supportive documents should reach within 16th June, 2025 to the District Information & Cultural Officer, Cooch Behar. For more details please contact O/o, District Information & Cultural Office, Cooch Behar and please visit www.egiyebangla.gov.in & coochbehar.gov.in Sd/- District Information & Cultural Officer Cooch Behar

Memo No : 478 /1(6) ICA / COB;

Dt- Cooch Behar, 30/05/2025

Copy forwarded with request to display in the notice board to-

- 1) Additional Magistrate (Gen), Cooch Behar
- 2) SDO, Sadar, Cooch Behar
- 3) A.L.C, Cooch Behar
- 4) SDICO, Mekhliganj
- 5) SDICO, Mathabhanga
- 6) DIO (NIC), Cooch Behar with a request to upload this notice and application form in the district website.


District Information & Cultural Officer
Cooch Behar

**Application for Engagement as Upper Division Clerk from retired Government
Personnel in Information Directorate of Department of Information & Cultural Affairs.
Government of West Bengal on Contract basis on a consolidated contractual
remuneration**

To
The District Information & Cultural Officer,

Please colour
passport size
photo

1. Name of the Applicant :
(in BLOCK LETTERS)
2. Father 's Name :
3. Present Address :
4. Permanent Address :
5. Date of Birth :
(Copy of the age proof)
6. Age as on 01.01.2025 :
7. Educational Qualification :
(copy of the Certificate / Mark sheet etc.)
8. Date of Entry into Government Service :
9. Date of Retirement / Superannuation :
10. Grade Pay & Band pay at the time retirement :
11. Contact number (Mobile/Land Line) :
12. PPO No. & Date :
(copy of the PPO)
13. Amount of Pension :
14. Name of the office where from the applicant was retired on superannuation :
15. Brief history of past service and details of experience on establishment matters, accounts matters and audit matters etc. :
16. Name of office for which applicant is submitted :

Note: self attested supportive documents on above are to be produced with this application.

I do hereby declare that above information furnished by me true and correct to the best of my knowledge and belief and if found incorrect in any stage my candidature is liable to be rejected.

(Signature of Applicant)

Place:

Date: