



Office of the Chief Engineer (South), Chief Engineer (D&R) and
Director of Personnel & Ex-officio Chief Engineer
Irrigation & Waterways Directorate
Jalasampad Bhaban, 4th Floor, Western Block
Bidhannagar, Salt Lake City, Kolkata 700091

Memo No. 5413(35) - CIE-9A-05/15

Date:- 17 OCT 2019

To

The Chief Engineer, Teesta Barrage Project

The Chief Engineer, North East

The Chief Engineer, North

The Superintending Engineer

The Director

Sub :-Filling up the vacancy in the post of **Record Suppliers** in the
Subordinate offices under Irrigation & Waterways Directorate.

A blank Application Form for the post of **Record Supplier** is being sent herewith.

It is to request him to please obtain and furnish to this office the filled in application forms from all willing and eligible regular Group – D employees working in the post of Peon/Orderly/Duftry/Jamadar etc. under his control for consideration in the vacant posts of Record Suppliers in the office of the Chief Engineer / Teesta Barrage Project, Damodar Irrigation Circle, Howrah Irrigation Division, Kakdwip Irrigation Division and Canals Division.

The applicants must be able to read and write in Bengali/Nepali and English.

Applications directly received from the E.E.s and R.O.s and their sub-ordinates will not be entertained.

The applications must reach this office within one month from the date of issue of this memo.

Encl:- As stated.

Director of Personnel & Ex-Officio Chief Engineer
Irrigation & Waterways Directorate

Signature
16/10/19

Memo No. 5413/1(120) - CIE

Date:

Copy with copy of enclosure forwarded to :-

- 1) The Executive Engineer

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- 2) The Revenue Officer

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With a request to obtain the filled in application forms and send the same to the concerned Superintending Engineer for onward transmission to this office.

Encl:- As stated

Sdt
Director of Personnel & Ex-Officio Chief Engineer
Irrigation & Waterways Directorate

PROFORMA

APPLICATION FORM FOR THE POST OF RECORD SUPPLIER
(to be filled in by the candidate)

- 1) Name (IN BLOCK LETTERS) :
- 2) Father's Name :
- 3) Name of the post held :
- 4) Educational Qualification :
(Attested copy of certificate
is to be enclosed)
- 5) Date of Birth :
- 6) Date of first entry in :
Regular Establishment
- 7) Total period of service :
Recorded (according to Regular
Establishment)
- 8) Name of the office of :
Present posting (Circle/Divn.)
- 9) Whether S.C./ S.T. :

To be countersigned by the Head of
Office with stamp after comparing
Service records available in the office.

Signature of the candidate with Date

Designation :-

Date :