



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. 5013(30) - CIE-9A- 02/20

Date:- 09 NOV 2022

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 and confirmed 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 kangsabati Circle – I, North Irrigation Circle – II, Howrah Irrigation Division, Kakdwip Irrigation Division, Urban Drainage Division and Basirhat Irrigation 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.

9.11.22
Director of Personnel & Ex-Officio Chief Engineer
Irrigation & Waterways Directorate

Memo No. 5013/1(85) - CIE

Date: 09 NOV 2022

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

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

[Handwritten Signature]
09/11/22

[Handwritten Signature]
09.11.22

PROFORMA

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

10) Name (IN BLOCK LETTERS) :

11) Father's Name :

12) Name of the post held :

13) Educational Qualification :
(Attested copy of certificate
is to be enclosed)

14) Date of Birth :

15) Date of first entry in :
Regular Establishment
and Date of Confirmation

16) Total period of service :
Recorded (according to Regular
Establishment)

17) Name of the office of :
Present posting (Circle/Divn.)

18) 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

Designation :-

Date :