

Government of West Bengal
Public Works Department
Establishment Branch
Khadya Bhawan (Block-A), 11A Mirza Ghalib Street, Kolkata-700087

No. : 4402-E/PW/O/E-II/1V-02/2018

Dated: 21/10/2019

From: The Deputy Secretary (Admin) to the Government of West Bengal,
Public Works Department.

To : 1. The Chief Engineer (HQ), P.W.Dte.
2. The Chief Engineer, P.W.Dte., Social Sector.
3. The Chief Engineer (HQ), P.W. (Roads) Dte.
4. The Superintending Engineer, -----
Circle, P.W.Dte. (Civil & Electrical), P.W.Dte., Social Sector, P.W. (Roads)Dte.

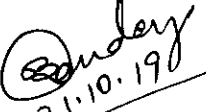
Sub. : Recruitment of Works Assistants (Civil & Electrical).

In inviting attention to the above mentioned subject, the undersigned is directed to send a proforma requisition for filling up of the post of Work Assistant.

He is requested to furnish the filled up proforma requisition along with an authenticated copy of the Gradation List of Work Assistants working under his Circle to this Department at an early date.

Enclo.: As stated above.


Deputy Secretary (Admin)
Public Works Department


21.10.19

o/c

PROFORMA FOR REPORTING VACANCIES IN THE POST OF WORK ASSISTANT TO BE
FILLED UP

Enclosure to letter No.

Dated:

N.B.: Only those vacancies as are available on **31-12-2019** should be reported.

01. Name of Department/Office :

02. Address in full :

Phone No. :

Fax No. :

E-mail ID :

03. Status of vacancies
(Secretariat/Directorate/Regional) :

04. Name of the post : **Work Assistant.**

05. Scale of pay : **Pay Band-2 (5400-25200)**
Grade Pay- 2600

06. Category Wise report of vacancies:-

No. of vacancies reported											
UR	OBC(A)	OBC(B)	SC	ST	PH(LV)	PH(HI)	PH(LM&CP)	Ex-SM	SC(Ex-SM)	MSP	TOTAL

PH(LV)=PH Blindness or Low Vision, PH(HI)= PH Hearing Impairment, PH(LM&CP)=Ph Loco Motor Disability or Cerebral Palsy, Ex-SM=Ex-Servicemen, MSP= Meritorious Sports Person.

07. If the vacancy /vacancies reserved for Ph candidate(s) : **Yes**
Will be treated as Unreserved in case of non-availability of qualified PH candidate(s)
[write 'Yes or No']

08. Specific roster points of the 100-point in which the existing vacancies occur:

UR	OBC(A)	OBC(B)	SC	ST	PH(LV)	PH(HI)	PH(LM&CP)	Ex-SM	SC(Ex-SM)	MSP

09. Date(s) of occurrence of the reported vacancies :

10. No. & date of Govt. Order notifying the recruitment rules :

11. Name & year of the examination from which the stated : **Public Service Commission**
Vacancies are to be filled

12. Any additional information :

13. Date of submission :

(Signature of the Appointing Authority)

(Designation with Seal)

Date:-