

**OFFICE OF THE BOARD OF ADMINISTRATORS OF  
TITAGARH MUNICIPALITY**

No. 82/TM/2021

From:

**Sri Prashanta Chowdhury**  
Chairperson, Titagarh Municipality

Dated, Titagarh, 5<sup>th</sup>. February, 2021.

To  
The Director,  
State Urban Development Agency (SUDA),  
ILGUS Bhavan, HC Block, Sector-III,  
Bidhannagar,  
Kolkata – 700106.

**Sub: Intimation about advertisement of brief Employment Notice in respect of engagement of 1  
(one) Health Officer on contract under Titagarh Municipality**

Sir,

This is to inform you that the 1<sup>st</sup>. meeting of the Selection Committee for engagement of Health Officer of Titagarh Municipality as constituted in terms of the letter No.SUDA-11017(18)/1/2020/5608 dated 04.11.2020 of Director, SUDA issued in light of Notification No.925/MA/O/C-9/2A-7/2015 dated 02.11.2020 of the Joint Secretary to the Govt. of West Bengal, UD&MA Deptt., Nagarayan, was held to-day and it has been decided to invite applications on line in the website of Titagarh Municipality and website of Deptt. of UD&MA through Employment Notice and brief advertisement in one Bengali & one English newspaper on 08.02.2021.

In this connection, the Employment Notice of this Municipality for engagement of Health Officer on contract is being sent to you for uploading the same in the Deptt. website from your end.

Thanking you,

Yours faithfully,

*P. Prashanta Chowdhury*

Chairperson,  
Titagarh Municipality

Encl: As stated.

**Chairperson**  
**TITAGARH MUNICIPALITY**

# **TITAGARH MUNICIPALITY**

1, B.T. Road, Titagarh, North 24-Parganas, Kolkata – 700119.

## **EMPLOYMENT NOTICE**

Titagarh Municipality invites applications for engagement of 1 (one) Health Officer (MBBS) on contract. Age limit : 62 yrs. as on 01.01.2020. Contractual remuneration Rs.40000/- p.m. Last date of submission of application is 25.02.2021.

For details visit our website: [www.titagarhmunicipality.in](http://www.titagarhmunicipality.in) & [www.sudawb.org](http://www.sudawb.org) and Notice Board.

Dated: 08.02.2021.

Sd/- Chairperson  
Titagarh Municipality

Members of Board of Administrators of Titagarh Municipality

Dated: 08.02.2021.

1. All Members of Board of Administrators of Titagarh Municipality

2. The Joint Secretary to the Govt. of West Bengal, UD&MA Deptt., Nagarayan.

3. The Director, SUDA, ILGUS Bhavan, HC Block, Sector-III, Bidhannagar, Kolkata 700006.

4. The District Magistrate, North 24 Parganas.

5. The S.D.O., Barrackpore, North 24 Parganas.

6. All Members of Selection Committee for engagement of Health Officer of Titagarh Municipality

7. The IT Co-Ordinator, Titagarh Municipality – with the direction to make necessary arrangement, as discussed.

8. Notice Board, Titagarh Municipality

9. Guard File

*P. Anil Kumar*

Chairperson,  
Titagarh Municipality &  
Chairman of Selection Committee for  
engagement of Health Officer of  
Titagarh Municipality

**Chairperson**  
**TITAGARH MUNICIPALITY**



# OFFICE OF THE BOARD OF ADMINISTRATORS OF TITAGARH MUNICIPALITY

1, B.T. Road, Titagarh, North 24-Parganas, Kolkata – 700119.

## EMPLOYMENT NOTICE

No. Recruitment/TM/2021/1


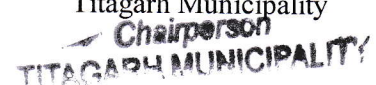
Dated: 08.02.2021.

In terms of the letter No.SUDA-11017(18)/1/2020/5608 dated 04.11.2020 of Director, SUDA issued in light of Notification No.925/MA/O/C-9/2A-7/2015 dated 02.11.2020 of the Joint Secretary to the Govt. of West Bengal, UD&MA Deptt., Nagarayan, applications are invited on line at the website of Titagarh Municipality ([www.titagarhmunicipality.in](http://www.titagarhmunicipality.in)) & at the website of Urban Development & Municipal Affairs Department ([www.sudawb.org](http://www.sudawb.org)) in the prescribed application form from the eligible candidates for engagement of one (1) Health Officer on contract under Titagarh Municipality as per the following guidelines.

1. The Health Officer shall be engaged on contract initially for a period of 1 (one) year.
2. The contractual remuneration of the Health Officer will be Rs.40000/- (Rupees Forty thousand) only per month.
3. The applicants must have qualifications included in the 1<sup>st</sup>. or 2<sup>nd</sup>. schedule or part-2 of the 3<sup>rd</sup>. schedule of Indian Medical Council Act-1956 and registration as Medical Practitioner of West Bengal with desirable qualifications of 2 years practicing experience.
4. An interview will be conducted by the Selection Committee of this Municipality through a web based video conferencing app., which will be communicated to the candidate over his/her mobile no. & e-mail ID.
5. Age Limit: - Not more than 62 years as on 1<sup>st</sup>. January, 2020.

Last date of submission of application is 25.02.2021.

Encl: Application Form.


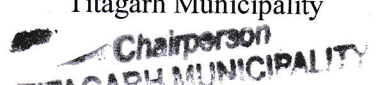
  
Chairperson,  
Titagarh Municipality &  
Chairman of Selection Committee for  
engagement of Health Officer of  
Titagarh Municipality  


No. 83/TM/2021.....

Dated: 08.02.2021.

Copy to:

1. All Members of Board of Administrators of Titagarh Municipality
2. The Joint Secretary to the Govt. of West Bengal, UD&MA Deptt., Nagarayan.
3. The Director, SUDA, ILGUS Bhavan, HC Block, Sector-III, Bidhannagar, Kolkata 700106.
4. The District Magistrate, North 24-Parganas.
5. The S.D.O., Barrackpore, North 24 Parganas.
6. All Members of Selection Committee for engagement of Health Officer of Titagarh Municipality
7. The IT Co-Ordinator, Titagarh Municipality – with the direction to make necessary arrangement, as discussed.
8. Notice Board, Titagarh Municipality
9. Guard File

  
Chairperson,  
Titagarh Municipality &  
Chairman of Selection Committee for  
engagement of Health Officer of  
Titagarh Municipality  






# TITAGARH MUNICIPALITY

Minutes of the proceedings of the 1<sup>st</sup>. meeting of the Selection Committee for engagement of Health Officer of Titagarh Municipality as constituted in terms of the letter No.SUDA-11017(18)/1/2020/5608 dated 04.11.2020 of Director, SUDA issued in light of Notification No.925/MA/O/C-9/2A-7/2015 dated 02.11.2020 of the Joint Secretary to the Govt. of West Bengal, UD&MA Deptt., Nagarayan held at the Conference Hall of Titagarh Municipality on 05.02.2021 at 1.00 p.m.

Members present (Attendance Sheet enclosed):

Sl. No.	Name	Designation	Position in the Selection Committee
1	Shri Prashanta Chowdhury	Chairperson, Board of Administrators of Titagarh Municipality	Chairman
2	Dr. Apurba Das	ACMOH, Barrackpore Sub-Division (Representative of the CMOH, North 24-Pgs.)	Member
3	Shri Gouranga Chandra Ghosh	Executive Officer, Titagarh Municipality	Member
4	Smt. Chaitali Ghosh	Finance Officer, Titagarh Municipality	Member Convenor

The meeting was presided over by the Chairperson of Board of Administrators of Titagarh Municipality as well as Chairman of Selection Committee for engagement of Health Officer of Titagarh Municipality on contract. He requested Smt. Chaitali Ghosh, the Finance Officer as well as Member Convenor of the Selection Committee to brief the house about the procedure of engagement of Health Officer on contract under this Municipality.

Smt. Chaitali Ghosh, the Finance Officer as well as Member Convenor of the Selection Committee tabled the letter No.SUDA-11017(18)/1/2020/5608 dated 04.11.2020 of Director, SUDA issued in light of Notification No.925/MA/O/C-9/2A-7/2015 dated 02.11.2020 of the Joint Secretary to the Govt. of West Bengal, UD&MA Deptt., Nagarayan and read out its contents.

After discussion it was unanimously resolved that –

1. The Detail Employment Notice be prepared as per the guidelines.
2. A brief advertisement be prepared and advertised in one Bengali & one English newspaper.
3. The Director, SUDA be sent a letter requesting him for making necessary arrangement so that the applicants may also submit on line application in the website of the Deptt. of U.D. & M.A.
4. Applications be invited on line on and from 08.02.2021 & necessary arrangements be made in the website of Titagarh Municipality.
5. The last date of receiving of applications on line will be 25.02.2021.
6. After receipt of such application, an interview be conducted by the Selection Committee of this Municipality through a web based video conferencing app., which will be communicated to the candidate over his/her mobile no. & e-mail ID.

Since there was no other business to transact, the meeting ended with vote of thanks to & from the chair.

*P. Prashanta Chowdhury*

Chairperson,  
Titagarh Municipality &  
Chairman of Selection Committee for  
engagement of Health Officer of  
Titagarh Municipality

*Chairperson*  
TITAGARH MUNICIPALITY