

Government of West Bengal  
Office of the District Magistrate :: Cooch Behar  
(Judicial Munshikhana Section)

Memo No. JM/ 04 (92)/

Dated :: 06.01.2016

**CALL LETTER**

**PART - A**

Sub. :: Personality Test for selection of 'NON OFFICIAL MARRIAGE OFFICER'

ROLL NO.	Name & address of the Candidate	Venue of Personality Test	Date of Personality Test	Reporting Time
KUC/001	BHUPAL ROY, C/O-TARANI KANTA ROY, VILL. 97 FULKADBARI, PO.+PS. KUCHLIBARI, COOCH BEHAR-735304	OFFICE OF THE DISTRICT MAGISTRATE, NEW COLLECTORATE BUILDING, SAGARDIGHI SQUARE, COOCH BEHAR	30.01.2016 (Saturday)	10:00 a.m.

You are requested to appear for **PERSONALITY TEST** as per table above with all the original testimonials, relevant documents as per below noted instruction and filled up PART-B.

Officer-in-Charge, Judicial Munshikhana Section,  
&  
Member-Secretary, Selection Committee,  
Cooch Behar

**INSTUCTION TO THE CANDIDATE**

- 1) Candidate must attend the venue within the stipulated reporting time for verification of testimonials and submission of requisite documents.
- 2) Candidate without **Call Letter-cum-Attendance Sheet & Declaration** will not be allowed for Personality Test.
- 3) Candidate must bring **one Photo Identity Proof** at the time of Personality Test.
- 4) No TA, DA is admissible for attending the Personality Test.
- 5) Candidate **must affix one passport size colour photograph** identical to the photograph submitted with the application form at the specified space on Part-B.
- 6) **Candidate must bring Photo of lay-out Map of office room with are (in Sq. ft.) & telephone facility. Photo of the room & Lay-out Map is to be submitted at the time of Personality Test.**
- 7) **A declaration regarding availability/ future procurement of Computer is to be furnished at the time of Personality Test.**
- 8) Mere attendance in Personality Test does not confer any right of selection in any way.

**PART - B**

**ATTENDANCE SHEET & DECLARATION**

[Must be submitted to the concerned authority before appearing the Personality Test]

**Declaration :** *I do solemnly declare that I shall abide by all terms & conditions as applicable to me for my selection as 'Non Official Marriage Officer'. I \* have already installed Computer at my office room / \*shall be bound to install Computer at my office room as a criteria for selection as 'Non Official Marriage Officer'.*

[\* Strike out which is not applicable]

Affix passport size colour photograph identical to the photograph submitted with the application form

ROLL NO.	NAME & ADDRESS of the Candidate	Date of Personality Test	Signature of the candidate with date in presence of the concerned authority
KUC/001	BHUPAL ROY, C/O-TARANI KANTA ROY, VILL. 97 FULKADBARI, PO.+PS. KUCHLIBARI, COOCH BEHAR-735304	30.01.2016 (Saturday)	