

OFFICE OF THE MUNICIPAL COUNCILLOR'S
ALIPURDUAR MUNICIPALITY
ALIPURDUAR PIN 736122

Memo No. 615 /PW-10

Date : 04.07.2025

FROM: Chairman,
Alipurduar Municipality



Notice

Applications in prescribed format (Copy enclosed) are hereby invited from the eligible candidates for empanelment of L.B.S-I & L.B.S-II (License Building Surveyor) for the year 2025-2026 under Alipurduar Municipality as per following criteria:

- 1. Last Date of application : 15.07.2025 at 5.00PM
- 2. Date of hanging the qualified list for Empanelment : 22.07.2025 at 10.00AM
- 3. Date of Deposit the Empanelment Fees : 23.07.2025 at 10.00AM
to
28.07.2025 at 3.00PM in
the office hour.
- 4. Empanelment Fees :
 - i) L.B.S. (License Building Surveyor) Class-II : Rs. 5,000.00
 - ii) L.B.S. (License Building Surveyor) Class-I : Rs. 10,000.00

Nomenclature of Technical Personals:

Sl No.	Type of License	Minimum required qualification
1.	Licensed Building Surveyor Class- I	a) A Bachelors' degree in Civil/ Construction Engineering from a Government recognized university or an equivalent engineering qualification recognized by the Government and shall not have less than 5(five) years' experience in planning, design and execution of building works including sanitary and plumbing works related to buildings in areas other than the Municipalities in hill areas; or b) A diploma in Civil Engineering or Architecture from a Government recognized university or an equivalent engineering qualification recognized by the Government and shall have at least 10(ten) years' experience in planning, design and execution of building works including sanitary and plumbing works related to buildings in areas other than the Municipalities in hill areas;
2.	Licensed Building Surveyor Class- II	a) A Bachelors' degree in Civil/ Construction Engineering from a Government recognized university or an equivalent engineering qualification recognized by the Government and shall not have less than 2(two) years' experience in planning, design and execution of building works including sanitary and plumbing works related to buildings in areas other than the Municipalities in hill areas; or b) A diploma in Civil Engineering or Architecture from a a Government recognized university or an equivalent engineering qualification recognized by the Government and shall have at least 5(five) years' experience in planning, design and execution of building works including sanitary and plumbing works related to buildings in areas other than the Municipalities in hill areas;

N.B. The office reserves the right to accept or reject any or all applications without assigning any reason whatsoever, Any application submitted beyond schedule date & time will not be entertained.

Provisions of intends to erect,- re-erect, add to or alter any building

SI No.	Technical Personnel	
1.	Licensed Building Surveyor Class II	Upto 10 meters (not involving deep foundation or underground structure)
2.	Licensed Building Surveyor Class I	From above 10 meters upto 15.50 meters (not involving deep foundation or underground structure)

Terms & Condition :-

- 1) Applicants for New Empanelment should submit their self attested Xerox copy of Educational Documents and experience certificate along with the Application in the form of BIO-DATA.
- 2) Qualified L.B.S. Licensed Building Surveyor should submit a Non-Judicial stamp worth Rs. 10/- (Rupees Ten Only) within 30.07.2025 to make an agreement regarding rules & regulations which has to abide by the LBS related to section under West Bengal Municipal Building Rules (Act) 2007 and upto date amendment.
- 4) Qualified L.B.S. Licensed Building Surveyor should submit 2 (Two) copies stamp size colored photo for License along with the Non-Judicial Stamp.

MEMO NO: 615(14)PW-10, DATE: 04.07.2025

Copy forwarded for information and take necessary action to:

1. The District Magistrate, Alipurduar
2. The Sub-Divisional Officer, Alipurduar
3. The Vice- Chairman, Alipurduar Municipality.
4. The Executive Officer, Alipurduar Municipality.
5. The Finance Officer, Alipurduar Municipality.
6. The Executive Engineer, M.E.D., Coochbehar Division.
7. The Office Head Clerk, Alipurduar Municipality.
8. The Accountant, Alipurduar Municipality.
9. The S.A.E., Alipurduar Municipality.
10. The Cashier, Alipurduar Municipality. He is requested to collect the Fees of LBS.
11. Office Notice Board, Alipurduar Municipality for wide circulation
12. Office Website-www.alipuduar municipality.in
13. The Editor, Uttar Banga Sambad, Daily Bengali News Paper.
14. The Editor, Bartaman , Daily Bengali News Paper.



Chairman
Alipurduar Municipality

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FORMAT OF APPLICATION

To
The Chairman
Alipurduar Municipality

Sub: Application for enrolment for Licensed Building Surveyor (Class-I & Class-II) of
Alipurduar Municipality

Name of Municipality _____ Category and
class for which applied for _____ Class _____

Your reference no : Notice memo no. _____ date _____

Sir/Madam,

In response to your advertisement in the newspaper regarding enrolment for different categories of technical personnel mentioned in the subject noted above, I would like to enroll myself as an applicant for the said category and class for the ULB cited above under the Municipal Engineering Directorate, Govt. of West Bengal as required in terms of West Bengal Municipal (Building) Rules, 2007.

My bio-data is furnished below:

Name _____

Date of birth _____

Name of father/ mother _____

Address for communication (address proof is to be enclosed):

Residential Address _____

Permanent Address _____

Mobile No.

Email Address:

Qualification:

Technical Qualification:-

Examination Passed	Year of Passing	Name of the Institution	University	% of Marks/ Grade

Work Experience: -

Name of Organization, if any/ Self employed	Nature of Work	Details of Work	Period of Work	Remarks

(Self attested certificates as stated above are to be enclosed. After verifying the documents, if any information is found to be incorrect or false, penal action may be imposed as per rule or in case proper documentation is not provided, the application is liable to be cancelled).

All documents in original are to be produced in due course of time as & when asked by the Authority.

Thanking You

Yours faithfully

Date_____

Place_____

(Signature of Applicant)

(Name in Block Letters)