



Office of RAIGANJ MUNICIPALITY

P.O.–Raiganj, Dist.–Uttar Dinajpur.

Chairperson: Fax: 03523- 242542. 📠: 03523- 242542

Memo. No. 410/PWD-II/EMP/RM/2024-25

Date. 10/03/2025

Notice

Applications are invited from Consultants for new empanelment and renewal as Structural Engineer (Class-I & II), Geo-Technical Engineer (Class- I & II), and Structural Reviewer under Raiganj Municipality. New empanelment and renewal will be carried out as per this order **until further notice** and in accordance with the specified terms and conditions. The empanelment/renewal will be valid for **one (1) year** from the date of issuance of license.

1. For renewal as Structural Engineer (Class-I & II), Geo-Technical Engineer (Class- I & II), & Structural Reviewer: - Applicant should apply before **March 20, 2025, by 5:00 PM or at least 15 days before license's expiry date.**

2. For new Empanelment Structural Engineer (Class-I & II), Geo-Technical Engineer (Class- I & II), & Structural Reviewer all consultant should apply with K.M.C. empanelment license / M.E.Dte. Recommendation.

3. Application fees:-

SL. NO.	PURPOSE	TYPE OF CONSULTANT LICENSE	FEES
i.	NEW EMPANELMENT	Structural Engineer Class-I	Rs. 20,000,00
ii.		Structural Engineer Class-II	Rs. 15,000.00
iii.		Geo-Technical Engineer Class- I	Rs. 20,000,00
iv.		Geo-Technical Engineer Class- II	Rs. 15,000,00
v.		Structural reviewer	Rs. 22,000,00
vi.	RENEWAL	Structural Engineer Class-I	Rs. 15,000,00
vii.		Structural Engineer Class-II	Rs. 12,000,00
viii.		Geo-Technical Engineer Class- I	Rs. 15,000,00
ix.		Geo-Technical Engineer Class- II	Rs. 12,000,00
x.		Structural reviewer	Rs. 16,500,00

4. Documents Required:-

SL. NO.	PURPOSE	DOCUMENTS NEEDED
i.	NEW EMPANELMENT AS STRUCTURAL ENGINEER CLASS-I & II, GEO-TECHNICAL ENGINEER CLASS- I & II & STRUCTURAL REVIEWER	a) Address proof, b) Aadhaar, c) Educational qualification details, d) up-to-date KMC empanelment license / M.E.Dte. Recommendation. Applicant should also email a recent good quality passport size photograph & Full Signature both in JPEG format to " raiganjmunicipalityobpas@gmail.com ".
ii.	RENEWAL AS STRUCTURAL ENGINEER CLASS-I & II, GEO-TECHNICAL ENGINEER CLASS- I & II & STRUCTURAL REVIEWER	a) up-to-date KMC empanelment as Structural Engineer / Geo-Technical Engineer / Structural Reviewer or MEDte recommendation details as Structural Engineer / Geo-Technical Engineer / Structural Reviewer, b) Latest valid Structural Engineer / Geo-Technical Engineer / Structural Reviewer license under Raiganj Municipality. Applicant should also email a recent good quality passport size photograph & Full Signature both in JPEG format to " raiganjmunicipalityobpas@gmail.com ".

5. Application Procedure:-

Applicants must submit their application in the prescribed format along with the relevant annexure— **Annexure-I** for new empanelment, **Annexure-II** renewal—along with all necessary documents as mentioned in **Sl. No. 2**. The application should be submitted **offline** on or before the specified deadline (if applicable) mentioned in Sl.no. 1. In case of **online submission** via the designated Municipal email "raiganjmunicipalityobpas@gmail.com", a **hard copy** must also be submitted within the stipulated timeframe or within 7(seven) days of online submission to ensure compliance with the application process. All supportive documents should be self-attested by the applicant.

Additionally, Consultants are requested to fill out the applicable annexure in **MS Word**, affix their **e-Sign**, and email the same in **PDF format** to raiganjmunicipalityobpas@gmail.com from their **dedicated/registered email**. The email should also include a **recent, good-quality passport-size photograph** and a **full signature in JPEG format**, which will be used for the **Consultant's license**.

6. Terms & Condition:-

- 1) Application should be submitted by following the application procedure as mentioned in Sl.no. 5.
- 2) In case of delay in renewal, penalty/late fines will be levied as decided by the Authority.
- 3) Notice, application format and Annexure can be downloaded from the Municipal website, i.e, www.raiganjmunicipality.com. Consultants can also email at raiganjmunicipalityobpas@gmail.com & request for the same.
- 4) For any further queries or any required rectifications, Consultants can contact with PWD-II Section of Raiganj Municipality (*Contact no.- 9733066777*) during office hours.

sdt-

**Chairperson
Board of Administrators
Raiganj Municipality**

Memo. No. 410/ ()12/PWD-II/EMP/RM/2024-25

Date. 10/03/2025

Copy forwarded for information and taking necessary action to:-

1. The District Magistrate, Uttar Dinajpur, Karnajora, Raiganj, Uttar Dinajpur
2. The Executive Engineer, Dinajpur Division, M.E.Dte.
3. Sri Arindam Sarkar, Vice-Chairperson, BOA, Raiganj Municipality.
4. Sri Sadhan Kr Barman, Member, B.O.A., Raiganj Municipality.
5. Sri Pradip Kalyani, Member, B.O.A., Raiganj Municipality.
6. The Executive Officer, Raiganj Municipality.
7. The Finance Officer, Raiganj Municipality.
8. The Office Head Clerk, Raiganj Municipality.
9. The Accountant, Raiganj Municipality.
10. The Cashier, Raiganj Municipality.
11. Office Notice Board, Raiganj Municipality for wide circulation.
12. IT coordinator, Raiganj Municipality to upload the notice at Office Website www.raiganjmunicipality.com

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**Chairperson
Board of Administrators
Raiganj Municipality**

10/03/25

[APPLICATION FORMAT]

To
The Chairperson,
Board of Administrator,
Raiganj Municipality,

Date:-

Subject: Application for **[New Empanelment/Renewal/Up gradation]** as [_____].

Respected Sir,

I, _____ **[name]** _____, Son/Daughter/Wife of _____,
residing at [**Address**], hereby submit my application for **[New Empanelment/Renewal]** as
[_____] under Raiganj Municipality.

I sincerely request you to kindly consider my application and grant the necessary approval at
your earliest convenience. I would be grateful for any guidance or further instructions
regarding the process.

Thank you for kind consideration.

Documents Enclosed:

[List of Documents]

Yours sincerely,

[Name]

[C/O-]

[Designation (Whichever applicable)]

[Contact Details:- mobile &email]

Existing License No. (If applicable)

ANNEXTURE-I

NEW EMPANELMENT AS (i) STRUCTURAL ENGINEER –I, (ii) STRUCTURAL ENGINEER –II, (iii) GEO-TECHNICAL ENGINEER – I, (iv) GEO-TECHNICAL ENGINEER –II & (v) STRUCTURAL REVIEWER UNDER RAIGANJ MUNICIPALITY.

APPLIED FOR: - (Mention type of license)

Notice No.

Date-

1	Name of the Applicant	
2	Address in full	
3	Son/Daughter/Wife of	
4	Email ID (will be dedicated to OBPAS)	
5	Contact Number (will be dedicated to OBPAS)	
6	Aadhar Number	
7	Previous License number under Raiganj Municipality if any & valid up to	
8	KMC empanelment number & valid up to / MEDte recommendation details	
I certify that, all the above statements with enclosures mentioned hereinabove are true to the best of my knowledge and I agree to accept the cancellation of my candidature, if the statements mentioned hereinabove are found false, at any time of scrutiny.		

Date:-

Place: -

Full e-Sign

- Note:-**
- i. Consultants are requested to fill out the applicable annexure in **MS Word**, affix their **e-Sign**, and email the same in **PDF format** to Municipal email "raiganjmunicipalityobpas@gmail.com" through the Consultant's dedicated/registered email. The email should include a **recent, good-quality passport-size photograph** and **full signature** in **JPEG format**, which will be used for the **Consultant's license**.
 - ii. Hardcopy of Annexure should be submitted along with application.
 - iii. For any further query or rectifications in above format, Consultants can contact at PWD-II Section of Raiganj Municipality (*Contact no.- 9733066777*) can during office hours.

ANNEXTURE-II

RENEWAL AS i) STRUCTURAL ENGINEER –I, ii) STRUCTURAL ENGINEER –II, iii) GEO-TECHNICAL ENGINEER – I, iv) GEO-TECHNICAL ENGINEER –II & v) STRUCTURAL REVIEWER UNDER RAIGANJ MUNICIPALITY.

APPLIED FOR: - (Mention type of license)

Notice No.

Date-

1	Name of the Applicant	
2	Address in full	
3	Son/Daughter/Wife of	
4	Email ID (registered to OBPAS)	
5	Contact Number (registered to OBPAS)	
6	Aadhar Number	
7	Latest valid Structural Engineer / Geo-Technical Engineer / Structural Reviewer license details under Raiganj Municipality & valid up to	
8	KMC empanelment as Structural Engineer / Geo-Technical Engineer / Structural Reviewer & valid up to or MEDte recommendation details as Structural Engineer –I / Geo-Technical Engineer – I/ Structural Reviewer	
	I certify that, all the above statements with enclosures mentioned hereinabove are true to the best of my knowledge and I agree to accept the cancellation of my candidature, if the statements mentioned hereinabove are found false, at any time of scrutiny.	

Date:-

Place: -

Full e-Sign

- Note:-**
- i. Consultants are requested to fill out the applicable annexure in **MS Word**, affix their **e-Sign**, and email the same in **PDF format** to Municipal email "raiganjmunicipalityobpas@gmail.com" through the Consultant's dedicated/registered email. The email should include a **recent, good-quality passport-size photograph** and **full signature in JPEG format**, which will be used for the **Consultant's license**.
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