



Office of RAIGANJ MUNICIPALITY

P.O.–Raiganj, Dist.–Uttar Dinajpur.

Chairperson: Fax: 03523- 242542. ☎: 03523- 242542

Memo. No. 564/PWD-II/EMP/RM/2025-26

Date. 21/01/2026

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 **2026-27 financial year**.

1. Applicants must submit their renewal applications on or before February 02, 2026, by 5:00 PM. Applications submitted after the stipulated date and time shall be treated as delayed, and **penalty/late fees** shall be levied as decided by the Authority. In case of delayed application, licenses issued upon **renewal or new empanelment shall also be valid for the 2026–27 session**. Date for deposition of up-gradation & Renewal Fees is by 10.02.2026 within 3:00 pm.

2. For new Empanelment Structural Engineer (Class-I & II), Geo-Technical Engineer (Class- I & II), & Structural Reviewer all consultant should apply with Up-to-Date 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 recent passport-size photograph along with full and initial signatures both in JPEG/PNG 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

5. Application Procedure: -

Applicants are requested to submit their applications through either Offline mode or Online mode, as prescribed as stated below.

- **Offline Mode: -**

Applicants shall submit the application in the prescribed format along with the relevant annexure—Annexure-I for new empanelment, Annexure-II for renewal—and all necessary documents as mentioned in Sl. No. 4. The complete application must be submitted offline on or before the deadline specified in Sl. No. 1. All supporting documents shall be self-attested by the applicant.

- **Online Mode: -**

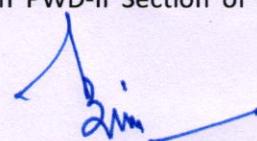
Applicants opting for online submission shall email the duly filled application along with the relevant Annexure-I for new empanelment, Annexure-II for renewal—and all required documents (as per Sl. No. 4) to the Municipal email ID: raiganjmunicipalityobpas@gmail.com. The application and documents must be submitted on or before the stipulated deadline. All supporting documents shall be self-attested.

Additionally, all consultants are required to: -

Recent, good-quality recent passport-size photograph along with full and initial signatures in JPEG format shall be submitted through email from the consultant's dedicated/registered email ID for issuance of the consultant licence.

6. Terms & Condition: -

- 1) Application should be submitted by following the application procedure as mentioned in sl.no. 6.
- 2) In case of delay in renewal, penalty / late fines will be levied as decided by the Authority.
- 3) The Notice, prescribed application format, and relevant Annexure may be downloaded from the official Municipal website at www.raiganjmunicipality.com. The same may also be obtained by submitting a request through email at raiganjmunicipalityobpas@gmail.com or collected from the Municipal Office Notice Board.
- 4) For any further queries or any required corrections, Consultants can contact with PWD-II Section of Raiganj Municipality (Contact no.- 9733066777) during office hours.

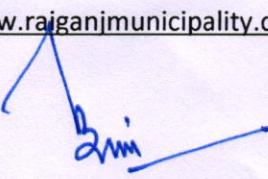

Administrator

Raiganj Municipality
Date. 02/11/21

Memo. No.

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. The Executive Officer, Raiganj Municipality.
4. The Finance Officer, Raiganj Municipality.
5. The Office Head Clerk, Raiganj Municipality.
6. The Accountant, Raiganj Municipality.
7. The Cashier, Raiganj Municipality.
8. Office Notice Board, Raiganj Municipality for wide circulation.
9. IT coordinator, Raiganj Municipality to upload the notice at Office Website www.raiganjmunicipality.com


Administrator

Raiganj Municipality
02/11/21

APPLICATION FORMAT

To
The Administrator,
Raiganj Municipality, Date:-

Subject: Application for [New Empanelment/Renewal/Up gradation] as[1].

Respected Sir,

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 -Sign

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 -Sign