



OFFICE OF THE ADMINISTRATOR

RAIGANJ MUNICIPALITY

P.O. RAIGANJ, DIST. UTTAR DINAJPUR

Website: www.raiganjmunicipality.com

Email: raiganjmunicipality@gmail.com

Administrator: Fax: 03523- 242542. ☎: 03523- 242542

Memo. No. 210 /PWD-II/EMP/RM/2026-27



Date. 25/09/2026

Notice

Applications are hereby invited for L.B.S. (License Building Surveyor) Class-II, new empanelment, under Raiganj Municipality for 2026-2027 session.

1. Last date of application : 29.09.2026 up to 5.00 p.m.
 2. Date of publication for list of the short-listed applicants to be called for document verification & walk in interview : Will be notified later.
 3. Last date for deposition of the new empanelment Fees (within office hours) : Will be notified later
4. Application fees: -

SL. NO.	PURPOSE	TYPE OF CONSULTANT LICENSE	FEES
i.	NEW EMPANELMENT	L.B.S. (License Building Surveyor) Class-II	Rs. 10,000.00/-

5. NOMENCLATURE OF THE TECHNICAL PERSONALS EMPANELMENT AS PER W.B.M.B.R., 2007 & ITS LATEST AMENDMENTS: -

SL. NO.	TYPE OF LICENSE	MINIMUM REQUIRED QUALIFICATION FOR NEW EMPANELMENT
i)	L.B.S.-II	A bachelor's degree in Civil/Construction Engineering from a Government recognized university or an equivalent Engineering Qualification recognized by the Government and shall have not less than 2(Two) years' experience in planning, design and execution of building works including sanitary and plumbing works related to building in area other than Municipalities in hill area, or A Diploma in Civil Engineering from a Government recognized university or an equivalent Engineering Qualification recognized by the Government and shall have not less than 5(Five) years' experience in planning, design and execution of building works including sanitary and plumbing works related to building in area other than Municipalities in hill area.

6. DOCUMENTS REQUIRED:-

SL. NO.	PURPOSE	DOCUMENTS NEEDED
i.	NEW EMPANELMENT AS LBS - II	a) Address proof, b) Aadhaar, c) Educational qualification details, d) Proof of experience. Applicant should also email a recent good quality passport size photograph & Full Signature both in JPEG format to " raiganjmunicipalityobpas@gmail.com ".

7. Application Procedure: -

Applicants must submit their application in the prescribed format along with the relevant annexure—**Annexure-I** for new empanelment—along with all necessary documents as mentioned in **Sl. No. 6**. The application should be submitted either **online** or **offline** on or before the specified deadline mentioned in

no. 1. In case of **online submission**, applicant should submit his application via the Municipal email "**raiganjmunicipalityobpas@gmail.com**", within the stipulated time frame to ensure compliance with the application process. All supportive documents should be self-attested in both case of submission by the applicant.

Additionally, for both type of submission, consultants are requested to fill out the annexure, affix their **e-sign**, and email the **PDF version** to **raiganjmunicipalityobpas@gmail.com** from their **dedicated 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 license with in same due date**.

8. Terms & Condition: -

- i. Application should be submitted by following the application procedure as mentioned in sl.no. 7.
- ii. Notice, application format and Annexure can be downloaded from Municipal website www.raiganjmunicipality.com. Consultants can also email at raiganjmunicipalityobpas@gmail.com & collect the same.
- iii. For any further queries or any required corrections, Consultants can contact with PWD-II Section of Raiganj Municipality (Contact no.- 9733066777) during office hours.

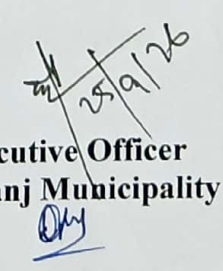

Executive Officer
Raiganj Municipality

Memo. No. 240/()08/PWD-II/EMP/RM/2026-27

Date.

Copy forwarded for information and taking necessary action to: -

1. The Administrator, Raiganj Municipality
2. The Executive Engineer, M.E. Dte., Dinajpur Division
3. The Finance Officer, Raiganj Municipality.
4. The Office Head Clerk, Raiganj Municipality.
5. The Accountant, Raiganj Municipality.
6. The Cashier, Raiganj Municipality.
7. Office Notice Board, Raiganj Municipality for wide circulation.
8. IT coordinator, Raiganj Municipality to upload the notice at Office Website www.raiganjmunicipality.com


Executive Officer
Raiganj Municipality

[APPLICATION FORMAT]

To
Administrator,
Raiganj Municipality,

Date.

Subject: Application for **New Empanelment** as **LBS CLASS - II**.

Respected Sir,

I, _____ **[name]**, son / daughter / Wife of _____,
residing at [_____ **Address**], hereby
submit my application for **New Empanelment** as **LBS-II** 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:

- i. Address proof & Aadhaar
- ii. Experience Certificate
- iii. Educational documents
- iv. Annexure

Yours sincerely,

[Name]

[C/O-]

[Address]

[Contact Details: - mobile & email]

ANNEXURE-I

FOR NEW EMPANELMENT AS LBS -II UNDER RAIGANJ MUNICIPALITY.

Notice No. ____/PWD-II/EMP/RM/2026-27

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	Aadhaar Number				
7	Academic Qualification (if needed, can add row below) (copies of mark sheet/certificate to be attached for each of examination or degree from Graduation onwards)	Sl. No.	Name of University examination /Degree acquired	Year of passing	Score
9	Past Experience in planning, design and execution of building works including sanitary and plumbing work related to building in area other than the Municipalities in heel area: - (if needed, can add row below), Original documents will be verified at the time of walk-in-interview).				
	Sl. No.	Duration of work (from-to)	Total experience (in years & month)	Name of Project / Job / Assignments	Project details / Specific role in job or assignment
	a)				
	b)				
	c)				
10	Basic knowledge in computer & Proficiency in AutoCAD: -				
I certify that, All the above statements with enclosures mentioned here in above, are true to the best of my knowledge and I agree to accept the cancellation of my candidature, at any time, if found false in my statements, mentioned herein above.					

Date: -

Place: -

Full e-Sign / Sign

- Note:** - i. Consultants are requested to fill out the applicable annexure in **MS Word**, affix their **e-Sign**, and email the **PDF version** to Municipal email "raiganjmunicipalityobpas@gmail.com" through Consultant's dedicated 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 license**.
- ii. Hardcopy of Annexure should be submitted along with application (in case of offline application).
- iii. For any further query or correction in above format consultant can contact at PWD-II Section of Raiganj Municipality (M - 9733066777) can during office hours.