

OFFICE OF THE MUNICIPAL COUNCILLORS OF BASIRHAT P.O.: BASIRHAT : DIST.: NORTH 24 PARGANAS

Employment Notification No.: 2580 Date : 09-02-2018

Applications are invited in prescribed format from the eligible Indian citizen to fill up the following vacant posts of different group under Basirhat Municipality.

Last date of receiving application : 16-03-2018 till 5.00 P.M.

Sl No	Name of the Post	No. of vacancy	Category of Vacancy	Pay Structure	Educational Qualification	Age as on 01-01-2017
01	Assessment-in-charge	01 (One)	1 UR	Pay Band-3 : Rs.7,100 – 37,600/- Grade Pay Rs.3,600/-	Candidates have Diploma in Surveyorship from any Institution recognized by the Government.	Lower and upper age limit are 21 and 37 respectively. (Relaxation of age as per Govt. Rules)
02	Assessment Inspector	01 (One)	1 UR	Pay Band-2 : Rs.5,400 – 25,200/- Grade Pay Rs.2,900/-	Candidates have passed Madhyamik or any equivalent examination from any Institution recognised by the Govt. And also Certificate of Surveyorship from any institution recognised by the Govt.	Lower and upper age limit are 21 and 40 respectively. (Relaxation of age as per Govt. Rules)
03	Clerk	01 (One)	1 S.T	Pay Band-2 : Rs.5,400 – 25,200/- Grade Pay Rs.2,600/-	Candidates have passed Madhyamik or any equivalent examination from any Board recognised by the Govt. Preference shall be given to them who have knowledge of typing and computers.	Lower and upper age limit are 18 and 40 respectively. (Relaxation of age as per Govt. Rules)
04	Sub-Assistant Engineer (Electrical)	01 (One)	1 UR	Pay Band-4 : Rs.9,000 – 40,500/- Grade Pay Rs.4,400/-	Candidates have a Diploma in Electrical Engineering (LEE) from any Institution recognised by the Government.	Lower and upper age limit are 24 and 37 respectively. (Relaxation of age as per Govt. Rules)
05	Mazdoor	06 (Six)	S.C-3, UR (Disabilities)-1, UR-1, UR (Ex-Serviceman)-1	Pay Band-1 : Rs.4,900 – 16,200/- Grade Pay Rs.1,700/-	Candidates shall have passed Class VIII from a School recognized by the Govt. Preference shall be given to good Physique and sportsmanship	Lower and upper age limit are 18 and 40 respectively. (Relaxation of age as per Govt. Rules)

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Sl No	Name of the Post	No. of vacancy	Category of Vacancy	Pay Structure	Educational Qualification	Age as on 01-01-2017
06	Helper	02 (One)	1 UR, 1 SC.	Pay Band-1 : Rs.4,900 – 16,200/- Grade Pay Rs.1,700/-	Candidates shall have passed Class VIII from a School recognized by the Govt. Preference shall be given to good Physique and sportsmanship	Lower and upper age limit are 18 and 40 respectively. (Relaxation of age as per Govt. Rules)

How to apply:-

Download the Application Format along with Admit Card & Instruction from the website: www.basirhatmunicipality.in , www.wbdma.gov.in , and apply in prescribed formats in A4 size paper with three self attested recent passport size photographs, one affix on the Application Form and another two affix on Admit Card. Candidates must furnish self attested photo copies of all testimonials and certificates issued by the competent Authority along with application formats. Application must be submitted in the sealed envelope with mentioning “**Application for the post of.....**”.

Terms & Condition:-

- 1) Application should be sent either by Registered Post or Candidate may also submit application directly in the “Drop Box” to be kept in the 1st floor of the main Municipal office building during the period from 12 noon to 5.00 P.M. on all normal working days **addressed to the Chairman, Basirhat Municipality, P.O. Basirhat, Dist. North 24 Parganas, Pin.-743411 from 19-02-2018 to 16-03-2018. No application will be received by Ordinary Post or through e-mail.**
- 2) The application should reach this office on or before **16-03-2018** within 5.00 P.M. **No application will be entertained before 19-02-2018 and after the last date and time.**
- 3) **Last date of receipt application is 16-03-2018 up to 5.00 P.M.**
- 4) Candidates belonging to SC, ST, OBC-A, OBC-B etc. must enclose self attested photocopy of Cast Certificate. The original certificate shall be produced at the time of interview.
- 5) No T.A/D.A will be admissible for attending the examination/interview.
- 6) Candidate should enclose self attested photocopy of the age proof certificate with the application.
- 7) Age relaxation : As per Govt. Rules.
- 8) Selection Procedure : Selection of the candidate will be made on the basis of Written Test and Interview. Computer and Typing test will be held for the post of Clerk.
- 9) Canvassing in any form will be disqualify the candidate.

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- 10) Application found incomplete/defective on scrutiny shall be rejected without further communication.
- 11) One Applicant must not submit application for more than one post.
- 12) Applicants must furnish one self addressed envelope with affixing postal stamp of Rs.5/- (Rupees five) only.
- 13) If at any stage even after appointment a candidate is found ineligible in terms of the Employment Notice, his/her candidature will be cancelled with an intimation to the candidate.
- 14) Candidates are requested to follow up the Website of Basirhat Municipality for further guidance, schedule of Selection Test/Interview etc.
- 15) No. of Vacancies may vary depending upon the No. of post to be sanctioned by the Government from time to time till final filling up of the vacancies.
- 16) Candidates now in service under the State Govt. Semi Govt. Local/Statutory Body shall have to furnish No-Objection Certificate from his/her present Employer. Otherwise his/her application will be rejected.
- 17) No candidate shall be allowed to enter the Examination Hall unless he/she hold valid Admit Card.
- 18) Basirhat Municipal Selection Committee reserves the right to rectify the errors and omissions, if any, in the process of holding the Examination and final declaration of result.

INSTRUCTION TO CANDIDATE (EXAMINEES)

1. *Immediately on receipt of the Admit Card, every candidate is expected to verify all the facts, i.e. Roll No., Name, Name of the Post, Examination Timing, Examination Centre, Date of Examination etc.*
2. *The doors of the Examination hall will be opened half an hour before the time specified for the commencement of the examination. No candidates should leave the examination hall before the scheduled time of the examination.*
3. *No candidate shall be permitted to enter the hall after 10 minutes of schedule time.*
4. *Candidate will occupy their seats according to their roll number.*
5. *Immediately on receipt of the question/answer paper, every candidate must write his/her Roll Number on his/her question/answer paper at the specified space. If any question/answer paper supplied is found defective in any way the same will be exchanged instantly.*
6. *No candidate shall bring or carry with him/her into the examination hall any paper book, book, notes or any other material, nor shall he/she communicate with any other candidate in the examination hall, during the examination in progress. Any infringement of this instruction is likely to be expelled from the examination hall or otherwise dealt with.*
7. *Rough work when necessary should be done in the separate page to be annexed with answer script paper.*
8. *Answer should be done by way of a (√) tick mark against in appropriate box of the correct answer for objective questionnaires only.*

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9. *No candidate shall, without the special permission of the invigilator, leave his/her seat in the examination hall during the examination. At the expiry of the time allowed, the answer paper must be surrendered immediately to the invigilator concerned.*
10. *Every candidate must sign in the attendance sheets in the appropriate column against his/her Roll Number and name, without signing the attendance sheets the answer paper will be treated as cancelled.*
11. *Smoking, chewing of tobacco/betel nut, intoxicant, etc. is strictly prohibited in the examination hall.*
12. *Candidates should answer only in blue or black ink ball pointed pen. Other ink pens are not used.*
13. *Candidates are strictly prohibited to use the following object in the examination hall :-
Mobile Phone, Pager, Digital Diary, Calculator & other electronic gadgets or similar calculating machine etc.*
- 14) *Candidate securing qualifying marks will be called for interview.*


Chairman
Basirhat Municipality

12. COMPUTER KNOWLEDGE :

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13. EXPERIENCE (IF ANY) :

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DECLARATION :

I hereby declare that I have carefully read the conditions of eligibility mentioned in the Employment Notification. These conditions are acceptable to me and I fulfil these conditions. The details mentioned in the Application are true and I shall furnish the necessary certificates whenever required. If any information/details found to be incorrect / false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my services shall be terminated.

Date :

Place :

.....

Signature of the Candidate

List of Documents which should be enclosed along with the application :

Self attested photo copy of all certificates should be attached with the application

- i) *Proof of Age.*
- ii) *Proof of Academic and Diploma qualification.*
- iii) *Copy of Employment Exchange Card (if any).*
- iv) *Proof in support of Category (if applicable).*
- v) *Proof of Typing and Computer Knowledge (if applicable).*
- vi) *Two Nos. Passport size self-attested Photographs.*
- vii) *One self addressed envelope with affixing postal stamp of Rs.5/- (Rupees five) only.*

ADMIT CARD

WRITTEN EXAMINATION TO THE POST OF

Date of written Examination :-

Time :-

Roll No. :-

Name of Examination Centre :-

*Attach passport
Size photo duly
Self attested*

(FOR OFFICE USE ONLY)

(TO BE FILLED IN BY THE CANDIDATE)

Name of the Candidate (in Capital Letter) : _____

Father's/Husband's Name : _____

Postal Address (with PIN code No.) : _____

(Signature of the Authority)

(Full signature of the Candidate)

N.B. : Candidate should read carefully instruction of written examination which is published.

ADMIT CARD

WRITTEN EXAMINATION TO THE POST OF

Date of written Examination :-

Time :-

Roll No. :-

Name of Examination Centre :-

*Attach passport
Size photo duly
Self attested*

(FOR OFFICE USE ONLY)

(TO BE FILLED IN BY THE CANDIDATE)

Name of the Candidate (in Capital Letter) : _____

Father's/Husband's Name : _____

Postal Address (with PIN code No.) : _____

(Signature of the Authority)

(Full signature of the Candidate)