

Office of the Municipal Councillors, Kamarhati

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Ref. No. 401/Gnl.

Dated 30.8.2018

EMPLOYMENT NOTICE

Applications are invited from eligible candidates for filling up the regular posts as shown in the table below for KAMARHATI MUNICIPALITY

Sl. No.	Name of the Post	No. of vacancies	Scale of pay with Grade Pay (ROPA-2009)	Qualification	Age limit (as on 1.1.2018)
1	Secretary	1 (U.R.)	Scale of pay- Rs.7100/- to 37600/- Grade pay – Rs.4100/-	The candidate shall be a graduate from any recognized University with an experience of work in supervisory level in any Government or semi Government Organisation for three years. Law graduate is preferable.	35 to 40 years
2	Office Superintendent	1(U.R.)	Scale of pay- Rs.7100/- to 37600/- Grade pay – Rs.3900/-	The candidate shall be a graduate from any recognized University with an experience of work in supervisory level in any Government or semi Government Organisation for three years. Law graduate is preferable.	Upper age limit 40 years
3	SAE (Civil & Electrical)	2 (U.R.)	Scale of pay- 9000/- to 40500/-	The candidate have a diploma in Civil/electrical engineering (LEE)	24 to 40 years

			Grade pay – Rs.4400/-	from any Institution recognized by the Government	
4	Clerk	3 (OBC-A-1, SC-1, UR-1)	Scale of pay- 5400/- to 25200/- Grade pay – Rs.2600/-	The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government. Preference shall be given to them who have knowledge of typing and computers.	18 to 40 years
5	Assessment In charge	1(U.R.)	Scale of pay- 7100/- to 37600/- Grade pay – Rs.3600/-	The candidate have diploma in surveyorship from any institution recognized by the Government	18 to 40 years
6	Assessment Inspector	1(U.R.)	Scale of pay- 5400/- to 25200/- Grade pay – Rs.2900/-	The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government and also certificate of surveyorship from any institution recognition by the Government.	21 to 40 years
7	Assistant Cashier	1 (U.R.)	Scale of pay- 5400/- to 25200/- Grade pay – Rs.2600/-	The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government. Candidates having experience in accounting and	18 to 40 years

				working with computers will get preference.	
8	Recorder (Burning Ghat/Burial Ground)	1(U.R.)	Scale of pay- 5400/- to 25200/- Grade pay – Rs.2300/-	The candidate have minimum qualification of Class VIII passed from a government recognized school with working knowledge in English. Preference shall be given to the candidates passed madhyamik or equivalent examination form any Board recognized by the Government.	18 to 40 years
9	Store keeper	1 (U.R.)	Scale of pay- 7100/- to 37600/- Grade pay – Rs.3600/-	The candidate have passed Madhyamik or equivalent examination form any Board recognized by the Government	18 to 40 years
10	Mazdoor	65 (S.C.9, SC (E.C.)- 4, SC (Ex- serviceman) -1, ST-2, ST(E.C.)-2, E.C. (U.R.) -10, OBC- A-5 OBC- A (E.C.)-2 OBC-B-3, OBC- B(E.C.)1 Ex- servicemen (U.R.)-5,	Scale of pay- Rs. 4900/- to 16200/- Grade pay – Rs.1700/-	The candidate shall have passed Class VIII from any Government recognized Institution. Preference shall be given having good physique and sportsmanship.	18 to 40 years

		Disable-2 (Hearing impairment & Blindness or low vision) Meritorious sports person-1 U.R.-18			
11	Mistry (Pipe Line)	5 (S.C.-1, ST-1, EC-1, U.R. 2)	Scale of pay- 5400/- to 25200/- Grade pay – 2100/-	The candidate has certificate in plumbing trade from any ITI recognized by the Government and has educational qualification of Class VIII pass from any Govt. recognized institutions and have two years experience in the work	18 to 40 years
12	Peon	3 (ST-1, EC-1, UR- 1)	Scale of pay- Rs. 4900/- to 16200/- Grade pay – Rs.1700/-	The candidate shall have passed Class VIII from any Government recognized Institution. Preference shall be given having good physique and sportsmanship.	18 to 40 years
13	Pump Operator	21 (SC-3), S.C.(E.C.)- 1, ST-1, EC (U.R.)-4, OBC-A-1, OBC- A(E.C.)-1, OBC-B-1, OBC-B	Scale of pay- 5400/- to 25200/- Grade pay – 2300/-	The candidate having certificates in electrical workmanship (440 volts) and having experience of 3 years in the electrical workmanship and	18 to 40 years

		(E.C.)-1, Ex- serviceman S.C.)-2, Disable- 1(Blindness or low vision), UR-5)		the educational qualification of Class VIII pass from any Government recognized Institution.	
14	Assistant Mistry (pipe line)	10 (SC-1, SC (E.C.)- 1, ST-1, EC (UR)-2, OBC-A-1, OBC-B-1, UR-3)	Scale of pay- 5400/- to 25200/- Grade pay – 1900/-	The candidate have certificate in plumbing from any ITI recognized by Government and have educational qualification of Class VIII pass from any Government recognized Institution.	18 to 40 years
15	Ambulance Attendant	1 (U.R.)	Scale of pay- 4900/- to 16200/- Grade pay – 1700/-	The candidate shall have passed Class VIII from any Government recognized Institution. Preference shall be given having good physique and sportsmanship.	18 to 40 years
16	Driver	1 (S.T.)	Scale of pay- 5400/- to 25200/- Grade pay – 2300/-	The candidates have heavy driving license, with an experience of not less than five years, and have passed Class VIII from any school recognized by the Government.	20 to 40 years

Note: No. of post shown in the advertisement may vary depending upon the permission of filing up of the post as may be received from State Government time to time.

How to Apply

1. Intending Candidates will have to apply in the prescribed format, which can be downloaded from the website of Kamarhati Municipality (www.kamarhatimunicipality.org). Candidates claiming reservation must have to enclose copy of relevant certificate issued by Competent Authority, duly self attested. Candidates who are in Govt. / Quasi/Govt. services, will have to apply through proper channel.
2. Applications must be dropped directly by the candidates or his/her representative into the appropriate Drop Box at first floor (adjacent to Executive Officer's room) of the main building or through speed post/ Courier addressed to the Chairman, Kamarhati municipality, 1, M.M. Feeder Road, P.O. Belghoria, Kolkata-700 056 super scribing on the envelope " i) Employment Notice No. ii) Name of the post applied for" so as to drop on or before the closing date. **Applications should reach this office either by hand or by post or by courier services within closing date failing which no application shall be entertained after the last date i.e. 18.9.2018 at 4 p.m.**
3. Application duly filled up in appropriate manner must be submitted along with the copies of the following documents duly self attested.
4. i) Age proof certificate ii) SC/ST/ OBC certificate issued by the competent authority, iii) Mark-sheet and / or certificate for each examination passed, iv) Two nos. of self addressed envelop affixed with postal stamp of Rs. 5/- each.
5. For all categories : Benefits of reservation of vacancies and upper age concession upto 5 years are admissible only to SC, ST and Ex-service man candidates and upto 3 years for OBC candidates and upto 8 years for persons with Disabilities (PWD) having disability of 40% or above as per Govt. Rules.
6. **APPLICATION FORMS NOT PROPERLY FILLED IN OR INCOMPLETE IN ANY RESPECT OR WITHOUT REQUISITE DOCUMENT WOULD BE SUMMARILY REJECTED.**
7. Two nos. of self attested recent colored passport size photograph (4.5 cm X 3.5 cm) of the candidate must be enclosed with the application (one to be pasted on the application form at appropriate space and other as enclosure along with application in prescribe format).
8. Canvassing in any form will disqualify the candidates.
9. Candidates may obtain the details of the post, relevant information and application format through the Kamarhati Municipality' s website (www.kamarhatimunicipality.org) office notice board at main building of Kamarhati Municipality.
10. **Last date of receipt of application : 18.9.2018, at 4 p.m.**
11. 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 concerned.
12. The Municipal Authority reserves the discretion of conducting screening test with a view to short listing candidates for interview in each category of post.
13. Name of intending candidates are being invited from Employment Exchange Bank.
14. The Authority reserves the right to cancel any or all applications without assigning any reason whatsoever.
15. **Mode of EXAMINATION :**
 - A. Written Examination
Candidates shall have to appear at a written examination of 80 marks. Duration of written examination will be one and half hour. There will be 80(Eighty) Multiple Choice Questions (MCQ), carrying 1 (one) mark each covering the subjects as detailed below:

Subject	Standard of questions for the post of			No. of questions
	Secretary/ Office Superintendent	SAE/ Clerk/Assessment in Charge/ Assessment Inspector/Assistant cashier/Store keeper	Recorder/ Mazdoor/ Mistry/ Peon/ Pump operator/Asst. Mistry/ Ambulance Attendant/Driver	
General Knowledge & Current Affairs	General	General	General	15
General English	Graduate	Madhyamik	Class-VIII	15
General Science	Graduate	Madhyamik	Class-VIII	15
History	Graduate	Madhyamik	Class-VIII	10
Geography	Graduate	Madhyamik	Class-VIII	10
Mathematics	Graduate	Madhyamik	Class-VIII	15

- Questions will be set in English only
- Candidates have to mark answers in respect of Multiple Choice Objective type questions in the Question cum Answer Booklet.
- There will be no negative marking for wrong answer

B. Interview and other test as mentioned below:

The candidates shortlisted on the basis of marks obtained in the Written Examination, will be called separately for document verification followed by an interview for 10 marks and computer test for 10 marks for the post of Secretary, Office Superintendent, SAE, Clerk, Assessment in charge, Assessment inspector, Assistant Cashier and Store keeper, Driving test for 10 marks for the post of Driver and technical test for 10 marks for the post of SAE, Assessment in charge and Assessment inspector.

Final merit list will be prepared on the basis of total marks obtained by the candidates.


 Chairman
 Kamarhati Municipality
 Chairman
 Kamarhati Municipality

APPLICATION FORMAT

(For the post of _____)

Application No. _____
(For Office Use Only)

To
The Chairman,
Kamarhati Municipality,
1, M.M. Feeder Road,
Belgharia, Kolkata-700056

01. Name :

[illegible]

02. Address :

								P	I	N							

Paste self attested
recent colour
photograph of size
4.5 cm x 3.5cm
(do not staple)

[Name and address to be filled in the capital letter, one letter in the each box. Leave one box in between name, middle name, surname, house no. and street/road].

03. Father's /Husband Name :

04. Contact No. :

05. Date of Birth :

06. Age on 01-01-2018 :

07. Caste :

08. Category :

09. If Person with Disability : YES/NO (If yes, Give particulars of disability)

10. If Ex-Serviceman : YES/NO (If yes, give particulars of service rendered)

11. If Meritorious Sports Person: YES/NO (If yes, give particulars of participation in sports)

12. Educational Qualification:

Examination Passed	Board/University	Year of Passing	Division/Class/Grade	Percentage of Marks/Grade Obtained

13. Technical/Other Qualification, if any:

14. Experience, if any, please specify :

N.B. For Sl. No. 05 to 14 attach Photocopy of certificates/testimonials duly self attested.

15. Sex (Tick the appropriate) : Male/ Female.

I do hereby declare that all the information stated in this application from are true. In case any of my information furnished and document attached here to is found to be not true and if I fail to produce relevant documents in support of the eligibility criteria, my candidature is liable to be cancelled by the appropriate authority at any stage of the Selection/Recruitment process.

Date :

Place :

Full signature of the applicant