

# Office of the Municipal Councillors, Kamarhati

[Address: 1, M.M. Feeder Road, Rathala, Bolgharia, North 24 Parganas, Kolkata - 700 056

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Ref. No. 401/GmL

Dated 23/05/2022

## EMPLOYMENT NOTICE

Applications are invited from eligible candidates for filling up the 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 1.5.2022 )
1	Peon	2 (UR-1, OBC-A-1)	Scale of pay- 4900/- to 16200/- Grade pay - 1700/-  'LEVEL-1' (As per Ropa 2019)	Shall be able to read and write and have passed Class VIII from any Government recognized Institution. Preference shall be given having good physique and sportsmanship.	18 to 40 years
2	Majdoor ( Drain cleaner and Road cleaner)	3 (UR-2, SC (EC)-1)	Scale of pay- 4900/- to 16200/- Grade pay - 1700/-  'LEVEL-1' (As per Ropa 2019)	Shall be able to read and write and have passed Class VIII from any Government recognized Institution. Preference shall be given having good physique and sportsmanship.	18 to 40 years

### 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](http://www.kamarhatimunicipality.org)). Candidates claiming reservation must have to enclose copy of the relevant certificate issued by Competent Authority, duly attested by a Gazetted Officer. Candidates who are in Govt. / Quasi/Govt. services, will have to apply through proper channel.

2. Applications dropped directly by the candidates or his/her representative into the appropriate Drop Box at the Executive Officer's room 1<sup>st</sup>. floor of the main building addressed to the Chairman, Kamarhati municipality, 1, M.M. Feeder Road, P.O. Belghoria, Kolkata-700 056 superscribing on the envelope " i) Employment Notice No. ii) Name of the post applied for" so as to drop on or before the closing date. *Or by ordinary post or by Registered Post or by courier service within stipulated date and time.*
3. Application duly filled up in appropriate manner must be submitted along with the copies of the following documents duly self attested.
  - 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 address envelop affixed with postal stamp of Rs. 5/- each.
4. 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.
5. APPLICATION FORMS NOT PROPERLY FILLED IN OR INCOMPLETE IN ANY RESPECT OR WITHOUT REQUISITE DOCUMENT WOULD BE SUMMMARILY REJECTED.
6. Three nos. of self attested recent coloured 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 two as enclosure along with application in prescribe format).
7. Canvassing in any form will disqualify the candidates.
8. Candidates may obtain the details of the post, relevant information and application format through the Kamarhati Municipality' s website ( [www.kamarhatimunicipality.org](http://www.kamarhatimunicipality.org) . ) Office notice board at main building of Kamarhati Municipality.
9. Last date of receipt of application : 7<sup>th</sup>. June, 2022 at 4 p.m.
10. If at any stage, even after appointing a candidate is found ineligible in terms of the Employment Notice, his/her candidature will be cancelled with an intimation to the candidate concerned.
11. Applications in more than one post by any candidate will not be entertained.
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.
14. The Authority reserves the right to cancel any or all applications without assigning any reason whatsoever.
15. **Mode of EXAMINATION :**  
Written & Viva voce.
16. The final merit list will be prepared on the basis of total marks obtained by the candidates.

  
 Chairman  
 Kamarhati Municipality  
 Chairman  
 Kamarhati Municipality



14. Experience, if any, please specify :

N.B. For SL No. 05, 12, 13 and 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 the document attached hereto 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