

Office of the Municipal Councillors, Kamarhati

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

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kamarhati_municipality@rediffmail.com

Ref. No. 1198/GM

Dated 03/02/2016

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 1-1-2016)
1	Assistant Engineer	1	Scale of pay- 15600/- to 42000/- Grade pay - 5400/-	The Degree of Bachelor of Engineering (Civil), from any University recognized by The Government	21 to 37 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). 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 the Executive Officer's room 1st floor of the main building or by Post 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.
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. APPLICATION FORMS NOT PROPERLY FILLED IN OR INCOMPLETE IN ANY RESPECT OR WITHOUT REQUISITE DOCUMENT WOULD BE SUMMMARILY REJECTED.
5. 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).
6. Canvassing in any form will disqualify the candidates.
7. 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.

8. Last date of receipt of application : 18.2.2016 at 4 p.m.
9. 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.
10. The Municipal Authority reserves the discretion of conducting screening test with a view to short listing candidates for interview in each category of post.
11. Name of intending candidates are being invited from Employment Exchange.
12. The Authority reserves the right to cancel any or all applications without assigning any reason whatsoever.


Chairman

Kamarhati Municipality

Chairman

Kamarhati Municipality

Proforma of application

Application for the post of "Assistant Engineer (Civil)"

To
The Chairman,
Kamarhati Municipality
I, M.M. Feeder Road,
Belghoria, Kolkata-700 056

Enrolment NO.-----
(To be filled in by the Municipality)

Affix here self signed

Recent passport size photograph

Sir,

In response to your advertisement dated 3.2.2016 I like to offer myself as a candidate for the post of Assistant Engineer (Civil). In this connection the requisite particulars and documents are given below:

1. Name (In block letter) :
2. Father's name :
3. Guardian's name :
4. Present address (with pin code) :
5. Permanent address
(With pin code and phone no.)
6. Date of birth :
7. Age (as on 1.2.2016) :
8. Religion :
9. Qualification :
10. Details of qualification :

Name and address of the University	Roll No. (mentioned in admit card)	Year of passing	Total marks (aggregate)	Percentage of marks obtained

11. Computer knowledge :
12. Experience, if any :
13. Extracurricular activity, if any :
14. Marital status :

I hereby declare that above mentioned particulars furnished by me are true to the best of my knowledge and belief.

Enclo :

Age proof certificate

Mark-sheet and / or certificate of examination passed

Two nos. of self address envelop affixed with postal stamp of Rs. 5/- each.

Date :

Yours faithfully,

Place :

(Signature of the applicant)