

Office of the Municipal Councillors, Kamarhati

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

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Ref. No.

465/Gm

Dated 19/09/2015

EMPLOYMENT NOTICE

Applications are invited from eligible candidates for filling up the posts) NUHM 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 1.3.2015)
1	Clerk	7 (Seven)	9000/- (Consolidated)	Passed Graduate from any University with knowledge of typing and computers	18 to 40 years
2	Peon / Attendant	7 (Seven)	5000/- (Consolidated)	Madhyamik pass.	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). 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 the Executive Officer's room 1st. floor of the main building 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. Kindly be it noted that application though E-mail / ordinary post or by Registered Post or by courier service will not be accepted.
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 and upto 8 years for persons with Disabilities (PWD) having disability of 40% or above as per Govt. Rules.

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) office notice board at main building of Kamarhati Municipality.
9. Last date of receipt of application : 29.9.2015 at 4 p.m.
10. 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.
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. 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 "-----"

To

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

Enrolment NO.-----

(To be filled in by the Municipality)

Affix here self signed

Recent passpost size photograph

Sir,

In response to your advertisement dated 19.9.2015 I like to offer myself as a candidate for the post of ----- . 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 1.9.2015) :
8. Religion :
9. Qualification :
10. Details of qualification :

Name and address of the school	Name of the Board/ Council	Roll No. (mentioned in admit card)	Year of passing	Total marks (aggregate)	Percentage of marks o

11. Computer knowledge (in case of post of clerk)
12. Experience, if any :
13. Extracurricular activity, if any :
14. Whether belong to SC/ST : Yes / No. (please (✓) on whichever is applicable)
OBC category If yes detailed statement and documents in support of the statement.
15. Marital status :

I hereby declare that above mentioned particulars furnished by me are true to the best of my knowledge and belief. I am able to read, write and speak in _____

Enclo :

Age proof certificate

SC/ST/ OBC certificate issued by the competent authority

Mark-sheet and / or certificate for each examination passed

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

Date :

Yours faithfully,

Place :

(Signature of the applicant)