



Office of the Councillors  
**DUBRAJPUR MUNICIPALITY**

Phone: (03462) 244362

Fax: 03462 - 245171

Email ID:- dubrajpurmunicipality@gmail.com

P.O.- DUBRAJPUR • Dist.- BIRBHUM

Memo No...../DM/201

(1)

Date.....201

**Employment Notice No.- 175/DM/2017 Dt. 17.02.2017**

**NOTIFICATION**

Applications are invited in the prescribed format from the willing and eligible candidates to fill up the following vacant posts of Group 'B', 'C' & 'D' category under Dubrajpur Municipality, Birbhum.

Last date of submission of application is 14<sup>th</sup> March, 2017 upto 5 P.M.

The criteria for the posts are as follows:-

Sl. No.	Name of the post	No. of Vacancy	Category	Pay Structure	Qualification & Experience	Age limit as on 01.01.17.
1.	Accountant	01	1 UR	PB-3 (Rs, 7100-37,600) Gr.Pay Rs,3600/-	Graduate in commerce from any university recognized by the Govt. Candidates having experience in accounting and working with computer will get preference.	As per Govt. Rules.
2.	Clerk	04	1 SC, 1 UR, 1 UR(EC), 1 ST	PB-2 (Rs, 5400-25,200) Gr.Pay Rs,2600/-	Passed in Madhyamik or equivalent Examination from any Board recognized by the Govt. Preference shall be given to them who know typing and having knowledge in computer.	As per Govt. Rules.
3.	Helper	01	1 SC	PB-1 (Rs, 4900-16,200) Gr.Pay Rs,1700/-	Class VIII passed from any institute recognized by the Govt. and shall be able to read & write in Bengali, having well physique and sportsmanship.	As per Govt. Rules.
4.	Peon	01	1 UR	PB-1 (Rs, 4900-16,200) Gr.Pay Rs,1700/-	Do	As per Govt. Rules.



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(2)

The candidates who desire to apply for the above posts should send the application to the Chairman, Dubrajpur Municipality, P.O.+P.S.-Dubrajpur, Dist.-Birbhum, Pin-731123 by ordinary post or by dropping in the box to be kept in the Municipal Office. The dropping of Applications in the box will start from the date of publication of the advertisement from 11.00 A.M. to 5.00 P.M. except Sundays and holidays.

Application forms may be available through this office website mentioned below:  
[www.wbdma.gov.in](http://www.wbdma.gov.in).

Applications must reach this office within 14<sup>th</sup> March, 2017 upto 5 P.M.

Applications which will reach this office after 14<sup>th</sup> March, 2017 will be treated as cancelled.

Applications not filled up properly and not accompanied with relevant certificates and testimonials shall summarily be rejected.



*[Signature]*  
Chairman

Dubrajpur Municipality

Birbhum

Dubrajpur Municipality  
Dubrajpur, Birbhum



8) Mobile No.

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9) Academic Qualification:

S/N	School/Board/Univer./Inst./Council	Exam. Passing	Year of Passing	Total Marks	Total Marks Obtained	Percentage

10) Computer Knowledge:

- a) Have you ever been employed ?  
b) If so give details thereof:-

S/N	Name of the Office where employed	Name of the Post	Date of joining	Date of leaving (if any)	Whether the job is temporary or permanent	Type of Work Done

11) Additional Qualifications (If any) :-

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12) List of document enclosed:-

S/N	Documents

**Declaration:** I do hereby declare that I have carefully read the terms & conditions of eligibility as laid down in the advertisement. The details mentioned in the Application are true, complete and correct to the best of my knowledge and belief and I shall submit/furnish the necessary certificates whenever required.  
If any information is found to be incorrect/false at any stage during the selection process or detected even after the appointment, my candidature/service will be treated as cancelled.

Date:

Place:

\_\_\_\_\_  
Signature of the Candidate