

NOTIFICATION

Employment Notice No. 369 dt.08/05/2017.

Applications are invited from the willing and eligible candidates to fill up the following vacant post of Kanchrapara Municipality

SI No	Name of the Post	No.of Vacancy/ Category	Scale of Pay Grade Pay	Qualification (As per Recruitment Rule, 2005)	Age as on 1 st February, 2017
(1)	(2)	(3)	(4)	(5)	(6)
1	Clerk	03 SC = 1, UR = 1, UR (EC) = 1	5400 – 25200/-G.P. 2600/-	Madhyamaik or equivalent Examination from any Board recognized by the Govt. Preferences will be given to them who have knowledge Typing & computers	18 to 40 Years age relaxation for OBC 3 Years & for SC/ ST candidates in 5 Years
2	Driver	03 SC = 1, UR = 1, UP (EC) = 1	5400 – 25200/- G.P. 2300/-	Class VIII passed from any school recognized by the govt. Should have Heavy Driving License with an experience of at least 5 years	18 to 40 Years age relaxation for OBC 3 Years & for SC/ ST candidates in 5 Years
3	Mazdoor	67 SC = 10, UR = 17, ST = 2, OBC-A= 4, OBC-B = 3, SC (EC) = 4, UR (EC) = 12, ST (EC) = 1, OBC-A (EC) = 2, OBC-B (EC) = 1, UR (Ex-service man) = 1, SC (Ex-service man) = 1, ST(Ex-service man) = 1, OBC-A(Ex-service man) = 1, OBC-B(Ex-service man) = 1, UR (Person with Disabilities) = 2, UR (Meritorious Sportsmen) = 1.	4900 – 16200/- G.P. 1700/-	Passed Class VIII from any Govt. Recognized by the Govt. Institution. Shall be able to read and write Bengali or Nepali preference will be given on Good Physique and sportsmanship	18 to 40 Years age relaxation for OBC 3 Years & for SC/ ST candidates in 5 Years
4.	Pipe Line Inspector	01 SC = 1	5400 – 25200/- G.P. 2600/-	Passed Madhyamik or any equivalent examination from any Institution recognized by the Govt. Preference shall be given to them having a Diploma in Civil Engineering or Mechanical Engineering from any Institution recognized by the Govt. and having experience in Civil Engineering or Mechanical Engineering.	21 to 40 Years age relaxation for OBC 3 Years & for SC/ ST candidates in 5 Years

The candidates who desire to apply for the above posts should send the application to the Chairman, Kanchrapara Municipality, 42, Lenin Sarani (East), P.O. Kanchrapara, Dist: North 24 Parganas, PIN – 743145 by post or by dropping in the box kept at the municipal office. The dropping of the application Form in the box will start from 11th May, 2017 and will be continued upto 31st May, 2017 except on Sundays and holidays from 11:30 A.M. to 5 P.M. (up to 1 P. M. for Saturday only) the willing candidates may apply in the prescribed format on downloading the same from the website (www.kanchraparamunicipality.org) of Kanchrapara Municipality. The last date of submission of application Form is 31st May, 2017 upto 5 P.M. and the applications received for any of the posts after scheduled date and time will be automatically be rejected.

(Sudama Roy)
Chairman
Kanchrapara Municipality
Chairman
Kanchrapara Municipality

APPLICATION FORMAT
(for the Post of _____)

To
The Chairman
Kanchrapara Municipality
Kanchrapara, North 24 Parganas.

1. Name :

2. Name of
Father/ Mother/ :

Husband/ Guardian

3. Address :

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

4. Contact No : _____
5. Date of Birth : _____
6. Age as on 01.02.2017 : _____
7. Caste : _____
8. Category (please '✓') : UR UR (E.C.) SC ST OBC A OBC B
9. 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. Educational Qualification:

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

[N.B. :- For serial No. 05 to 11 attach photocopy of certificates duly self attested]

12. Experience , if any specify:- _____

13. Details of fee submitted :

a) D.D./ Pay Order No. _____

b) Date _____ c) Issuing Bank _____

d) Branch _____ e) Amount : _____

DECLARATION

I do hereby declare that all the information stated in this application form are true. In case any of my information furnished and document attached hereto is found to be not true and if I fail to produce relevant documents in support of my 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

** abbreviation used in the application format:

1) UR (EC) – Unreserved – Exempted Category, 2) S.C. Scheduled Caste, 3) D.D. – Demand Draft.

HOW TO APPLY

1. Intending candidates will have to apply in the prescribed format, which can be downloaded from the website of Kanchrapara Municipality (www.kanchraparamunicipality.org). A non-refundable demand draft / pay order of any Nationalized Bank and/ or any scheduled Commercial bank for an amount of **Rs. 150/- (Rupees One Hundred Fifty) only as Examination Fees and Processing Fees for General Categories and Rs. 100/- (One Hundred) only as processing Fees for Reserved Categories, drawn in favour of "Chairman, Kanchrapara Municipality" payable at Kanchrapara** will have to be enclosed with the applications. Candidates claiming reservation must have to enclose copy of relevant certificate issued by competent authority. Candidates, who are in Govt. / Quasi-Govt. services, will have to apply through proper channel.
2. Application specially defined for the post must be dropped directly by the candidates or his/ her representative into the appropriate dropped Box specifically defined for each type of post situated at the 1st floor of the administrative building addressed to the Chairman, Kanchrapara Municipality. 42, Lenin Sarani (East), P.O. Kanchrapara, Dist: North 24 Parganas, PIN – 743145, superscribing on the envelop "i) Employment Notice No. ii) Name of the post applied for" so as to drop on or before the closing date. This is to be noted in this connection that application(s) through ordinary post or by registered post or by courier service will also be accepted up to closing date i.e. 31st May, 2017.
3. NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE OF SUBMISSION OF APPLICATION
4. Application duly filled up in appropriate manner must be submitted along with the copies of the following documents duly self-attested by the applicant.
 - i) Age Proof certificate, ii) SC/ ST/ OBC-A/ OBC-B person with disability (PWD)/ Ex-serviceman certificated issued by the competent authority, iii) Mark sheet and/ or certificates for each examination passed.
5. Reservation/ Age Relaxation:
 - A. For SC/ST Candidates:**
 - i. The benefit of reservation will be admissible to SC/ST candidates of West Bengal only, if such reservation is notified against the posts for respective category.
 - ii. The benefit of age relaxation for SC/ST candidates will be admissible to all such candidates as per relevant Govt. Rules and Regulations.
 - B. For OBC-A/OBC-B Candidates:**
 - i. The benefit of reservation will be admissible to the OBC-A/OBC-B candidates of West Bengal only, if such reservation is notified against the Post for respective Category.
 - ii. The benefit of age relaxation for OBC-A/OBC-B candidates will be admissible to all such candidates as per relevant rules & regulations.
SC/ST/OBC-A/OBC-B CANDIDATES OF OTHER STATES WILL BE TREATED AS UNRESERVED CANDIDATES.
 - C. For Ex-servicemen candidates :**
 - i. The benefit of reservation will be admissible to the Ex-Servicemen candidates, if such reservation is notified against the post for respective category.
 - ii. The benefit of age relaxation for the Ex-servicemen candidates will be given as per existing Government rules and regulations.
 - D. For Persons with Disabilities of at least 40% and above :**
 - i. The benefits of reservation will be given to the candidates with disabilities of at least 40% and above, if such reservation is notified against the post for respective category.
 - ii. The benefits of age relaxation for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant rules and regulations.
 - iii. Candidates Having disability of less than 40% shall be treated as Unreserved Candidates and therefore shall not get benefit of age relaxation.

6. Three nos. of self-attested recent coloured passport size photograph (4.5Cm 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 prescribed format).
7. Canvassing in any form will be disqualifying the candidate.
8. Candidates may obtain the details of the posts, relevant information and application format through the Kanchrapara Municipality's website: "www.kanchraparamunicipality.org", and Office Notice Board at Administrative Building, Kanchrapara Municipality.
9. Last date of submission of application : 31st May, 2017
10. If any stage, even after appointment a candidate is found ineligible in terms of the Employment Notice, his/ her candidature will be cancelled.
11. Name of intending candidates are being invited from Sub Regional Employment Exchange Office, Barrackpore as well as from the Directorate of Employment Exchange, Exempted Category Cell, Kolkata for candidates belonging to exempted category
12. The authority reserves the right to cancel any or all applications without assigning any reason whatsoever.
13. The candidates who apply for the post should ensure that they fulfil all the eligibility conditions thereof. Their admission at the stage of written examination, if any as the case may be and the interview/ viva-voce for which they are admitted by this authority will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before and after Written Examination. If any as the case may be the Interview/ Viva-Voce, if it is found that they do not fulfil any of the eligibility condition, their, candidature for the examination shall stand cancelled without any notice and/ or further reference.
14. Applications incomplete in any form or those not in prescribed format or not accompanied with prescribed fee or received after the due date are liable to be rejected summarily.
15. Posts reserved under Exempted Category shall be considered in accordance with Govt. Order No: 1432/MA/O/C-3/O-34/2001 dated 19.09.2002 read with govt. order no 308(100)-Emp dt. 04.09.2002.
16. Mode of Examination:

The examination will be held in two stages viz A. Written Examination, B. Interview

- A) Written Examination: Candidates shall have to appear at a Written Examination of 80 (eighty) marks. Duration of written Examination will be one hour. There will be 80 (eighty) Multiple Choice type Questions, carrying 1 (One) mark each covering the subjects as details below:

Subject	Standard of questions for the post of		
	Clerk & Pipe Line Inspector	Driver	Mazdoor
General Knowledge and Current Affairs	General	General	General
General English	Madhyamik	Class VIII	Class VIII
General Science	Madhyamik	Class VIII	Class VIII
History	Madhyamik	Class VIII	Class VIII
Geography	Madhyamik	Class VIII	Class VIII
Mathematics	Madhyamik	Class VIII	Class VIII

- Questions will be set in English/Bengali/ Hindi for Gr. C and Bengali/ Hindi for Gr. D.
- Candidates have to mark answers in respect of Multiple Choice type Questions in OMR Answer Script.
- There will be no negative marking for wrong answer.

- B) Interview:-

The candidates shortlisted on the basis of marks obtained in the Written Examination will be cancelled separately for document verification followed by an interview for 20 Marks which includes "Computer Test" for the post of Clerk, "Driving Test" for the post of Driver".

NOTE:- Final merit list will be prepared on the basis of total marks obtained by the candidates in written examination (80 Marks) and interview (20 Marks)

17. Neither claim for refund of the fee will be entertained nor it will be reserved for any other examination under any circumstances whatsoever.
18. Candidates must abide by the instruction as may be given by the venue supervisor/ Invigilator of the Examination Venue. If the candidates fails to do so or indulge in disorderly or improper conduct, he/she will rendered himself/ herself liable for expulsion from the examination hall and/ or such other punishment as the selection committee may deem fit impose.
19. A candidate who has been reported against by the venue supervisor of the examination venue for violating any of the instructions or for having adopted unfair means at the examination hall will be punished with cancellation of candidature and also be debarred from appearing at future examinations/ selection committee depending on the circumstance/ gravity of the case.
20. Use of mobile Phone, calculators and any kind of Electronic Gadgets inside the examination hall will lead to cancellation of Candidature without giving opportunity of being heard.

Bany
(Sudama Roy)
Chairman
08/5/17

Kanchrapara Municipality
Kanchrapara Municipality
Dated, Kanchrapara, the 08th May, 2017

Memo No: 369/1(15)

Copy forwarded for information and necessary action to:

- 1) The Joint Secretary, Municipal Affairs Department, Govt. Of West Bengal, U. D. & Municipal Affairs Department, Poura Prashashan Bhavan (3rd Floor), Saltlake, Sector – I, Kol – 700 064.
- 2) The Director of Local Bodies, Purta Bhavan, Bidhannagar, Kol – 700 091,
- 3) The Director SUDA, ILGUS Bhavan, HC Block, Sector – III, Bidhannagar, Kol – 700 106,
- 4) The Municipal Development Officer, North 24 Parganas, Barasat, Member, Selection Committee,
- 5) The Director, Directorate of Employment, Exempted Category Cell, 67, Bentinck Street Kolkata – 700 069,
- 6) The Joint Director, Sub-Regional Employment Exchange, Barrackpore,
- 7) The Vice-Chairman, Kanchrapara Municipality ,
- 8) The Executive Officer, Kanchrapara Municipality,
- 9) The Finance Officer, Kanchrapara Municipality
- 10) The Office Superintendent, Kanchrapara Municipality
- 11) The Head Clerk, Kanchrapara Municipality
- 12) The Receiving Clerk, Kanchrapara Municipality with instruction to collect the application form reached through Ordinary Post, Registered Post, Speed post, Courier Service, if any.
- 13) The IT Coordinator, Kanchrapara Municipality, with the direction to publish the Employment Notice No: 369 dt 08.05.2017 and Application format in the official website (www.kanchraparamunicipality.org) of Kanchrapara Municipality on 11.05.2017.
- 14) Notice Board, Kanchrapara Municipality,
- 15) Guard File.

Bany
(Sudama Roy)
Chairman
08/5/17

Kanchrapara Municipality
Chairman
Kanchrapara Municipality