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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF MUNICIPAL AFFAIRS**

Writers' Buildings, Kolkata

*NOTIFICATION*

No. 443/MA/O/C-4/3C-5/2001

Kolkata, the 12th September, 2006.

In exercise of the power conferred by section 417, read with sub-section (4) of section 54, of the West Bengal Municipal Act, 1993 (West Ben. Act XXII of 1993) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication, as required by sub-section (1) of section 417 of the said Act, the following rules:—

**The West Bengal Municipal Employees' (Recruitment)**  
**Rules, 2005**

CHAPTER I

Preliminary

- 1. Short title and commencement.**—(1) These rules may be called the West Bengal Municipal Employees' (Recruitment) Rules, 2005.  
(2) They shall come into force on the date of their final publication in the *Official Gazette*.
- 2. Application.**—These rules shall be applicable to the Municipalities and Notified Area Authorities subject to the provisions of section 53.



**3. Definitions.**—(1) In these rules, unless the context otherwise requires,—

- (a) “Act” means the West Bengal Municipal Act, 1993 (West Ben. Act XXII of 1993);
- (b) “Department” means a Department and offices under the control of the Municipality or the Notified Area Authority;
- (c) “Director” means the Director of Local Bodies, West Bengal;
- (d) “Section” means a section of the Act.

(2) The words and expressions used in these rules but not otherwise defined shall have the same meaning as in the Act.

## CHAPTER II

### Method of recruitment

**4. Method of recruitment.**—(1) The posts of officers and employees of the Municipality or the Notified Area Authority, and the method of recruitment, age limit, and educational qualification for each post, shall be as detailed below:—

**I. General Administration Department:**

**1. Secretary:**

- (a) Method of recruitment : by direct recruitment or by promotion.
- (b) Qualification : (i) for direct recruitment, the candidate shall be a graduate from any recognized University with an experience of work in supervisory level in any Government or semi-Government organisation for three years. Law graduate is preferable. Age limit shall be between 35 and 40 years;
- (ii) by promotion from the post of Office Superintendent with at least 5 years experience in the feeder post;

**2. Office Superintendent:**

- Method of recruitment and qualification : by promotion from the seniormost persons in the post of Head Clerk or Head Assistant with at least 5 years experience in the feeder post. Where there is no post of Head Clerk or Head Assistant, the seniormost Upper Division Clerk, with an experience of at least five years in that post shall be eligible;

**3. Head Clerk:**

- Method of recruitment : by promotion from the seniormost persons in the posts of Accountant, Tax Collector and Upper Division Clerk;

**4. Clerk-cum-Typist:**

- (a) Method of recruitment : (1) by direct recruitment;
- (b) Qualification : for direct recruitment, the candidate have—
  - (a) passed Madhyamik or equivalent examination from any Board recognized by the Government;
  - (b) English typing speed of 30 words per minute and Bengali typing speed of 20 words per minute; and
  - (c) knowledge of working with computers;
 (2) the minimum age limit for such recruitment shall be 18 years;

**5. Steno Typist:**

- (a) Method of recruitment : (1) by direct recruitment;
- (b) Qualification : for direct recruitment, the candidate have—
  - (a) passed Madhyamik or equivalent examination from any Board recognized by the Government;
  - (b) 80 words per minute stenography speed, and English typing speed of 30 words per minute, and Bengali typing speed shall be 20 words per minute; and
  - (c) knowledge of working with computers;
 (2) the minimum age limit for such recruitment shall be 18 years;



**6. Upper Division Clerk:**

Method of recruitment : by promotion from the seniormost persons in the posts of Clerk, Clerk-cum-Typist;

**7. Clerk:**

(a) Method of recruitment : by direct recruitment or by promotion; 10% of the sanctioned posts shall be filled up by promotion and the rest shall be filled up by way of direct recruitment;

(b) Qualification : (i) for direct recruitment, the candidate have passed Madhyamik or equivalent examination from any Board recognized by the Government. Preference shall be given to them who know typing and knowledge in computers. The minimum age limit for such recruitment shall be 18 years; or  
(ii) by promotion from the seniormost persons in the posts in the scale of pay lower to that of the Clerk, with the educational qualification of direct recruitment;

**8. Darwan:**

(a) Method of recruitment : by direct recruitment;

(b) Qualification : the candidate shall be able to read and write Bengali or Nepali, and have passed Class VIII from any Government recognised Institution. Preference shall be given on good physique and sportsmanship. The minimum age limit for such recruitment shall be 18 years;

**9. Peon/Helper/Mazdoor:**

(a) Method of recruitment : by direct recruitment;

(b) Qualification : the candidate shall be able to read and write Bengali or Nepali, and have passed Class VIII from any Government recognised Institution. Preference shall be given on good physique and sportsmanship. The minimum age limit for such recruitment shall be 18 years;

**II. Accounts Department:****10. Accountant:**

(a) Method of recruitment : by promotion, and in the case of non-availability of suitable candidate for promotion, the method of direct recruitment may be resorted to;

(b) Qualification : (i) for direct recruitment, the candidate shall be a graduate in commerce from any University recognized by the Government. Candidates having experience in accounting and working with computers will get preference. The minimum age limit for such recruitment shall be 18 years; or

(ii) by promotion from the seniormost persons in the post of Deputy Accountant, having qualifications prescribed for direct recruitment. In the case of Deputy Accountant having 10 years experience, the educational qualification may be relaxed. If there is no post of Deputy Accountant in any Municipality, the Clerks having qualification required for direct recruitment shall be eligible for promotion;



**11. Deputy Accountant:**

- (a) Method of recruitment : by direct recruitment or by promotion;
- (b) Qualification : (i) for direct recruitment, the candidate shall be a graduate in commerce from any University recognized by the Government. Candidates having experience in accounting and working with computers will get preference. The minimum age limit for such recruitment shall be 21 years; or
- (ii) by promotion from the seniormost persons in the posts of Clerk, Store Keeper with accounting background;

**12. Cashier:**

- (a) Method of recruitment : by promotion from, and in the case of non-availability of suitable candidate for promotion, the method of direct recruitment may be resorted to;
- (b) Qualification : (i) for direct recruitment, the candidate shall be a graduate in commerce from any University recognized by the Government. Candidates having experience in accounting and working with computers will get preference. The minimum age limit for such recruitment shall be 21 years; or
- (ii) by promotion from the seniormost persons in the posts of Assistant Cashier having qualifications prescribed for direct recruitment in that post. In the case of Assistant Cashier having 10 years experience, the educational qualification may be relaxed. In case there is no post of Assistant Cashier the seniormost Clerks, having qualifications prescribed for direct recruitment in that post, with at least ten years experience in the post shall be eligible;

**13. Assistant Cashier:**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate have passed Madhyamik or equivalent examination from any Board recognized by the Government. Candidates having experience in accounting and working with computers will get preference. Departmental candidates, having requisite qualifications and fulfilling other criteria for direct recruitment, working in the pay scales below to that of Assistant Cashier, shall also be eligible to compete along with the other candidates. The minimum age limit for such recruitment shall be 18 years;

**III. Revenue Department:****14. Assessment-in-Charge:**

- Method of recruitment and qualification : by promotion from the post of Assessment Inspectors with an experience of at least seven years. If there is no post of Assessment Inspector, the Clerks having qualifications prescribed for direct recruitment for the post of Assessment Inspector, with at least seven years experience shall be eligible;

**15. Assessment Inspector:**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate have Diploma in Surveyorship from any Institution recognized by the Government. Departmental candidates, having requisite qualifications and fulfilling other criteria for direct recruitment working in the pay scales below to that of Assessment Inspector, shall also be eligible to compete along with the other candidates. The minimum age limit for such recruitment shall be 25 years;

**16. Tax Collector:**

- Method of recruitment and qualification : by promotion from the post of Assistant Tax Daroga/ Assistant Tax Collector holding the post for not less than ten years shall be eligible. If there is no post of Assistant Tax Collector/Assistant Tax Daroga, the seniormost Clerks having qualifications prescribed for direct recruitment for the post of Assistant Tax Daroga/Assistant Tax Collector with at least ten years service in the feeder post shall be eligible for promotion;



**17. Assistant Tax Daroga/  
Assistant Tax Collector:**

- (a) Method of recruitment : by direct recruitment or by promotion;  
 (b) Qualification : (i) for direct recruitment, the candidate shall be a graduate in commerce from any University recognized by the Government. Preference shall be given to them having experience in accounting and computer and holding the post of Tax Collection Sarkar (on commission basis). The minimum age limit for such recruitment shall be 21 years; or  
 (ii) by promotion from the seniormost persons working in the posts of Clerk, Store Keeper with accounting background;

**18. Tax Collection Sarkar  
(on commission basis):**

- (a) Method of recruitment : by direct recruitment;  
 (b) Qualification : the candidate have passed Madhyamik or equivalent examination at least in 2nd Division, from any Board recognized by the Government. Preference shall be given to them who know typing and having knowledge in computer. The minimum age limit for such recruitment shall be 18 years;

**IV. Public Works Department:**

**19. Assistant Engineer:**

- (a) Method of recruitment : by direct recruitment or by promotion;  
 (b) Qualification : (i) for direct recruitment, the candidate have the degree of Bachelor of Engineering (Civil), from any University recognized by the Government. The minimum age limit for such recruitment shall be 21 years; or  
 (ii) by promotion from the post of Sub-Assistant Engineer with at least ten years experience in municipal works;

**20. Sub-Assistant Engineer  
(Technical Supervisor):**

- (a) Method of recruitment : by direct recruitment;  
 (b) Qualification : the candidate have a Diploma in Civil or Electrical Engineering (for SAE-LEE) from any Institution recognized by the Government. The minimum age limit for such recruitment shall be 21 years;

**21. Work Sarkar (Field Supervisor):**

- (a) Method of recruitment : by direct recruitment or by promotion;  
 (b) Qualification : (i) for direct recruitment, the candidate have passed/ studied at Class IX in any Institution recognized by the Government, and have experience in road measurement. The minimum age limit for such recruitment shall be 18 years; or  
 (ii) by promotion from the persons working in any post in Public Works Department of the Municipality or Notified Area Authority, having scale of pay below the scale of pay of Rs. 2700-4400/-, with at least ten years experience, and having educational qualification as prescribed for direct recruitment in the post;

**22. Surveyor:**

- (a) Method of recruitment : by direct recruitment;  
 (b) Qualification : the candidate have passed Madhyamik or any equivalent examination from any Institution recognized by the Government, and also Surveyorship from any Government recognised Institution. The minimum age limit for such recruitment shall be 21 years;



**23. Draftsman:**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate have passed Madhyamik or any equivalent examination from any Institution recognized by the Government, and also Draftsmanship from any Government recognised Institution. The minimum age limit for such recruitment shall be 21 years;

**V. Water Supply Department:****24. Sub-Assistant Engineer:**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate have Diploma in Civil Engineering from any Institution recognized by the Government. Preference shall be given to them having experience in the Civil Engineering. The minimum age limit for such recruitment shall be 21 years.

Any permanent employee with the educational qualification of direct recruitment, with at least five years experience may also apply;

**25. Pump Supervisor:**

- Method of recruitment and qualification : by promotion from the seniormost employees in the post of Pump Operator;

**26. Pipe Line Inspector:**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate have passed Madhyamik or any equivalent examination from any Institution recognized by the Government. Preference shall be given to them having a Diploma in Civil Engineering or Mechanical Engineering from any Institution recognised by the Government and having experience in Civil Engineering or Mechanical Engineering. The minimum age limit for such recruitment shall be 21 years;

**27. Pump Operator:**

- (a) Method of recruitment : by direct recruitment or by promotion;
- (b) Qualification : (i) for direct recruitment, the candidate have Electrical Certificate from any I.T.I. recognised by the Government and have educational qualification of Class VIII pass from any Government recognised Institution. The minimum age limit for such recruitment shall be 18 years; or
- (ii) by promotion from the employees working in the posts of Helper or Assistant Mistry or any other staff having certificate in electrical workmanship (440 Volts) and having experience of five years in the electrical workmanship;



**28. Mistry (for Hand Tube-wells):**

- (a) Method of recruitment : by direct recruitment or by promotion;
- (b) Qualification : (i) for direct recruitment, the candidate have certificate in Tube-well Trade from any I.T.I. recognised by the Government and have educational qualification of Class VIII pass from any Government recognised Institution, and have two years experience in the work. The minimum age limit for such recruitment shall be 18 years; or
- (ii) by promotion from the employees working as the Assistant Mistry for not less than five years, and having educational qualification of Class VIII pass from any Government recognised Institution;

**29. Assistant Mistry (for Hand Tube-wells):**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate have Certificate in Tube-well Trade from any I.T.I. recognised by the Government and have educational qualification of Class VIII pass from any Government recognised Institution. The minimum age limit for such recruitment shall be 18 years;

**VI. Public Health & Convenience Department:****30. Sanitary Inspector:**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate shall be at least Higher Secondary passed from a Board or Council recognised by the Government, and also have Diploma in Sanitary Inspectorship from any Institution recognized by the Government. Departmental candidates, having requisite qualifications and fulfilling other criteria for direct recruitment, working in the pay scales below to that of Sanitary Inspector, shall also be eligible to compete along with the other candidates. The minimum age limit for such recruitment shall be 21 years;

**31. Sanitary Assistant:**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate have passed Madhyamik or equivalent examination from any Board recognized by the Government. The minimum age limit for such recruitment shall be 18 years. For appointment to the post, successful completion of a pre-service training shall be compulsory. The time and manner of such training shall be such as may be determined by the Board of Councillors;

**32. Mate:**

- (a) Method of recruitment : generally by promotion. Direct recruitment shall only be made in the Municipalities or the Notified Area Authorities whose existence are less than five years;
- (b) Qualification : (i) for direct recruitment, the candidate have passed Class VIII from any Institute recognized by the Government. The minimum age limit for such recruitment shall be 18 years;
- (ii) for promotion, the employees working in the posts of Mazdoor or Helper for not less than five years and have passed Class VIII. Preference shall be given to Mazdoor of Public Health & Convenience Department on seniority-cum-suitability basis;



**33. Recorder (for Burning Ghat):**

- (a) Method of recruitment : by direct recruitment or by promotion;
- (b) Qualification : (i) for direct recruitment, the candidate have minimum qualification of Class VIII passed from a Government recognised school with working knowledge in English. Preference shall be given to the candidates passed Madhyamik or equivalent examination from any Board recognized by the Government. The minimum age limit for such recruitment shall be 18 years; or  
(ii) by promotion from the employees working in the posts of Helper, Mazdoor, Mate, Peon, Dom with the qualification required for direct recruitment;

**34. Dom (for Burning Ghat):**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate shall be able to read and write Bengali or Nepali. Preference shall be given to them who have passed Class IV from a school recognised by the Government and possessing good health. The minimum age limit for such recruitment shall be 18 years;

**35. Motor Vehicle-in-Charge:**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate have Diploma in Automobile from any Institute recognized by the Government. Departmental candidates, having requisite qualifications and fulfilling other criteria for direct recruitment, working in the pay scales below to that of Motor Vehicle-in-Charge, shall also be eligible to compete along with the other candidates. The minimum age limit for such recruitment shall be 21 years;

**36. Driver:**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate have heavy driving license, with an experience of not less than five years, and have passed Class VIII from any school recognized by the Government. Departmental candidates, having requisite qualifications and fulfilling other criteria for direct recruitment, working in the pay scales below to that of Motor Driver, shall also be eligible to compete along with the other candidates. The minimum age limit for such recruitment shall be 18 years;

**VII. Lighting and Electricity Department:****37. Electric Mistry:**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate have passed Class VIII from any Institute recognised by the Government, and have passed 'D' certificate in electrical maintenance from any Government recognised Institution. The minimum age limit for such recruitment shall be 18 years;

**38. Lighting Supervisor:**

- (a) Method of recruitment : by direct recruitment or by promotion;
- (b) Qualification : (i) for direct recruitment, the candidate have passed Electrician Certificate Course from any Institution recognized by the Government and have also passed Class VIII from any Government recognised Institution. The minimum age limit for such recruitment shall be 18 years; or  
(ii) by promotion from the employees working in any post in the Municipality or Notified Area Authority with at least ten years experience in Street Lighting Section;



**VIII. Education Department:****39. Teacher:**

- (a) Method of recruitment : by direct recruitment, except to the post of the Head Teachers of Primary Schools;
- (b) Qualification : (i) for direct recruitment of a primary teacher, the candidate have passed Madhyamik or equivalent examination from any Board recognized by the Government, and shall be Junior Basic Trained from a Government recognised Institution. For direct recruitment to the posts of Teacher in the Secondary Schools, the qualifications will be such as is required for recruitment to the post of Teacher in the Secondary School in the Government or Government-aided schools. The minimum age limit for such recruitment shall be 18 years and upper age limit shall be 40 years;
- (ii) the post of Head Teacher in Primary School shall be filled up by promotion from amongst the Teachers subject to compliance of the norms fixed by School Education Department for the purpose of selection of Head Teachers in the Government or Government-aided schools;

**IX. Stores Department:****40. Store Keeper:**

- (a) Method of recruitment : by direct recruitment;
- (b) Qualification : the candidate have passed Madhyamik or equivalent examination from any Board recognized by the Government. The minimum age limit for such recruitment shall be 18 years.

(2) In all cases of direct recruitment, excepting in the post of the Secretary, Tax Collecting Sarkar and Teacher, the upper age limit shall be 37 years:

Provided that the provisions of the West Bengal Service (Raising of Age-limit) Rules, 1981, shall apply.

**CHAPTER III****Procedure for recruitment**

**5. Selection Committee.**—(1) In case of direct recruitment of Officers or Employees of Groups 'B' and 'C', selection of candidates shall be normally made by the Municipal Service Commission duly constituted under section 55. In absence of such Municipal Service Commission, such selection shall be made by a Selection Committee to be appointed by the State Government through notification. Such Committee shall consist of one representative of the Director of Local Bodies who shall not be below the rank of Assistant Director in case of Group 'C' employees, and Deputy Director of Local Bodies in case of Group 'B' and Group 'A' employees, and in case of selection of any person for a technical post one Engineer of the Municipal Engineering Directorate, not below the rank of Executive Engineer. Such Committee may consist of one representative of the Chairman of concerned Municipality or Notified Area Authority, as the case may be, nominated by the State Government.

(2) In the case of direct recruitment of Group 'D' employees, selection of candidates shall be made by a Selection Committee constituted by the Board of Councillors of the Municipality or Notified Area Authority comprising of the Chairman of the Municipality or Notified Area Authority as the Chairperson of the Selection Committee. Three Councillors to be nominated by the Board of Councillors to be members of the Selection Committee and, one representative of the Director of Local Bodies, West Bengal, who shall not be below the rank of an Assistant Director, and the Executive Officer, and the Finance Officer of the Municipality or Notified Area Authority.



(3) After selection of the candidate, prior approval of the State Government shall be taken by the Municipality or Notified Area Authority before making any appointment directly or on promotion.

By order of the Governor,

K. C. MONDAL,  
Jt. Secy. to the Govt. of West Bengal.