

**RAGHUNATHPUR MUNICIPALITY**Tarani Bauri  
Chairman

P.O. - Raghunathpur, Dist-Purulia

Ref-RM/ 738

Date-22/08/2023

**Notification for Walk in Interview**

Chairman on behalf of Board of Councillors intend to engage one S.A.E. whereas this Municipality is entitled to engage two S.A.E. purely on contractual basis for immediate engagement which is purely temporary in nature for six months.

Eligibility Criteria:-

1. Qualification required – Diploma in Civil (Work experience will be given preference)
2. Age Limit- Not above 60 years
3. Contract Emoluments: - Rs. 15,000/- per month.

Interested candidates meeting the above eligibility criteria should report for the Walk-in-Interview process at the Chamber of the Chairman on .....25.8.23 At 12.00 hrs..... onwards.

Candidates must bring the following document(s)/certificate(s)/testimonial(s) in originals while reporting for the Walk-in-Interview process.

- a) Filled in Personal Bio-Data Form (format will be available on our Municipality Website i.e. www.raghunathpurmunicipality.com).
- b) 01 (One) recent 3cm X 3cm coloured photograph.
- c) Valid Identity Proof and valid Address Proof from Competent Government Authority.
- d) Date of Birth (DOB) proof i.e., Birth Certificate or Class X certificate containing DOB.
- e) Admit Card, Marksheet and Pass Certificate of Diploma in Civil issued by the concerned Government Recognized Education Board; Document(s)/Certificate(s)/Testimonial(s) of essential qualification(s) and Experience Certificate(s).
- f) Valid Discharge Book/Service and Release Certificate for Ex-Servicemen (Pages containing Personal Particulars and Service Particulars), if applicable. No-Objection Certificate from concerned employer, in original, in case the applicant is working in any organization.
- g) A set of self-attested photocopies of all applicable document(s)/certificate(s)/testimonial(s) as mentioned above.

\*Candidate(s) without original document(s)/certificate(s)/testimonial(s) will not be allowed to appear in the Walk-in-Interview.

*Bauri* 22.8.23

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**General Conditions:**

- a) The contract can be terminated at any time by giving notice of 15 days, by either side.
- b) Candidates will be required to join immediately, if selected.
- c) Contract tenure will commence from the date of joining and shall end on expiry of the prescribed period and no separate notice shall be required to be given.
- d) No Travelling Allowance/ Daily Allowance will be paid to the candidates for appearing in the Walk-in-Interview.
- e) Candidates have to make their own arrangements to appear for the Walk-in-Interview viz. travel, accommodation etc. Further, no reimbursement shall be provided for joining.
- f) The contractual engagement will NOT confer any right on the candidate for regularization.
- g) Candidate/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.

**Terms & Conditions for Recruitment**

1. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
2. No TA/DA will be paid for appearing in the recruitment process.
3. Canvassing of any kind will lead to disqualification.
4. The appointment is purely on contract basis for a period of 6 (Six) months The appointment can also be terminated at any time, on either side, by giving 15days, without assigning any reason or failure to complete the period of three months to the satisfaction of competent authority.
5. The appointee shall be on the whole time appointment of Municipality and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.
6. The appointee is expected to conform to the rules of conduct and discipline as applicable to the municipal employees.
7. The appointee shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.

22-8-23

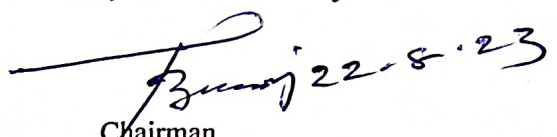


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8. If an appointee wishes to apply somewhere else or resign within the first 03 (three) months of joining, then neither he/she will be issued a 'No Objection Certificate' nor he/she will receive any Relieving Letter or Experience Certificate.
9. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Government Servants, appointed on regular basis.
10. The candidate should not have been convicted by any Court of Law.
11. In case of any information given or declaration made by the candidate is found to be false or if the candidate has will-fully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any other action taken as deemed fit by the appointing authority.
12. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
13. The Chairman, Raghunathpur Municipality reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
14. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Chairman reserves the right to modify/cancel any communication made to the candidate.
15. It is for information to the candidates that in case of large no. of applications, the municipality may conduct written exam to screen/shortlist the candidate(s) for Interview. Therefore, the candidates who wish to appear for interview are advised to come prepared for the same.
16. All information / updates related to the recruitment will be uploaded on the website of the Municipality ([www.raghunathpurmunicipality.com](http://www.raghunathpurmunicipality.com)). Candidates are advised to regularly visit the website of municipality for updates.
17. All the records related to this recruitment will be preserved up to 6 months from the date of declaration of result and thereafter, these shall stand destroyed.
18. In case of any assistance or clarifications regarding the recruitment, candidates may contact: [raghunathpur.ulb@gmail.com](mailto:raghunathpur.ulb@gmail.com).

  
Chairman  
Raghunathpur Municipality





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10. Check List of documents attached (Self attested photocopies to be attached here) (Pl. mark ✓ on documents attached & x on others)

- 1. Class 10<sup>th</sup> Marksheet
- 2. Class 10<sup>th</sup> Certificate
- 3. Class 12<sup>th</sup> Marksheet
- 4. Class 12<sup>th</sup> Certificate
- 5. Graduation/Diploma consolidated /final Marksheet
- 6. Diploma certificate
- 7. Document in support of higher educational qualification
- 8. Documents in support of previous employment
- 9. Any other document (list them)

11. **Declaration by Candidate**

I here declare that all the statement made by me in this application is true and complete to the best of my Knowledge and belief and nothing has been concealed or distorted. I am aware that if any time I am found to have to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE CANDIDATE

Place: \_\_\_\_\_

Date: \_\_\_\_\_