

## KALNA MUNICIPALITY

(P.O. & P.S. : KALNA :: Dist. – PURBA BARDHAMAN :: West Bengal)

### EMPLOYMENT NOTICE

Advertisement No- 1342 /K.M./2019

Dated-11/12/2019

Applications in the prescribed format given at the websites at [kalnamunicipality.org](http://kalnamunicipality.org) & [www.wburbansevices.gov.in](http://www.wburbansevices.gov.in) are invited from Indian Citizens and such other nationals as are declared eligible by Govt. of India for direct recruitment to the under mentioned posts which are temporary but likely to be permanent.

Sl. No.	Name of Post	No. of Post & Category	Qualification/Experience	Scale of Pay	Age
1	Sanitary Inspector	01 (UR-01)	The Candidate shall be at least Higher Secondary passed from a Board or Council recognized by the Govt., and also have Diploma or Certificate in Sanitary Inspectorship from any Institution recognized by the Govt. The departmental candidates, having requisite qualifications and fulfilling other criteria for direct recruitment working in the Pay Scales below to that of Sanitary Inspector shall be eligible to compete along with the other candidates. Preference shall be given to them who have knowledge of typing and computers.	Pay:PB-3 (Rs.7,100/- to Rs.37,000/-) + G.P. Rs.3,600/-	Minimum 21 years, maximum 40 years on 01.01.2019. Age relaxation for SC/ST/OBC & other reserved candidates as per rules.

Contd....2

**Terms and Conditions:-**

1. The qualifications prescribed in the advertisement are as per the West Bengal Municipal Employees' (Recruitment) Rules, 2005 since amended.
2. All requisite certificates regarding educational qualifications, experience of work, proof of age, and other requisite documents must be furnished as and when required by the Selection Committee.
3. If at any stage even after issue of a letter of recommendation for appointment a candidate is found ineligible in terms of the advertisement his / her candidature will be cancelled without further reference to him /her.
4. Canvassing in any form will disqualify the candidate.
5. Written test followed by computer proficiency test & Interview shall take place for preparation of a panel of selected candidates.
6. No-objection certificate is required for those applicants who are working presently in any govt. organization / statutory bodies where such rule is applicable, otherwise the application will not be considered.
7. The envelope must be super scribed with the name of the post and category for which application is being submitted. Applications filled in as per prescribed format along with three recent colour passport size photographs, self attested testimonials / certificates will have to be addressed to the Chairman, Kalna Municipality, P.O. & P.S.: KALNA:: Dist. – Purba Bardhaman, Pin- 713409 and should reach within 5.00 p.m. of 06.01.2020, failing which no application will be entertained.
8. Application may be submitted either by hand or by post in hard copy and sealed envelope only as mentioned in Sl. No. 7 above between 10.30 A.M. to 5 P.M. from Monday to Friday and on Saturday up to 1.30 P.M. excepting Govt holidays. Online application will not be entertained.
9. No TA, DA for written test, Interview is admissible.
10. Submission of more than one application is strictly forbidden. The candidature of a candidate who submits more than one application for admission to the selection procedure, will be cancelled even if he/she is admitted to the same.
- \*11. The question of written examination will be made in English version.
12. Date of examination/interview will be communicated to the candidates time to time.
13. Candidates are requested to view the websites [kalnamunicipality.org](http://kalnamunicipality.org) & [www.wburbansevices.gov.in](http://www.wburbansevices.gov.in)
14. Self attested copy of age Proof, Qualification Certificate, Caste Certificate, Disability Certificate, proof of working experience & NOC from employer if any, are required to be submitted with the application.
15. The authority is not liable for any kind of postal delay or any other cause whatsoever.
16. Final merit list will be prepared on the basis of the total marks obtained in the examination i.e. Written Test & computer proficiency test & interview taken together.
17. Candidates are not allowed to carry Mobile Phones or any other Gadget of Communication inside the examination hall. This instruction must be strictly enforced.
18. LAST DATE OF RECEIVING APPLICATION is 06.01.2020 up to 5.00 p.m.

  
Chairman  
Kalna Municipality  
**Chairman,**  
**Kalna Municipality**





**13) Experience :**

Sl. No.	Name of the employer / Organisation	Name of the post	Experience Year/Month	Date of joining	Date of leaving	Whether the job is temporary or permanent	Nature of work done	Experience certificate enclosed. (Y/N)

**14) Additional Qualification, If any:**

**15) Language Known**

Sl. No.	Language	Reading	Writing	Speaking

**16) List of documents should be enclosed (Put Tick mark in the Box)**

Sl. No	Documents	Yes	No	Sl.No	Documents	Yes	No
1	Proof of age			6	Copies of recent passport Size photographs		
2	Proof of academic qualification			7	Proof copy of Voter ID/ Aadhar		
3	Proof of working experience			8	For in- service candidates. NOC from the employer		
4	Proof in support of category, if any			9	Proof in support of computer knowledge ,if any		
5	Copy of Employment Exchange card ,if any			10	Extra qualification relevant to the job ,if any		

**Declaration:** I do hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfil these conditions. The details mentioned in the Application are true to the best of my knowledge and belief and I shall furnish the necessary certificates whenever required.

If any information is found to be incorrect/false at any stage of the selection process or if any fact is found to have been concealed by me or detected even after the appointment, my services may be terminated.

**Date:**

**Place:**

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**Signature of the Candidate**