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Office of the Administrator**DUBRAJPUR MUNICIPALITY****P. O. - DUBRAJPUR • Dist. - BIRBHUM**

Memo No./DM/201

Date201

(1)

NOTIFICATION**Employment Notice No.- 1892/DM/2019 Dt. 19/12/2019**

Applications are invited in the prescribed format from the willing and eligible candidates to fill up the following vacant posts under Dubrajpur Municipality, Birbhum.

Last date of submission of application is 18th January, 2020 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 01.01.19.
1.	Ambulance Driver	01	UR	PB-2 (Rs. 5400-25,200) Gr.Pay Rs.2300/-	The Candidates have heavy driving license, with an experience of not less than five years and have passed class-VIII from any school recognized by Government.	As per Govt. Rules.
2.	Darwan	01	UR	PB-1 (Rs. 4900-16,200) Gr.Pay Rs.1700/-	The Candidates shall be able to read and write Bengali and have passed class-VIII from any Government recognized Institution. Preference shall be given on good physique and sportsmanship.	As per Govt. Rules.

How to Apply

1. The candidates who desire to apply for the above posts should send the application to the Administrator, Dubrajpur Municipality, P.O.+P.S.-Dubrajpur, Dist.-Birbhum, Pin-731123 by ordinary post / courier 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.
2. Applications must reach this office within 18th January, 2020 upto 5 P.M. Applications which will reach this office after 18th January, 2020 will be treated as cancelled.
3. Applications not filled up properly and not accompanied with relevant certificates and testimonials shall summarily be rejected.
4. Intending candidates will have to apply in the prescribed format, which can be downloaded from the website of Dubrajpur municipality (dubrajpurmunicipality.co.in)

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5. A candidate can apply for one post only.

6. **Mode of Examination:-**

A. Candidates shall have to appear at a written examination of 80 marks. Duration of written examination will be one and half hour the subjects as detailed below:

Subjects	No. of Questions
General Knowledge & Current Affairs	20 marks
General English	20 marks
Bengali	20 marks
Mathematics	20 marks
Total	80 marks

- ◆ Questions will be set in Bengali version.
- ◆ Questions will be set as per class VIII standard and carrying one (01) mark each.
- ◆ Candidates have to insert tick mark against the right answer in respect of Multiple Choice/ objective type questions in the question cum Answer Booklet.
- ◆ There will be no negative marking for wrong answers.

B. Interview and other test as mentioned below :

On the basis of marks obtained in the written examination, the eligible candidates will be called for documents verification followed by an interview for 20 marks for the post of Darwan. For the post of Driver a technical test will be held for ten (10) marks and viva voice for 10 (ten) marks.

Final merit list will be prepared on the basis of total marks obtained by the candidates.


19/12/19

Administrator
Dubrajpur Municipality
Birbhum

Administrator
DUBRAJPUR MUNICIPALITY
Dubrajpur, Birbhum

11) Academic Qualification: (BLOCK LETTER)

Sl No	School/ Board/ Univ./ Inst.	Exam Passed	Year of Passing	Total Marks	Marks Obtained	Percentage

12) Extra Qualification :

13) Experience if Any :

Check List : Please ✓ the appropriate box

1) Age Proof

2) Caste Certificate (If applicable)

3) PH / EC candidate furnish certificate (If applicable)

4) Qualification Certificate

5) AADDHAR Card

Declaration: I do hereby declare that I have carefully read the terms and conditions of eligibility as laid down in the advertisement. These conditions are acceptable to me. The details mentioned in the application are true and I shall furnish necessary certificates whenever required.

If any information / details is found to be incorrect / false at any stage during the selection process or detected even after the appointment, my candidature service will be cancelled.

Date:

Place:

Signature of the Candidate