

**OFFICE OF THE COUNCILLORS OF CHAMPDANY MUNICIPALITY**1, POURA BHAWAN ROAD, CHAMPDANY  
P.O.-BAIDYABATI, DIST.-HOOGHLY, PIN-712222

MEMO No: 483/18-19/CM

Date: 13.07.2018

**NOTICE FOR EMPLOYMENT**

Applications from the eligible Indian citizen in the following prescribed format are invited for filling up in the Post of Majdoor (Group-D), in the office of Champdany Municipality under the Pay Scale : Pay Band Rs.4900-16200/-, Grade Pay- Rs.1700/-. The appointment will initially be made on a purely temporary basis but is likely to be made permanent, in due course on performance.

Sl. No.	Name of the Post	No. of Vacancy	Un reserved	SC	ST	OBC (A)	OBC (B)	Unreserved (Ex-service man)	SC(Ex-service man)	UR(Meritorious Sportsman)	UR(Person with disability)
1	Majdoor	24	7	5	2	2	2	3	1	1	1

**The Eligibility Criteria**

- The candidate shall be able to read and write Bengali or Nepali or Hindi etc. Preference shall be given to them who have passed Class-VIII from a school recognized by the Government and possessing good health.
- The minimum age limit is 18 and the maximum age limit is 40. Relaxation of maximum age limit for SC/ST Category, OBC Category, P.H. Candidates and Ex-serviceman Category will be as per existing Govt. Rules.
- The age will be calculated as on 1<sup>st</sup> January, 2018
- The Caste Certificates should be issued by the competent authority of Govt. of West Bengal

**How to apply**

- Download the application format from the website:www.champdanyunicipality.org and apply in prescribed format in A4 size paper affixing self-attested one recent colour passport-size photograph on the application form. Candidate must furnish self-attested photocopies of all testimonials, voter identity card and certificates(including age proof) along with application format. A self-addressed envelope with requisite postage stamp needed for Speed post/ Registered post(affix on the top of the envelope) and one recent colour passport size photograph in addition are to be submitted by the candidates along with applications. Applications must be submitted in the sealed envelope superscribing the Name of the Candidate, Post, Category, otherwise candidature will be rejected.
- The candidate may drop application into the box which will be available in the office premises between 11:00 a.m. to 4:30 p.m. on all working days excepting Saturday and between 11:00 a.m. to 1:00 p.m. on Saturday or by post addressed to the Chairman, Champdany Municipality, 1, Poura Bhawan Road, P.O.-Baidyabati, Dist.-Hooghly, Pin-712222, West Bengal
- Municipal authority preserve the right to cancel any application for incomplete information or non-fulfillment of eligibility criteria without any intimation to the candidate concern. Caste Certificate issued only by the Government of West Bengal will be considered. Submission of application through online will not be entertained.

4. If at any stage of the recruitment process it is found that any of the candidates did not meet up any of the condition(s) applicable for the respective post or there is discrepancy in the eligibility criteria of the candidate, his/her candidature will be rejected showing reason thereof.
5. A candidate now in service under the State Government, Semi-government, Local/Statutory body shall have to ensure No Objection Certificate(NOC) from his/her present employer
6. **Last Date: Application must reach this office within 3<sup>rd</sup> August, 2018 up to 4:30 p.m.**  
Application which will reach this office after the date mentioned above (i.e. 03/08/2018) will be treated as cancelled. The Selection Committee or The Municipal authority will not be liable for any postal delay.
7. No traveling allowance will be borne by the Municipality

**Note:** The Municipal Selection Committee reserves the right to rectify errors and omission, if any in the process of holding the examination and final declaration of result.

For details please visit our Website: [www.champdanyunicipality.org](http://www.champdanyunicipality.org)



Chairman  
Champdany Municipality



12. Educational Qualification

Name of the Examination/Course	Board/University	Year of Passing	Full Marks	Marks Obtained	Percentage/Grade	Division

13. Professional Experience :

Sl. No.	Name of the Organization	Name of the Post	Duration			Nature of Duties/Work done	Experience Certificate enclose-Y/N
			Form	To	Total Period		

14. Language Knowledge :

Language	Reading	Writing	Speaking

15. Documents should be enclosed (Put tick mark in the box)

Sl. No.	Documents	Yes		No.		Sl. No.	Documents	Yes		No.	
1	Proof of age					5	Photocopy of Voter Identity Card				
2	Proof of Academic qualification					6	Copy of Employment Exchange VCard(if any)				
3.	Proof of working experience					7	For in service candidate NOC from the employer(Govt./Semi-Govt./				
4	Proof in support of Category(Caste Certificate)										

16. Extra qualification relevant to his JOB(if any).....

**Declaration**

I hereby declare that I have carefully read the condition of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the application are True and I shall furnish the necessary certificates whenever required.

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

Date:

Place:

.....  
Signature of the Candidate