

OFFICE OF THE COUNCILLORS OF CHAMPDANY MUNICIPALITY

1, POURA BHAWAN ROAD, CHAMPDANY,
P.O. BAIDYABATI, DIST.- HOOGHLY, PIN 712222

EMPLOYMENT NOTICE

No:- CM/EMP/02(01)/18-19

Dated : 11/08/2018

Applications are invited from suitable candidates for filling up the posts under Champdany Municipality as shown in the table below:-

Sl No.	Name of the Post	Category wise No. of vacancies	Scale of Pay with Grade Pay	Qualification	Age(As on the 1st day of January 2018)
1	Accountant	01 (Unreserved)	R 7100 – R 37600 + Grade Pay R 3600	The candidate shall be a graduate in Commerce from any University recognized by the Government. Candidates having experience in accounting and working with computer will get preference.	Not less than 18 years and not more than 37years
2	Sanitary Inspector	01- Unreserved	R 7100 – R 37600 + Grade Pay R 3600	The candidates have passed Higher Secondary from a Board or Council recognized by the Government, and also have Diploma in Sanitary Inspectorship from any Institution recognized by the Government. 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 alongwith the other candidates.	Not less than 21 years and not more than 37 years

OFFICE OF THE COUNCILLORS OF CHAMPDANY MUNICIPALITY

1, POURA BHAWAN ROAD, CHAMPDANY,
P.O. BAIDYABATI, DIST.- HOOGHLY, PIN 712222

3	Cashier	01-Unreseved	R 7100 – R 37600 + Grade Pay R 3600	The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government. Candidates having experience in accounting and working with computers will get preference.	Not less than 21 years and not more than 37 years
4	Clerk-Cum-Typist	01-Unreserved	R 5400 - R 25200 + Grade Pay R 2600	(a) The candidate has 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 computer	Not less than 18 years and not more than 40 years
5	Clerk-Cum-Storekeeper	01-Unreserved	R 5400 - R 25200 + Grade Pay R 2600	The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government.	Not less than 18 years and not more than 40 years

OFFICE OF THE COUNCILLORS OF CHAMPDANY MUNICIPALITY

1, POURA BHAWAN ROAD, CHAMPDANY,
P.O. BAIDYABATI, DIST.- HOOGHLY, PIN 712222

6	Driver	01-Scheduled Tribe 01- Unreserved 01.- Unreserved (Exempted Category)	R 5400 - 25200 + Grade Pay 2300	R R	The candidate has heavy driving license, with an experience of not less than five years, and has passed Class VIII from any school recognized by the Government. Departmental candidates, having requisite qualifications and fulfilling other criteria for the direct recruitment, working in the pay scales below to that of Motor Driver, shall also be eligible to compete along with the other candidates.	Not less than 18 years and not more than 40 years
---	--------	---	--	------------	---	--

How To Apply

1. Intending Candidates will have to apply in the prescribed format, which can be downloaded from the website of Champdany Municipality (www.champdanymunicipality.org) . A non- refundable demand draft / pay order of any Nationalized Bank and /or any scheduled Commercial Bank for an amount of Rs. 200/- (Rupees Two Hundred)only , drawn in favour of ‘Chairman ,Champdany Municipality’ payable at Kolkata will have to be enclosed for candidates belonging to Unreserved, OBC-A, OBC-B and Ex- Serviceman category(not applicable for SC/ST/Persons With Disability [PWD]candidates). Candidates claiming reservation must have to enclose copy of relevant certificate issued by Competent Authority. Candidates who are in Govt. / Quasi- Govt. services, will have to apply through proper channel.

2. Application must be dropped directly by the candidates or his/her representative into the appropriate Drop Box specifically defined for each type of post situated at the Administrative Building addressed to the **Chairman, Champdany Municipality, 1, Poura Bhawan Road, Champdany, P.O. Baidyabati, Dist-Hooghly, PIN 712222** superscribing on the envelope “i) Employment Notice No. ii) Name of post applied for” so as to drop on or before the closing date. **This is to be noted in this connection that application(s) through ordinary post or by registered post or by courier service will also be accepted up to closing date i.e. 07/09//2018 up to 4-00 p.m.**

OFFICE OF THE COUNCILLORS OF CHAMPDANY MUNICIPALITY

1, POURA BHAWAN ROAD, CHAMPDANY,
P.O. BAIDYABATI, DIST.- HOOGHLY, PIN 712222

3. NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE OF SUBMISSION OF APPLICATION IN ANY MODE.

4. Application duly filled up in appropriate manner must be submitted along with the copies of the following documents duly self attested by the Applicant.

i) Age proof certificate, ii) S.C/ ST/ OBC-A/OBC-B Person With disability (PWD) / Ex-Serviceman certificate issued by the competent authority, iii) Mark- sheet and /or certificates for each examination passed.

5. RESERVATION/AGE RELAXATION

- The benefit of reservation will be admissible to the SC Candidates of West Bengal only, if such reservation is notified against the posts for respective category.
- The benefit of age relaxation for SC/ST/OBC-A/OBC-B/Ex-Serviceman/Person With Disabilities of at least 40% and above candidates will be admissible to all such candidates as per relevant Govt. Rules and Regulations.
- SC/ST/OBC-A/OBC-B CANDIDATES OF OTHER STATES WILL BE TREATED AS UNRESERVED CANDIDATES.
- CANDIDATES HAVING DISABILITY OF LESS THAN 40% SHALL BE TREATED AS UNRESERVED CANDIDATES AND THEREFORE SHALL NOT GET BENEFIT OF AGE RELAXATION.

6. Three nos. of self attested recent coloured passport size photograph (4.5 cm X 3.5 cm) of the candidate must be enclosed with the application (One to be pasted on the application form at appropriate space and two as enclosure along with application in prescribed format).

7. Canvassing in any form will disqualify the candidate.

8. Candidates may obtain the details of the posts, relevant information and application format through the Champdany Municipality's "website:champdanymunicipality.org", Office Notice Board at Administrative Building, Champdany Municipality.

9. **Last date of submission of application:- 07 / 09 / 2018 up to 4-00 P.M**

10. If at any stage, even after appointment a candidate is found ineligible in terms of the Employment Notice, his/her candidature will be cancelled.

11. Employment Exchanged sponsored candidate are being downloaded from Employment Bank as per existing norms of Govt. of West Bengal. Name of the candidates are being invited from the Directorate of Employment, Central Employment Exchange,, Exempted Category Cell, Kolkata for Candidates belonging to Exempted Category.

12. The Authority reserves the right to cancel any or all applications without assigning any reason whatsoever:

13. The candidates who apply for the post should ensure that they fulfill all the eligibility conditions thereof. Their admission at the stage of Written Examination, if any as the case may be and the Interview / Viva-voce for which they are admitted by this Authority will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before and after Written Examination, if any as

OFFICE OF THE COUNCILLORS OF CHAMPDANY MUNICIPALITY

1, POURA BHAWAN ROAD, CHAMPDANY,
P.O. BAIDYABATI, DIST.- HOOGHLY, PIN 712222

the case may be and the Interview / Viva-voce, if it is found that they do not fulfill any of the eligibility condition, their candidature for the examination shall stand cancelled without any notice and / or further reference.

14. Applications incomplete in any form or those not in prescribed format or not accompanied with prescribed fee or received after the due date are liable to be rejected summarily.

15. Posts reserved under Exempted Category shall be considered in accordance with Govt. Order No. 1432/MA/O/C-3/O-34/2001 dated 19/09/2002 read with Govt. Order No. 308(100)-Emp. Dated 04/09/2002.

16. Candidates already engaged in any organization should submit NOC from the employer concerned.

There would be 'Written Examination' followed by interview.

MODE OF EXAMINATION :-

A. WRITTEN EXAMINATION:-

Candidates shall have to appear at a Written Examination of 50 (fifty) marks which would be conducted under supervision and control of the Chairman of the Selection Committee. Duration of Written Examination would be one hour. There would be 50(fifty) Multiple Choice type Questions, carrying 1(one) mark each covering the subjects as detailed below:-

Subject	Standard of questions for the post of						
	Cashier	Accountant	Sanitary Inspector	Clerk-Cum Typist	Clerk-cum-Store Keeper	Driver	No. of Questions
General Knowledge & Current Affairs	General	-	General	General	General	General	10
General English	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Class-VIII	10
General Science	Madhyamik	-	Madhyamik	Madhyamik	Madhyamik	Class-VIII	10
History	Madhyamik		Madhyamik	Madhyamik	Madhyamik	Class-VIII	5
Geography	Madhyamik		Madhyamik	Madhyamik	Madhyamik	Class-VIII	5

OFFICE OF THE COUNCILLORS OF CHAMPDANY MUNICIPALITY

1, POURA BHAWAN ROAD, CHAMPDANY,
P.O. BAIDYABATI, DIST.- HOOGHLY, PIN 712222

Mathematics	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Class-VIII	10
Accountancy	-	Graduation	-	-			10
Cost and Management Accounting	-	Graduation	-	-			10
Direct and In-Direct Taxes	-	Graduation	-	-			10

- Questions would be set in English.
- Candidates would have to mark answers in respect of Multiple Choice type Questions in OMR Answer Script.
- There would be no negative marking for wrong answer.

A list of candidates qualified for interview in the ratio of 1:5 would be prepared on the basis of marks obtained in the written examination.

B. INTERVIEW :-

The candidates shortlisted on the basis of marks obtained in the Written Examination will be called separately for document verification followed by an interview for 10 marks.

The Candidates selected for Interview for the post of 'Clerk cum-typist' will have to appear for a Computer test of 10 marks on the date of Interview in addition to 'Interview/Viva-Voce' of 10 marks. Such Computer test will be conducted under the supervision and control of the Chairman, Selection Committee.

NOTE:- Final Merit List will be prepared on the basis of total marks obtained by the Candidates in Written Examination (50marks) and Interview(10marks) for the post of 'Accountant', 'Sanitary Inspector', 'Cashier', 'Clerk-Cum-Storekeeper', 'Driver' and the same will be prepared on the basis of aggregation of marks obtained in the 'Written Examination(50 marks), computer test(10marks) and Interview(10 marks) for the post of 'clerk-Cum-Typist'.

17. Neither claim for refund of the fee will be entertained nor it will be reserved for any other examination under any circumstances whatsoever.

18. Candidates must abide by the instruction as may be given by the venue supervisor/ Invigilator of the Examination Venue. If the Candidate fails to do so or indulge in disorderly or improper conduct, he/ she will rendered himself/herself liable for expulsion from the Examination Hall and /or such other punishment as the Selection Committee may deem fit to impose.

19. A candidate who has been reported against by the venue supervisor of the examination venue for violating any of the instructions or for having adopted unfair means at the examination hall will be punished with

OFFICE OF THE COUNCILLORS OF CHAMPDANY MUNICIPALITY

1, POURA BHAWAN ROAD, CHAMPDANY,
P.O. BAIDYABATI, DIST.- HOOGHLY, PIN 712222

cancellation of candidature and also be debarred from appearing at future examinations / selections as may be decided by the Selection Committee depending on the circumstances / gravity of the case.

20. Use of mobile Phone, Calculators and any kind of Electronic Gadgets inside the examination hall will lead to cancellation of candidature without giving an opportunity of being heard.

Municipal Office,
Champdany

Chairman, Champdany Municipality
&
Chairman of the Selection Committee,

Copy to:-

1. The Vice Chairman, Champdany Municipality,
2. The Director, D.L.B, Poura Prasasan Bhawan, Saltlake, Kol- Member, Selection Committee,
3. The District Municipal Development Officer, Hooghly, Chandannagar, Member, Selection Committee,
4. The Director, Directorate of Employment, Exempted Category Cell, 67 Bentinck Street, Kolkata-700 069,
5. The Secretary, Department of Information and Cultural Affairs, GoWB,
6. The Executive Officer, Champdany Municipality, Secretary of the Selection Committee.
7. The Office Superintendent, Champdany Municipality,
8. The Head Clerk, Champdany Municipality,
9. In-Charge, Establishment Department, Champdany Municipality,
10. The Receiving Clerk, Champdany Municipality with instruction to collect the application form reached through Ordinary Post, Registered Post, Speed Post, Courier Service etc, if any
11. The IT coordinator, Champdany Municipality, with the direction to publish the Employment Notice No. CM/EMP/02(01)/18-19 dated 11/08/2018 and Application Format in the official website of Champdany Municipality by 12/08/2018
12. Notice Boards, Champdany Municipality,
13. Guard File.

Sd/-
Chairman,
Champdany Municipality
&
Chairman of the Selection Committee.

12. Educational Qualification :

Examination Passed	Board/University	Year of Passing	Division/Class/Grade	Percentage of Marks/Grade Obtained

N.B:- For Serial Nos. 5,7,8,10,11 & 12, attach Photocopy of certificates duly self attested.

13. Experience, if any, please specify :

14. Details of fee submitted

a) D.D / Pay Order No. _____

b) Date: _____ c) Issuing Bank: _____

d) Branch : _____ e) Amount : _____

I do hereby declare that all the information stated in this application form are true. In case any of my information furnished and document attached hereto is found to be not true and if I fail to produce relevant documents in support of the eligibility criteria, my candidature is liable to be cancelled by the appropriate authority at any stage of the Selection / Recruitment process.

Date :

Place :

Full Signature of the Applicant