

# **SURI MUNICIPALITY, BIRBHUM**

**EMPLOYMENT NOTICE NO - 01/S.M/2018-2019**

**Dated: -29.10.2018.**

Applications are invited from the eligible candidates in the "Prescribed Format " for recruitment of the following posts on Permanent Basis under Suri Municipality, Birbhum.

| (A) Category of the Post –III Grade |                  |                      |                   |  |   |                     |
|-------------------------------------|------------------|----------------------|-------------------|--|---|---------------------|
| Sl. No.                             | Name of the Post | No. of Post/ Vacancy | Category of Post  | Scale of Pay & Grade Pay                     | Requisite Qualification   | Age Limit           |
| 1                                   | Driver           | 2 Nos.               | Schedule Caste -1 | Rs.5400/- to 25200/-<br>Grade Pay- Rs.2300/- | The candidate have heavy driving license with an experience of not less than five years and have passed Class-VIII from any School recognized by the Govt.  | As per Govt. Rules. |
|                                     |                  |                      | Un-reserved -1    | Rs.5400/- to 25200/-<br>Grade Pay- Rs.2300/- |   |                     |
| 2                                   | Accounts Clerk   | 1 No.                | Schedule Caste    | Rs.5400/- to 25200/-<br>Grade Pay- Rs.2600/- | The candidate have passed Madhyamik or equivalent examination from any Board recognized by the Govt. Preference shall be given to them who know typing and good knowledge in computer & also in finance & Accounting works. | As per Govt. Rules. |

How to apply:- The Candidate should apply in the prescribed application form only. Application form as well as others necessary information is available in the website [www.wbdma.gov.in](http://www.wbdma.gov.in) & [www.birbhum.gov.in](http://www.birbhum.gov.in) also in the Notice Board, Suri Municipality, Birbhum. The last date for submission of application is 30.11.2018.

**Terms & condition:-**

1. Closing date for receiving of application as on 30.11.2018 upto 5.00 P.M.
2. Photo Copy of all certificates duly self attested with the application be submitted.
3. Photo Copy of Competent Authority for certificate of SC Category with self attested submitted with application.
4. Photo Copy of age proof certificate duly self attested be submitted with application.
5. Three Copies of Self attested passport size photograph be affixed in the respective spaces of Admit Cards must be sent along with the Application Form.
6. One self attested envelop with postage stamp of Rs.22/- be submitted with application.
7. Application should be send Registered post/Speed post only. No application will be received by hand or by ordinary post.
8. Application received after the closing date will not be considered.
9. Minimum age limit would be 18 years as on 01.01.2018.
10. Selection for the Post of Accountants Clerk be made by Written Test of 80 marks & Viva Test of 20 marks = Total 100 marks & the Post of Driver be made by Written Test of 40 marks, Technical Test of 40 marks & Viva Test of 20 marks= Total 100 marks.
11. All application must be sent in a closed envelop with mentioning applicant's Name, Address, Name of the Post & Category of Post at the address given below:-Chairman, Suri Municipality, P.O-Suri, Dist-Birbhum, Pin-731101.

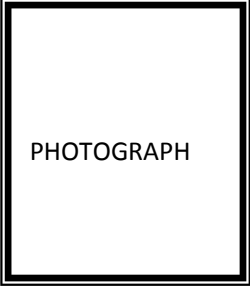
Sd/-  
(Sri Ujjal Chatterjee)  
**Chairman**  
**Suri Municipality, Birbhum.**

**OFFICE OF THE MUNICIPAL COUNCILLORS.  
SURI MUNICIPALITY, BIRBHUM  
RECRUITMENT EXAMINATION'2018  
APPLICATION FORM**

[EMPLOYMENT NOTICE NO - 01/S.M/2018-2019

Dated: -29.10.2018.]

[Closing date for receipt of Application: 30.11.2018 ]

|                        |  |   |             |         |       |  |
|------------------------|--|---|-------------|---------|-------|--|
| <b>ROLL NO.</b>        | <b>CAUTION</b>   |   |             |         |       | Space for pasting recent<br>passport size  |
| (Space for office use) | (i) The Candidate is advised to fill up all the items correctly in the Application Format and duly furnish all the required particulars/ documents.<br>(ii) If any item(s) of the application is considered inapplicable to the candidate, he/she should write NOT APPLICABLE or (NA) against the particular items(s) and in no case no item of the application should remain unfilled.<br>(iii) Correction/overwriting, if any should be accompanied by signature of the candidate.<br>(iv) In case the application is not filled in accordance with the above instruction or any of the required documents is not enclosed; it will be treated as incomplete/defective and summarily rejected.<br>(v) Application should be sent by Speed Post/Registered Post only. |   |             |         |       | <br>of the Candidate with his/her full signature thereon. |
| 1                      | Name of the post applied for [In Block Letters]  |   |             |         |       |  |
| 2                      | Name of the Candidate(In Block Letters)  | First Name  | Middle Name | Surname |       |  |
| 3                      | Father's / Husband's Name  | First Name  | Middle Name | Surname |       |  |
| 4                      | Date of Birth  | Day   | Month       | Year    |       |  |
| 5                      | Address for Communication<br><br>Detail is to be given in the appropriate box in Block Letters.  | Permanent Address :<br><br>Pin:<br><br>Present Address :<br><br>Pin:<br><br>State:<br><br>Mobile No:-<br><br>E-mail address:- |             |         |       |  |
| 6                      | Tick against the category to which you belong  | SC  | ST          | OBC-A   | OBC-B | General  |
| 7(a)                   | Name of the Sub-Caste [in Block Letters]   | 7(b) Religion   |             |         |       |  |

|         |  |                 |   |    |                      |   |   |     |    |
|---------|--|-----------------|---|----|----------------------|---|---|-----|----|
| 8       | Academic Qualifications [Attested photocopies of certificates/Marks- sheet/ age proof & other documents should be attached with the application] |                 |   |    |                      |   |   |     |    |
|         | Examination Passed   | Year of Passing | Board/ Council/ Institution/ University |    | Total marks obtained | % of marks obtained   |   |     |    |
|         |  |                 |   |    |                      |   |   |     |    |
|         |  |                 |   |    |                      |   |   |     |    |
|         |  |                 |   |    |                      |   |   |     |    |
|         |  |                 |   |    |                      |   |   |     |    |
| 9       | Are you employed? If yes , please give in details about your employment in the box (below)   |                 |   |    |                      |   |   |     |    |
|         | Name of the employer   |                 | Date of joining                         |    | Name of post         |   | Whether the job is temporary or permanent |     |    |
| (i)     |  |                 |   |    |                      |   |   |     |    |
| (ii)    | Full Address of the employer   |                 |   |    |                      |   |   |     |    |
| 10      | Working Experience (if any)<br>(Mentioned the post, year of Experience, Date of joining & date of Leaving & others)                              |                 | (i)                                     |    |                      |   |   |     |    |
|         |  |                 | (ii)                                    |    |                      |   |   |     |    |
|         |  |                 | (iii)                                   |    |                      |   |   |     |    |
|         |  |                 | (iv)                                    |    |                      |   |   |     |    |
| 11      | List of documents should be enclosed (Put Tick mark in the Box)  |                 |   |    |                      |   |   |     |    |
| Sl. No. | Documents  |                 | Yes                                     | No | Sl. No.              | Documents   |   | Yes | No |
| (i)     | Proof of age   |                 |   |    | (iv)                 | Copy of the Employment Exchange Card (if any)   |   |     |    |
| (ii)    | Proof of academic Qualification  |                 |   |    | (v)                  | Three copies of recent passport size Photograph duly signed                                   |   |     |    |
| (iii)   | Proof of Experience  |                 |   |    | (vi)                 | One self address envelops with Postage stamp of Rs.22/- for sending Admit Card by Regd. Post. |   |     |    |
| (vii)   | Proof in support of category (if any)  |                 |   |    |                      |   |   |     |    |

**DECLARATION**

I solemnly declare that (a) all statement made in this application are true, complete and correct (b) original documents will be produced on demand (c) I agree to take the Examination on condition that the Chairman of the Selection Committee, constituted for Suri Municipality may cancel my candidature at any time if I am found ineligible for admission to the Examination.

\*\* I have informed the head of my office or Department in writing that I am applying for this Examination.  
[Applicable to those who are already employed anywhere, please strike out if not applicable.]

Place:

Date:

.....  
Full Signature of the Candidate

**SURI MUNICIPALITY, BIRBHUM**

[Candidate Copy]

ADMIT CARD  
[TO BE FILLED IN BY THE CANDIDATE]

Name of the post applied for:-

- 1) Name:-
- 2) Father's Name:-
- 3) Postal Address:-
- 4) Date of Birth:-

Attach  
Passport Size  
Photo duly self  
Attested

Note: - Bring all original certificates in support of Age, Educational Qualification & NOC from concern Authority if presently working any organization.

Signature of the Candidate

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[TO BE FILLED IN BY THE APPLICATION RECEIVING AUTHORITY]

ROLL NO .....

Name of the Venue of the Examination :  
With complete address :  
Date of Examination and time :  
Reporting time at the Centre :

Signature of the Authority  
Chairman  
Suri Municipality, Birbhum

[N.B:- Candidates will not bring any electronic devises, Gadgets at the Examination hall.]

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**SURI MUNICIPALITY, BIRBHUM**

[Invigilator Copy]

ADMIT CARD  
[TO BE FILLED IN BY THE CANDIDATE]

Name of the post applied for:-

- 1) Name:-
- 2) Father's Name:-
- 3) Postal Address:-
- 4) Date of Birth:-

Attach  
Passport Size  
Photo duly self  
Attested

Note: - Bring all original certificates in support of Age, Educational Qualification & NOC from concern Authority if presently working any organization.

Signature of the Candidate

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[TO BE FILLED IN BY THE APPLICATION RECEIVING AUTHORITY]

ROLL NO .....

Name of the Venue of the Examination :  
With complete address :  
Date of Examination and time :  
Reporting time at the Centre :

Signature of the Authority  
Chairman  
Suri Municipality, Birbhum.

[N.B:- Candidates will not bring any electronic devises, Gadgets at the Examination hall.]

**SURI MUNICIPALITY, BIRBHUM**

**ADMIT CARD**  
**[TO BE FILLED IN BY THE CANDIDATE]**

Name of the post applied for:-

- 1) Name:-
- 2) Father's Name:-
- 3) Postal Address:-
- 4) Date of Birth:-

Attach  
Passport Size  
Photo duly self  
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Note: - Bring all original certificates in support of Age, Educational Qualification & NOC from concern Authority if presently working any organization.

Signature of the Candidate

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[TO BE FILLED IN BY THE APPLICATION RECEIVING AUTHORITY]

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Signature of the Authority  
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Suri Municipality, Birbhum.

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