

OFFICE OF THE COUNCILLORS

DHULIYAN MUNICIPALITY

P.O. - DHULIYAN, DIST. - MURSHIDABAD



Fax ☎: 03485- 265233

E-mail: dhuliyanmunicipality@gmail.com

Chairman's Chamber ☎: 03485-266133

Website: www.dhuliyanmunicipality.in

Memo No. 1745/Emp/DM

Date: 18.02.2019

EMPLOYMENT NOTICE

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

Sl No.	Name of the Post	Category & No. of vacancies	Scale of Pay with Grade Pay	Qualification	Age (As on the 1st day of January 2019)
01	Sub-Assistant Engineer	No. of Post :- 02 Category : Scheduled Caste :- 1 Un-Reserved: 1	<u>P.B-4</u> (Rs. 9000 - 40500) + Grade Pay Rs. 4400/-	The candidates have a Diploma in Civil Engineering from any Institution recognized by the Government.	Not less than 24 years and not more than 40 years
02	Store Keeper	No. of Post :- 01 Category : Un-Reserved	<u>P.B-2</u> (Rs. 5400- 25200)+ Grade Pay Rs. 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
03	Pump Operator	No. of Post :- 02 Category : Scheduled Caste :- 1 Un-Reserved: 1	<u>P.B-2</u> (Rs. 5400- 25200) + Grade Pay Rs. 2300/-	The candidates having certificates in electrical workmanship (440 volts) and having experience of 3 years in the electrical workmanship.	Not less than 18 years and not more than 40 years
04	Recorder	No. of Post :- 01 Category : Un-Reserved	<u>P.B. - 2</u> (Rs. 5400- 25200) + Grade Pay Rs. 2300/-	The candidate has minimum qualification of Class VIII passed from a Government recognized school with working knowledge in English. Preference shall be given to the candidates passed Madhyamik or equivalent examination from any Board recognized by the Government.	Not less than 18 years and not more than 40 years

05	Work Sarkar	No. of Post :- 01 Category : Un-Reserved	<u>P.B. – 2</u> (Rs. 5400-25200) + Grade Pay Rs. 2300/-	The candidate has passed /studied at Class IX in any Institution recognized by the Government, and has experience in road measurement.	Not less than 18 years and not more than 40 years
06	Peon	No. of Post :- 01 Category : Un-Reserved	<u>P.B-1</u> Rs.4900-Rs 16200/- + Grade 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.	Not less than 18 years and not more than 40 years.
07	Mazdoor	No. of Post :- 07 Category : Un-reserved: 1 Un-reserved: 1 (Ex Serviceman) Un-reserved :- 1 (Exempted Category) Scheduled Caste:1 Scheduled Caste:1 (Exempted Category) OBC-A: 1 Scheduled Tribe:1	<u>P.B-1</u> Rs.4900-Rs 16200/- + Grade 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.	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 Dhuliyān Municipality (www.dhuliyānmunicipality.gov.in) and Website of Department of Municipal Affairs , Govt. of West Bengal <https://www.wbdma.gov.in> . A non- refundable demand draft / pay order of any Nationalized Bank and /or any schedule Commercial Bank for the post of Sub Assistant Engineer amounting to Rs.300/- (Rupees Three Hundred) only and for the post of Store Keeper , Pump Operator , Recorder & Work Sarkar amounting to Rs.200/- (Rupees Two Hundred)only and for the post of Peon & Mazdoor amounting to Rs.100/- (Rupees One Hundred) only drawn in favour of 'Chairman , Dhuliyān Municipality' payable at Dhuliyān application fee for the respective post already shown above will have to be enclosed for candidates belonging to Unreserved, OBC-A, OBC-B and Ex- Serviceman category (not applicable for SC/ST/ as well as 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 specially defined for the posts must be sent through Ordinary Post or by Registered Post or by courier post or Speed Post which shall be addressed to the Chairman, Dhuliyān Municipality, Dhuliyān Pakur Road, P.O. - Dhuliyān, District –Murshidabad , Pin-742202 (W.B.) superscribing on the envelope “i) Employment Notice No. 1745/Emp/DM Date: 18.02.2019 ii) Name of the post applied for..... so as to reach on or before the closing date i.e. on 11.03.2019 Up to 4-00 P.M.

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

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)/Meritorious Sports Person/ Ex- Serviceman certificate issued by the competent authority, iii) Mark- sheet and /or certificates of each examination passed.

5. RESERVATION / AGE RELAXATION

A. For SC/ ST Candidates:-

- The benefit of reservation will be admissible to the SC/ ST candidates of West Bengal only, if such reservation is notified against the post for respective Category.
- The benefit of age relaxation for SC/ ST candidates will be admissible to all such candidates as per relevant rules & regulations.

B. For OBC - A/ OBC - B Candidates:-

- The benefit of reservation will be admissible to the OBC - A/ OBC - B candidates of West Bengal only, if such reservation is notified against the post for respective Category.
- The benefit of age relaxation for OBC - A/ OBC - B candidates will be admissible to all such candidates as per relevant rules & regulations.

SC / ST / OBC- A/ OBC - B CANDIDATES OF OTHER STATES WILL BE TREATED AS UNRESERVED CANDIDATES.

C. For Ex-Servicemen Candidates:-

- The benefit of reservation will be admissible to the Ex-Servicemen candidates, if such reservation is notified against the post for respective category.
- The benefit of age relaxation for the Ex-Servicemen candidates will be given as per existing Government rules and regulations.

D. For Persons with Disabilities of at least 40% and above:

- The benefits of reservation will be given to the candidates with disabilities of at least 40% and above, if such reservation is notified against the post for respective category.
- The benefits of age relaxation for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant rules & regulations

- Candidates having disability of less than 40% shall be treated as unreserved candidates and therefore shall not get benefit of reservation / age relaxation.
6. Three copies 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 post, relevant information and application format through the Dhuliyān Municipality's "website: <http://dhuliyānmunicipality.in> and WBMDA Website <https://www.wbdma.gov.in> in employment notice and Office Notice Board at Dhuliyān Municipality, Dhuliyān Pakur Road, P.O. - Dhuliyān, District –Murshidabad , Pin-742202 (W.B.)
 9. Last date of submission of application: - on 11.03.2019 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 the satisfaction of the prescribed eligibility conditions. If at any stage on verification before and after Written Examination, if any, as 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 outright.
 15. Post reserved for Exempted Category as indicated in Sl. No. 7 shall only 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. **MODE OF EXAMINATION:-**

The Examination will be held in two stages for the posts mentioned hereinabove viz. A. Written Examination
B. Interview

A. Written Examination:-

Candidates shall have to appear at a written Examination of 50 marks. Duration of written Examination will be one hour. There will 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				
	Sub-Assistant Engineer	Store Keeper	Pump Operator / Recorder / Work Sarkar	Peon / Mazdoor	No. of Questions
General Knowledge & Current Affairs	General	General	General	General	10
General English	Madhyamik	Madhyamik	Class-VIII	Class-VIII	10
General Science	-	Madhyamik	Class-VIII	Class-VIII	10
History	-	Madhyamik	Class-VIII	Class-VIII	5
Geography	-	Madhyamik	Class-VIII	Class-VIII	5
Mathematics	Madhyamik	Madhyamik	Class-VIII	-	10
Bengali	-	-	-	Class -VIII	10
Civil Engineering	Diploma in Civil Engineering	-	-	-	20

- Questions will be set in English and Bengali for Bengali questions only.
- Candidates have to mark answers in respect of Multiple Choice Objective type Questions in the OMR answer Script
- There will be no negative marking for wrong answer.

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 for the post of Store Keeper, Pump Operator, Recorder, Work Sarkar, Peon, and Mazdoor.

However the candidates for the post of 'Sub-Assistant Engineer so 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 which includes 'Computer Test through CAD Software'.

Note: Final Merit list will be prepared on the basis of total marks obtained by the candidates in Written Examination (50 marks) and Interview (10 marks).

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 instructions as may be given by the venue supervisor /invigilator of the examination venue. If the candidate fails to do so or indulges in disorderly or improper conduct, he /she will render 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 centre for violating any of the instructions or for having adopted unfair means at the examination hall will be punished with cancellation of candidature and also be debarred from appearing at future examinations / selections as may be decided upon by the Selection Committee depending on the circumstances / gravity of the case.

20. Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall will lead to cancellation of candidature without giving an opportunity of being heard.

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

Memo No. 1745(15)Emp/DM

Date: 18.02.2019

Copy forwarded for information and necessary action to:-

1. The Director of Local Bodies , Paura Prasasan Bhawan, DD-1 Sector, Salt lake City, Kol-64, Member of Selection Committee.
2. The District Magistrate, Berhampore, Murshidabad.
3. The Director, Directorate of Employment, Exempted Category Cell, 67 Bentinck Street, Kolkata-700069
4. The Vice Chairman, Dhuliyān Municipality, Member of Selection Committee
5. Sri/Smt. _____, Member of Selection Committee & Councillor of Ward No. _____, Dhuliyān Municipality.
6. The Executive Engineer, MED, Member of Selection Committee.
7. The DMDO, Murshidabad District, Member of Selection Committee.
8. The Executive Officer, Dhuliyān Municipality & Member of Selection Committee.
9. The Finance Officer, Dhuliyān Municipality & Member of Selection Committee.
10. The Project Director, CMU, with a request to publish the above-mentioned Employment Notice and Application Format in the official website of <https://www.wbdma.gov.in>
11. The Head Clerk, Dhuliyān Municipality.
12. The Receiving Clerk, Dhuliyān Municipality, with the instruction to collect the application forms so reach through Ordinary Post, Registered Post, Speed Post, Courier Service etc., if any, within the stipulated time.
13. The IT coordinator, Dhuliyān Municipality, with the direction to publish the above-mentioned Employment Notice and Application Format in the official website of Dhuliyān Municipality.
14. Notice Board, Dhuliyān Municipality.
15. Guard File.

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

15 Technical Qualifications (If applicable):

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

16. Experience, if any _____

N.B:- For SI No. 07 to 16 attach Photocopy of certificates/testimonials duly self-attested.

17 Details of fees 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