

KALNA MUNICIPALITY

(P.O. & P.S. : KALNA :: Dist. – PURBA BARDHAMAN :: West Bengal)

EMPLOYMENT NOTICE

Advertisement No- 965 /K.M./2018

Dated. 12 / 09 / 2018

Applications in the prescribed format given at the websites at kalnamunicipality.org & www.wbdma.gov.in are invited from Indian Citizens and such other nationals as are declared eligible by Govt. of India for direct recruitment to the under mentioned posts which are temporary but likely to be permanent.

Sl. No.	Name of Post	No. of Post & Category	Qualification/Experience	Scale of Pay	Age
1	Assistant Cashier	01 (UR-01)	The candidates must have passed Madhyamik or equivalent examination from any Board recognized by the Government. Candidates having experience in accounting and working with computer will get preference. Departmental candidates, having requisite qualifications and fulfilling other criteria for direct recruitment, working in the pay scales below to that of Assistant Cashier, shall also be eligible to compete along with other candidates.	Pay:(PB-2) Rs.5,400/- to 25,200/- + G.P. Rs.2,600/-	Age must not be less than 18(eighteen) years and not more than 40(forty) years on the 01.01.2018 and upper age-limit shall be relaxable in respect of candidates belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes (Group A or Group B) or other reserved category, if any, as per the extant rules of the Government.
2	Clerk	02 (UR-01, SC-01)	The candidates must have passed Madhyamik or equivalent examination from any Board recognized by the Government. Preference shall be given to them who have knowledge of typing and computer.	Pay :(PB-2) Rs.5,400/- to 25,200/- + G.P. Rs.2,600/-	Age must not be less than 18(eighteen) years and not more than 40(forty) years on the 01.01.2018 and upper age-limit shall be relaxable in respect of candidates belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes (Group A or Group B) or other reserved category, if any, as per the extant rules of the Government.

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Terms and Conditions:-

1. The qualifications prescribed in the advertisement are as per the West Bengal Municipal Employees' (Recruitment) Rules, 2005 since amended.
2. Candidates must fulfill the essential qualifications by the closing date.
3. The benefits of reservation of vacancies and upper age concession upto 5 years are admissible only to S.C. and S.T. candidates of West Bengal and upto 3 years to O.B.C. (Category 'A' & 'B') candidates of West Bengal. S.C., S.T. & B.C. candidates of other states may apply for unreserved vacancies as general candidates. Such benefits are also available upto the age of 45 years for persons with disabilities.
4. Besides pay, the posts carry allowances as admissible.
5. All requisite certificates regarding educational qualifications, proof of age, other relevant experience certificates and other requisite documents must be furnished as and when required by the Selection Committee.
6. If at any stage even after issue of a letter of recommendation for appointment a candidate is found ineligible in terms of the advertisement his / her candidature will be cancelled without further reference to him /her.
7. Canvassing in any form will disqualify the candidate.
8. Written test followed by Interview and Computer proficiency test shall take place for preparation of a panel of selected candidates.
9. No objection certificate is required for those applicants who are working presently in any govt. organization / statutory bodies where such rule is applicable, otherwise the application will not be considered.
10. The envelope must be superscribed with the name of the post and category for which application is being submitted. Applications filled in as per prescribed format along with three recent colour passport size photographs, self attested testimonials / certificates will have to be addressed to the Chairman, Kalna Municipality, P.O. & P.S.: KALNA:: Dist. – Purba Bardhaman, Pin- 713409 and should reach within 5.00 p.m. of 29.10.2018, failing which no application will be entertained.
11. Application may be submitted either by hand or by post in hard copy and sealed envelope only as mentioned in SL. No. 10 above between 10.30 A.M. to 5 P.M. from Monday to Friday and on Saturday up to 1.30 P.M. excepting Govt. holidays. Online application will not be entertained.
12. No TA, DA for written test, Interview and Computer Proficiency Test is admissible
13. Submission of more than one application for one particular post is strictly forbidden. The candidature of a candidate who submits more than one application for admission to the selection procedure, will be cancelled even if he/she is admitted to the same.
14. The question of written examination will be made in English only.
15. Date of examination/interview will be communicated to the candidates time to time.
16. Candidates are requested to view the websites at kalnamunicipality.org & www.wbdma.gov.in
17. Self attested copy of age Proof, Qualification Certificate & Certificate of working experience if any, NOC from employers are required to be submitted with the application.
18. The authority is not liable for any kind of postal delay or any other cause whatsoever.
19. Final merit list will be prepared on the basis of the total marks obtained in the examination i.e. Written Test, Interview & Computer Proficiency Test taken together.
20. Candidates are not allowed to carry Mobile Phones or any other Gadget of Communication inside the examination hall. This instruction must be strictly enforced.
21. LAST DATE OF RECEIVING APPLICATION is 29.10.2018 up to 5.00 p.m.


 Chairman
 Kalna Municipality
 Chairman
 Kalna Municipality

13) Experience :

Sl. No.	Name of the employer / Organisation	Name of the post	Experience Year/Month	Date of joining	Date of leaving	Whether the job is temporary or permanent	Nature of work done	Experience certificate enclosed. (Y/N)

14) Additional Qualification, If any:

15) Language Known

Sl. No.	language	Reading	Writing	Speaking

16)List of documents should be enclosed (Put Tick mark in the Box)

Sl. No	Documents	Yes	No	Sl.No	Documents	Yes	No
1	Proof of age			6	Copies of recent passport Size photographs		
2	Proof of academic qualification			7	Proof copy of Voter ID/ Aadhar		
3	Proof of working experience			8	For in- service candidates. NOC from the employer		
4	Proof in support of category, if any			9	Proof in support of computer knowledge ,if any		
5	Copy of Employment Exchange card ,if any			10	Extra qualification relevant to the job ,if any		

Declaration: I do hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfil these conditions. The details mentioned in the Application are true to the best of my knowledge and belief and I shall furnish the necessary certificates whenever required.

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

Date:

Place:

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Signature of the Candidate