



# Office of the Municipal Councillors of Bankura

From: *Mahaprasad Sengupta*

CHAIRMAN, BANKURA MUNICIPALITY

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:bankuramunicipality@rediffmail.com

Website:www.bankuramunicipality.org

Memo No. 3194/B.M./1-1

Date:- 03.01.2018

## **EMPLOYMENT NOTIFICATION**

Applications are invited from Indian Citizens in the "Prescribed Format" from the willing and eligible candidates to fill up the following vacant posts of different group under Bankura Municipality.

**Last date for submission of the application is 2<sup>nd</sup> February, 2018 (up to 4 p.m.)**

The criteria for the posts are as follows:

Sl No.	Name of the post	No. of Vacancy	Category	Pay Structure	Qualification & Experience	Age limit as on 01.01.2017
1.	Clerk	05	1 U.R., 1 U.R.(E.C.), 1 O.B.C.-A, 1 O.B.C.-B, 1 S.C. (E.C.)	PB-2 (Rs.5400- 25,200/-) Grade Pay Rs.2600/-	Passed in Madhyamik or equivalent Examination from any Board recognized by the Govt. Preference shall be given to them who know typing and having knowledge in Computer.	Minimum age is 18 years and Maximum age is 40 years. Relaxation of upper age as per Govt. of West Bengal Rules.
2.	Driver	04	1 U.R., 1 U.R. (E.C.), 1 S.C., 1 S.T.	PB-2 (Rs.5,400- 25,200/-) Grade Pay Rs.2,300/-	Passed Class VIII from any school recognized by the Govt. The candidate shall have heavy Driving License, with an experience of not less than five years.	Minimum age is 18 years and Maximum age is 40 years. Relaxation of upper age as per Govt. of West Bengal Rules.



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**How to apply:** - Download the Application Format from the website [www.wbdma.gov.in](http://www.wbdma.gov.in) and [www.bankuramunicipality.org](http://www.bankuramunicipality.org) and apply prescribe formats in A4 size paper and affix one recent colour passport size photograph on the application form. Candidates must furnish self attested photo copies of all testimonials, Voter Identity Card and certificates (including Age proof) along with application formats. **A self-addressed envelope with requisite postage stamp (affix on the top of the envelope) is to be submitted by the candidates along with application. Application must be submitted in the sealed envelope with mentioning the post and category applied for on envelope.** The candidates may drop applications into the box which will be available in the office premises between 10.30 a.m.to 5 p.m. on all working days or by post addressed **To The Chairman, Bankura Municipality, Machantala, P.O., P.S. & Dist. Bankura, PIN-722101, West Bengal.**

The municipal authority preserves the right to cancel any application for incomplete information or non-fulfillment of eligibility criteria without any intimation to the candidate concerned. Cast certificates issued only by the Govt. of West Bengal will be considered. Submission of application through online will not be allowed. Application submitted more than one for the same post will be treated as cancelled.

A Candidate now in service under the State Government, Semi Government, Local/Statutory Body shall have to ensure that No Objection Certificate(N.O.C.) from his/her present employer and reaches the Office of the Municipal Councillor of Bankura within 07 days preceding the date of Interview. Otherwise he/she will not be considered as eligible for the Interview.

**Last Date:** - Application must reach to this office within 2<sup>nd</sup> February, 2018 (up to 4 p.m.). Application which will reach this office after the date mentioned above (i.e. 2<sup>nd</sup> February, 2018) will treated as cancelled. The selection committee or the municipal authority will not be liable for any postal delay.

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

Dated, Bankura  
The 3<sup>rd</sup> January, 2018.

*Mey 03.01.18*  
Chairman,  
Bankura Municipal Selection Committee,  
&  
Chairman,  
*Amelise* Bankura Municipality.

*Chairman  
Bankura Municipality*

## APPLICATION FORMAT

To  
The Chairman  
Bankura Municipality  
P.O. & Dist.-Bankura.

Affix Passport size  
recent colour  
photograph duly  
Signed by the  
Candidate

Post applied for (with category) \_\_\_\_\_

1. Name of Candidate (in Block Letters) : \_\_\_\_\_

2. Father's/ Husband Name : \_\_\_\_\_

3. Date of Birth (dd/mm/yyyy) : \_\_\_\_\_

4. Age (as on 01/01/2017) : \_\_\_ Yrs \_\_\_ Months \_\_\_ Days 5. Sex (M/F) : \_\_\_\_\_

6. Whether (SC/ST/OBC/GEN/PH) : \_\_\_\_\_ 7. Nationality : \_\_\_\_\_

8. Address

a) Present Address : \_\_\_\_\_  
(With PIN Code) \_\_\_\_\_  
\_\_\_\_\_

Permanent Address : \_\_\_\_\_  
(With PIN Code) \_\_\_\_\_  
\_\_\_\_\_

9. Mobile No. : \_\_\_\_\_ 10. Email ID : \_\_\_\_\_

11. Academic Qualification:-

Sl. No.	Name of Examination	Board /University Name	Year of Passing	Total Marks	Marks Obtained	% of Marks	Division

**12. Experience :**

Sl. No.	Name of the Organisation	Name of the Post	Experience		Whether the Job is Permanent/ Contractual	Nature of Work Done	Experience Certificate Enclosed- Y/N
			Year	Month			

**13. Computer Knowledge , if any :**

Name of Computer Course	Institution Name	Course Duration	Year of Passing	Marks Obtained	% of Marks / Grade

**14. Language Known:**

Language	Reading	Writing	Speaking

**15. 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.	Copy of Employment Exchange card (if any)		
2.	Proof of academic qualification			7.	Self-attested photo copy of driving license ( applicable for the post of Driver only)		
3.	Proof of working experience			8.	For in service candidate NOC from the employer		
4.	Proof in support of Category( if any)			9.	Proof in support of Computer Knowledge(if any)		
5.	Photo copy of Voter Identity Card						

16. Extra Qualification relevant to this job (if any) : \_\_\_\_\_  
\_\_\_\_\_

**Declaration:** I 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 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 even after the appointment, my services may be terminated.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Full Signature of the Candidate