

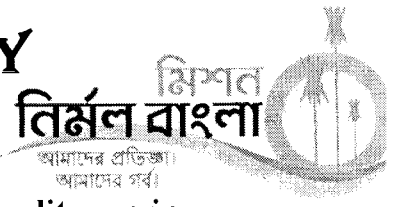


KANCHRAPARA MUNICIPALITY

42, Lenin Sarani (East), Kanchrapara

Phone: 2585 9391; Fax: 2585 8247

E-Mail: kanchrapara@yahoo.com, website: kanchraparamunicipality.org.in



EMPLOYMENT NOTICE

No. KPM/EMP/4547


Dated, Kanchrapara, the 15th December, 2018

Applications are invited from the willing and eligible candidates to fill up the following vacant post of Kanchrapara Municipality

Sl No	Name of the Post	No. of Vacancy/ Category	Scale of Pay Grade Pay	Qualification (As per Recruitment Rule, 2005)	Age as on 1 st December, 2018
(1)	(2)	(3)	(4)	(5)	(6)
1	Mazdoor	46 UR=23 SC = 10 ST = 3 OBC-A = 5 OBC -B = 3 *UR (PH) = 2	PB-1 Rs. 4900- 16200+1700	i) The candidate shall be able to read and write Bengali, Hindi and Nepali, and have passed Class – VIII from any Government recognized Institution. ii) Preference shall be given in good physique and sportsmanship	18-40 years, age relaxation for OBC-A & B is 3 years and SC/ST/PH candidates is 5 Years

(* For UR (PH) – One Post for Blindness or low vision and one post for Locomotor Disability or Cerebral Palsy)

The candidates who desire to apply for the above posts should send the application to the **Chairman, Kanchrapara Municipality, 42, Lenin Sarani (East), P.O. Kanchrapara, Dist: North 24 Parganas, PIN – 743145** by post or by dropping in the box kept at the 1st floor of this municipal office. The dropping of the application Form in the box will start from 19th December, 2018 and will be continued upto 08th January, 2019 (except on Sundays and holidays) from 11:30 A.M. to 5 P.M. (up to 1 P. M. for Saturday only) the willing candidates may apply in the prescribed format on downloading the same from the website (www.kanchraparamunicipality.org.in) of Kanchrapara Municipality. **The last date of submission of Application Form is 08th January, 2019 upto 5 P.M. and the applications received for any of the posts after scheduled date and time will be automatically be rejected.**


(Sudama Roy) 15/12/18
Chairman
Kanchrapara Municipality
Chairman
Kanchrapara Municipality

HOW TO APPLY

1. Intending candidates will have to apply in the prescribed format, which can be downloaded from the website of Kanchrapara Municipality (www.kanchraparamunicipality.org). A non-refundable demand draft / pay order of any Nationalized Bank and/ or any scheduled Commercial bank for an amount of **Rs. 150/- (Rupees One Hundred and Fifty) only as Examination Fees and Processing Fees for General Categories and Rs. 100/- (One Hundred) only as processing Fees for Reserved Categories (ST/ ST/ OBC-A/ OBC-B), drawn in favour of "Chairman, Kanchrapara Municipality" payable at Kanchrapara/ KOLKATA (for local applicants)** will have to be enclosed with the applications. 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.
UR (PH) candidates are not required to pay any Fees.
2. Application specially defined for the post must be dropped directly by the candidates or his/ her representative into the appropriate dropped Box specifically defined for each type of post situated at the 1st floor of the administrative building addressed to the Chairman, Kanchrapara Municipality, 42, Lenin Sarani (East), P.O. Kanchrapara, Dist: North 24 Parganas, PIN, – 743145, **superscribing on the envelop "i) Employment Notice No. ii) Name of the 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. 8th January, 2019 (Upto 5:00PM).
3. **NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE OF SUBMISSION OF APPLICATION, I.E, 8TH JANUARY, 2019 UPTO 5:00 P.M.**
4. Application duly filled up in appropriate manner must be submitted along with the photo copies of the following documents duly self-attested by the applicant.
 - i) Age Proof certificate (as on 1st December, 2018),
 - ii) SC/ ST/ OBC-A/ OBC-B certificate issued by the competent authority,
 - iii) Mark sheet and/ or certificates for each examination passed.
 - iv) Certificate of professional qualification (if any)
 - v) Proof of experience (if any)
 - vi) Proof of Disability Certificate from competent authority of West Bengal for UR (PH)/ PWD candidates.
5. Reservation/ Age Relaxation:
 - A. For SC/ST Candidates:**
 - i. The benefit of reservation will be admissible to SC/ST candidates of West Bengal only, if such reservation is notified against the posts for respective category.
 - ii. The benefit of age relaxation for SC/ST candidates will be admissible to all such candidates as per relevant Govt. Rules and Regulations.
 - B. For OBC-A & B Candidates:**
 - i. The benefit of reservation will be admissible to the OBC-B candidates of West Bengal only, if such reservation is notified against the Post for respective Category.
 - ii. The benefit of age relaxation for OBC-A & 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 UR (PH):**
 - i. The candidates will have to produce necessary disability certificate(s) to claim his or her disability from **competent authority of West Bengal (A Medical Board constituted at Government Medical College, Hospitals in Kolkata, District Hospitals and Sub-divisional Hospital)** otherwise his or her candidature will be treated as cancelled.
 - ii. ***The Candidates of person with disability having physical disability of 40% and above are eligible for applying on such post.***

6. One no. of self-attested recent coloured passport size photograph (4.5Cm x 3.5 Cm) of the candidate to be pasted with the application in prescribed format.
7. Canvassing in any form will be disqualifying the candidate.
8. Candidates may obtain the details of the posts, relevant information and application format through the Kanchrapara Municipality's website: "www.kanchraparamunicipality.org.in", and Office Notice Board at Administrative Building, Kanchrapara Municipality.
9. Last date of submission of application: 8th January, 2019 (Upto 5:00 PM)
10. If any stage, even after appointment a candidate is found ineligible in terms of the Employment Notice, his/ her candidature will be cancelled.
11. Name of intending candidates are being invited from Sub Regional Employment Exchange Office, Barrackpore as well as from the Directorate of Employment Exchange, Kolkata for candidates.
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 the case may be the Interview/ Viva-Voce, if it is found that they do not fulfil 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.

The examination will be held in two stages viz A. Written Examination, B. Interview

- A) Written Examination: Candidates shall have to appear at a Written Examination of 80 (eighty) marks. Duration of written Examination will be one and half hours (90 Minutes). There will be 80 (eighty) Multiple Choice type Questions, carrying 1 (One) mark each covering the subjects as details below:

Subject	Standard of questions for the post of	
	Mazdoor	No. of questions
General Knowledge and Current Affairs	General	10
General English	Class VIII	20
General Science	Class VIII	10
History	Class VIII	10
Geography	Class VIII	10
Mathematics	Class VIII	20

- Questions will be set in English/ Bengali/ Hindi for Gr. D.
- Candidates have to mark answers in respect of Multiple Choice type Questions in OMR Answer Script.
- There will be no negative marking for wrong answer.


- B) Personality Test :-

The candidates shortlisted on the basis of marks obtained in the Written Examination will be cancelled separately for document verification followed by a personality test of 20 Marks for the post mentioned in the notice.

NOTE:- Final merit list will be prepared on the basis of total marks obtained by the candidates in written examination (80 Marks) and personality test (20 Marks)

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

16. Candidates must abide by the instruction as may be given by the venue supervisor/ Invigilator of the Examination Venue. If the candidates 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 impose.
17. 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 cancellation of candidature and also be debarred from appearing at future examinations/ selection committee depending on the circumstance/ gravity of the case.
18. Use of mobile Phone, calculators and any kind of Electronic Gadgets inside the examination hall will lead to cancellation of Candidature without giving opportunity of being heard.


(Sudama Roy) 15/12/18
Chairman

Kanchrapara Municipality


Kanchrapara Municipality

Memo No: KPM/EMP/4547/1(16)

Dated, Kanchrapara, the 15th December, 2018

Copy forwarded for information and necessary action to:

- 1) The Principal Secretary, Municipal Affairs Department, Govt. Of West Bengal, U. D. & Municipal Affairs Department, Poura Prashashan Bhavan (3rd Floor), Saltlake, Sector – I, Kol – 700 064.
- 2) The Director of Local Bodies, Poura Prasashan Bhavan, Bidhannagar, Kolkata,
- 3) The Director SUDA, ILGUS Bhavan, HC Block, Sector – III, Bidhannagar, Kol – 700 106,
- 4) The District Magistrate, Barasat, Administrative Building, Barasat, North 24 Parganas,
- 5) The Sub Divisional Officer, Barrackpore, Administrative Building, Barrackpore, North 24 Parganas,
- 6) The Municipal Development Officer, North 24 Parganas, Barasat, Member, Selection Committee,
- 7) The Joint Director, Sub-Regional Employment Exchange, Barrackpore, North 24 Parganas,
- 8) The Vice-Chairman, Kanchrapara Municipality ,
- 9) The Executive Officer, Kanchrapara Municipality,
- 10) The Finance Officer, Kanchrapara Municipality
- 11) The Office Superintendent, Kanchrapara Municipality
- 12) The Head Clerk, Kanchrapara Municipality
- 13) The Receiving Clerk, Kanchrapara Municipality with instruction to collect the application form reached through Ordinary Post, Registered Post, Speed post, Courier Service, if any.
- 14) The IT Coordinator, Kanchrapara Municipality, with the direction to publish the Employment Notice No: KPM/EMP/4547 dt 15.12.2018 and Application format in the official website (www.kanchraparamunicipality.org.in) of Kanchrapara Municipality on 19.12.2018.
- 15) Notice Board, Kanchrapara Municipality,
- 16) Guard File.


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