

# BURDWAN MUNICIPALTY

## DAY-NULM

### Rules & Regulation for The Candidate applied for the Post of Accountant, Dealing Assistant cum Data Entry Operator and Multi Tasking Helper under DAY-NULM

1. The candidate must show, on demand, the admit card for admission in the examination hall. A candidate who does not possess the valid admit card shall not be admitted to the examination hall under any circumstances.
2. Candidates must bring their Photo Identity Card recognized by the Government. Any deviation in this regard shall straightway lead to non-admission of him/her into the examination venue and rejection of candidature without giving him/her opportunity of being heard. The photo identity cards to be accepted by the commission for the said purpose are as follows.
  - A. ELECTOR'S PHOTO IDENTITY CARD(EPIC)
  - B. PASSPORT
  - C. UID ( AADHAR CARD INCLUDING E-AADHAR)
  - D. ADMIT CARD/CERTIFICATE OF MADHYAMIK OR EQUIVALENT WITH PHOTOGRAPH
  - E. PAN CARD
  - F. DRIVING LICENSE
  - G. BANK PASS BOOK CONTAINING PHOTOGRAPH OF THE CANDIDATE
  - H. ANY OTHER PHOTO IDENTITY CARD ISSUED BY THE COMPETENT GOVERNMENT AUTHORITY
3. The examination hall will be opened 30 minutes before the commencement of the test. The candidates are expected to take their seats immediately after the opening of the examination hall.
4. A candidate who comes after the commencement of the examination shall not be permitted to appear in the Examination
5. Any candidate will NOT be allowed to leave the examination hall during the last 15 minutes of the examination and during the collection of the answer scripts. All candidates must remain seated throughout this period.
6. The candidates are not allowed to carry any textual material, printed or written, bits of papers, envelope or any other material except the admit card inside the examination hall.
7. Calculators, slide rules, log tables, geometry box, electronic digital watches with facilities of calculators, cellular phones, pagers or any other electronic gadget are not allowed inside the
8. Photography is NOT allowed in the examination hall at all times.
9. All materials and/or devices which are found to violate any examination regulations will be confiscated

10. The candidates should not leave the room/hall without handing over their Question & Answer sheets to the invigilator on duty.

11. Candidates are asked to bring only BLACK/BLUE ball pen.

### Syllabus of Written Test for the Post of Accountant

Sl No	Subject	No of Questions (MCQ pattern)	Marks ( each question will be of 2marks)	Duration
1	English Language	10	20	Composite time of 1(one) hour
2	Mathematics	10	20	
3	Reasoning ability	10	20	
4	General Knowledge	10	20	
5	Accountancy	10	20	

### Syllabus of Written Test for the Post of Dealing Assistant cum Data Entry Operator

Sl No	Subject	No of Questions (MCQ pattern)	Marks ( each question will be of 2marks)	Duration
1	English Language	10	20	Composite time of 1(one) hour
2	Mathematics	10	20	
3	Reasoning ability	10	20	
4	General Knowledge	10	20	
5	Computer	10	20	

### Syllabus of Written Test for the Post of Multi Tasking Helper

Sl No	Subject	No of Questions (MCQ pattern)	Marks ( each question will be of 2marks)	Duration
1	English Language	10	20	Composite time of 1(one) hour
2	Mathematics	10	20	
3	Reasoning ability	10	20	
4	General Knowledge	20	40	