

Office of the Burdwan Municipality

G.T. Road, Burdwan, West Bengal, India – 713101

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Email: info@burdwanmunicipality.gov.in | Website: www.burdwanmunicipality.gov.in

Memo No: - 253/G/XII-9

Date: - 15.03.2018

Notice for Employment

Applications from the eligible Indian Citizens in the following prescribed format are invited for filling up permanent posts in different categories, in the office of Burdwan Municipality. Details of vacancies, Scales of pay etc. are mentioned below. The Appointment will initially be made on a purely temporary basis but is like to be made permanent, for all categories of posts.

Sl No	Name of the Post	No. of Vacancies	Un Reserved	SC	ST	OBC (A)	OBC (B)	Person with Disability	Ex-Serviceman (SC)
1	Assistant Cashier	1	1	-	-	-	-	-	-
2	BG Dome	1	-	1	-	-	-	-	-
3	Clerk	9	3	1	1	1	1	1	1
4	Driver	4	2	1	1	-	-	-	-
5	Sanitary Assistant	3	1	1	1	-	-	-	-

Age Limit:

- The minimum age limit is 18 and the maximum age limit is 40. Relaxation of maximum age limit for SC / ST Category, OBC Category, P.H. Candidates and Ex-Serviceman Category will be as per existing Govt. Rules. The age will be calculated as on 1st January 2018.

Qualification and Pay Scale:

- **Assistant Cashier:** 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 the other candidates. Pay Band: 5400-25200, GP: 2600
- **BG Dome:** The candidate shall be able to read and write Bengali or Nepali. Preference shall be given to them who have passed class IV from a school recognized by the Government and possessing good health. Pay Band: 4900-16200, GP: 1700.
- **Driver:** The candidates must have heavy driving license, with an experience of not less than five years, and have passed Class VIII from any School recognized by the Government. Departmental candidates, having requisite qualifications and fulfilling other criteria for direct recruitment, working in the pay scales below to that of Driver, shall also be eligible to compete alongwith other candidates. Pay Band: 5400-25200, GP: 2300.
- **Clerk/LDC:** The candidates 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 computers. Pay Band: 5400-25200, GP: 2600.
- **Sanitary Assistant:** The candidates must have passed Madhyamik or equivalent examination from any Board recognized by the Government. For, appointment to the post, successful completion of a pre-service training shall be compulsory. Pay Band: 5400-25200, GP: 2600.

How to apply: -

1. Download the Application Format from the website www.burdwanmunicipality.gov.in and apply in prescribe format 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 format. A self-addressed envelope with requisite postage stamp for Speed Post/Registered Post (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, otherwise their candidature will be cancelled.

2. The candidates may drop applications into the box which will be available in the office premises between 10.30 a.m. to 5p.m. on all working days or by post addressed **To the Chairman, Burdwan Municipality, P.O., P.S. & Dist. Burdwan, Pin – 713101, West Bengal.**
3. 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 post will be treated as cancelled.
4. If at any stage of the recruitment process it is found that any of the candidate did not meet up any of the conditions applicable for the respective post or there is discrepancy in the eligibility criteria of the candidate, his/her candidature will be cancelled showing reason thereof.
5. One candidate can apply only for one post.
6. 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.

Last Date: - Application must reach this office within 10th April, 2018 (up to 4 p.m.). Application which will reach this office after the date mentioned above (i.e. 10th April, 2018) will be 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.

For details please visit our website: www.burdwanmunicipality.gov.in



Chairman
Burdwan Municipal Selection Committee &
Chairman, Burdwan Municipality

Memo no. 253/G/1(6)/XII-9

Date: 15.03.18

Copy forwarded for information and necessary action to: -

1. Director of Local Bodies, Government of West Bengal, Poura Prashasan Bhaban, DD-I, Sector-I, Salt Lake, Kolkata – 700 064.
2. Sabhadhipati, Purba Bardhaman Zilla Parishad, Court Compound, Burdwan
3. District Magistrate, Purba Bardhaman, Court Compound, Burdwan
4. Executive Officer, Burdwan Municipality/ Finance Officer, Burdwan Municipality
5. Secretary, Burdwan Municipality
6. IT Corodinator, Burdwan Municipality to upload in the website.



Chairman
Burdwan Municipal Selection Committee &
Chairman, Burdwan Municipality

13. EDUCATIONAL QUALIFICATION: -

NAME OF THE EXAMINATION/COURSE	BOARD/UNIVERSITY	YEAR OF PASSING	FULL MARKS	MARKS OBTAINED	PERCENTAGE/ GRADE	Division

14.COMPUTER KNOWLEDGE if any:-

NAME OF THE ComputerCOURSE	NAME OF THE INSTITUTION	COURSE DURATION	PASSING YEAR	TOTAL MARKS	MARKS OBTAINED	PERCENTAGE/ GRADE

15 PROFESSIONAL EXPERIENCE: -

SL NO	Name of the ORGANIZATION	Name of the post	DURATION			NATURE OF DUTIES/Work Done	Experience certificate enclose- Y/N
			FORM	TO	TOTAL PERIOD		

16. LANGUAGE KNOWLEDGE: -

Language	Reading	Writing	Speaking

17. 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 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						

18. Extra Qualification relevant to this JOB(if any): _____

Declaration:

I hereby declare that I have carefully read the condition of eligibility mentioned in the advertisement. These conditions are acceptable to me & I fulfill these conditions. The Details mentioned in the application are True & 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 service may be terminated.

Date:

Place:

Full Signature of the Candidate