

Burdwan Municipality

Information and rules regulation in connection with written test

Date of written test: - 5th August, 2018

Post for which written test will be held: - Assistant Cashier, Sanitary Assistant, Driver, Clerk (LDC)

Issuance of Admit Card: - Admit cards of eligible candidates for written test have already been despatched through speed post. *If any eligible candidate does not receive his/her admit card within 30th July, 2018 he/she may collect his/her duplicate admit card by showing a valid photo identity card, from Municipality office from 31st July, 2018 to 3rd August, 2018 (on working days between 11.00 a.m to 4.00 p.m)*

Eligible candidate list: - Postwise list of eligible candidates for written test will be published in www.burdwanmunicipality.gov.in

Venue of Written test: - Mentioned in Admit Card

Time of Test: - Mentioned in Admit Card **Duration of Test:** - 1 hour

For PH Category candidate- Guideline regarding person with disabilities using the service of a scribe and declaration form to use scribe, available in www.burdwanmunicipality.gov.in

Question Type – Multiple Choice, Total Marks-70

Question Pattern-The questions will be in Bengali, except for the test of language section of the paper. Question will cover English, Bengali, Mathematics, General Knowledge, Reasoning, General Science, History & Geography.

Rules Regulation

1. Admission into the examination hall without admit card along with self-attested photograph affixed in the appropriate space will not be allowed under any circumstances.
2. Candidates are advised to enter in the examination hall before 30 minutes of the commencement of the Examination. Admission to the hall will not be allowed after 15 minutes of commencement of the examination.
3. No candidate will be allowed to leave the examination hall before the schedule hour of the examination. It is mandatory to submit the answer sheet before leaving the examination hall.
4. Candidate is advised to bring a **valid photo identity card, in original**, viz Passport, Voter Card, Addhar Card, Driving License, PAN Card, Ration Card with Photo etc. in support of his/her identity proof. The declaration form (applicable for those who will use the service of scribe) also to be submitted in the prescribed format at the time of examination.
5. Adoption of any type of unfair means during the hours of examination will be entitled to penal action as would be deemed fit by the examination conducting authority.
6. Candidates cannot carry any electronic gadget, mobile, and any other equipment or communication device. Calculators are also banned inside the examination hall.
7. Candidates will not be allowed to sit in the examination at any other venue other than the one mentioned on their admit card.
8. No TA/DA will be allowed for this purpose

9. No request for change of date of examination will be entertained.
10. The authority is not responsible for any postal delay in receiving admit card
11. Candidates would not be allowed to carry any type of stationery items, except blue/black point pen
12. If a candidate receives more than one Admit Card either for the different posts or for same post more than one post category, he/she should have allowed with any one as per his/her choice.
13. **Be it mentioned that issuance of admit card does not confirm the eligibility. At any time during the process if it is found that the information provided by candidate is inadequate or false, his/her candidature will be rejected.**

Guideline regarding person with disabilities using the service of a scribe

The facility of Scribe / Reader would be allowed to Visually Impaired (VI) and Orthopedically Handicapped (OH) candidates who have disability of 40 % or more if so desired by the person. The facility of scribe is meant for only those candidates with disabilities who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

- Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his/ her own scribe at his/ her own cost.
- The scribe can be from any academic discipline.
- The candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format (To download go - www.burdwanmunicipality.gov.in) with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he did not fulfil any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. (Visually Impaired candidates under Blind/Low Vision and other candidates whose writing speed is affected by cerebral palsy whether availing the facility of scribe or not shall be eligible for a compensatory time of 20 minutes for every hour of the examination.)
- The candidate opting for scribe shall be responsible for any misconduct on the part of scribe brought by him/her.
- Conversation between the candidate and the scribe should not disturb in any way the peace in the examination hall or the other candidates seated in the examination hall/room.
- Scribe must not be a candidate of this requirement.