

# Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126 ]

Ph: 2581-2082, 2581-9515, 2581-9514. Fax: 2581-1318. Email: bhat\_09@yahoo.com & bhatparamunicipality@gmail.com

## EMPLOYMENT NOTICE

No:- E-18/DR-1/2828

Dated : 25/08/2017

Applications are invited from suitable candidates for filling up the posts as shown in the table below under Bhatpara Municipality:-

Sl No.	Name of the Post	Category wise No. of vacancies	Scale of Pay with Grade Pay	Qualification	Age(As on the 1st day of January 2017)
1	Secretary	01 (Unreserved)	₹ 7100 – ₹ 37600 + Grade Pay ₹ 4100	The candidate shall be a graduate from any recognized University with an experience of work in supervisory level in any Government for three years. Law graduate is preferable.	Not less than 35 years and not more than 40 years
2	Accountant	01 (Unreserved)	₹ 7100 – ₹ 37600 + Grade Pay ₹ 3600	The candidate shall be a graduate in Commerce from any University recognized by the Government. Candidates having experience in accounting and working with computer will get preference.	Not less than 18 years and not more than 40 years
3	Sanitary Assistant	01- Unreserved (Exempted Category)	₹ 5400 – ₹ 25200 + Grade Pay ₹ 2600	The candidates 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. The time and manner of such training shall be such as may be determined by the Board of Councillors.	Not less than 18 years and not more than 40 years
4	Pump Operator	01 – Scheduled Caste (Exempted Category) 01 Scheduled Caste (Ex-serviceman) 02- Unreserved (Exempted Category) 01-Other Backward Class –B (Exempted category) 01-Other Backward Class-A	₹ 5400 - ₹ 25200 + Grade Pay ₹ 2300	The candidates have electrical certificate from any I.T.I recognized by the government and has educational qualification of class VIII pass from any Government recognized institution.	Not less than 18 years and not more than 40 years

### How To Apply

1. Intending Candidates will have to apply in the prescribed format, which can be downloaded from the website of Bhatpara Municipality ([www.bhatparamunicipality.in](http://www.bhatparamunicipality.in)). A non-refundable demand draft / pay order of any Nationalized Bank and /or any scheduled Commercial Bank for an amount of Rs. 200/- (Rupees Two Hundred) only, drawn in favour of 'Chairman, Bhatpara Municipality' payable at Kolkata will have to be enclosed for candidates belonging to Unreserved, OBC-A, OBC-B and Ex-Serviceman category (not applicable for SC/ST/Persons With Disability [PWD] candidates). 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.

2. Application must be dropped directly by the candidates or his/her representative into the appropriate Drop Box specifically defined for each type of post situated at the 1<sup>st</sup> floor of the Administrative Building (Room No. 209) addressed to the **Chairman, Bhatpara Municipality, 1/1, West Ghosh Para Road, P.O – Kankinara, Dist – North 24 Parganas, Pin- 743126** superscribing on the envelope "i) Employment Notice No. ii) Name of 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. 20/09/2017.

3. NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE OF SUBMISSION OF APPLICATION.

4. Application duly filled up in appropriate manner must be submitted along with the copies of the following documents duly self attested by the Applicant.

i) Age proof certificate, ii) S.C/ ST/ OBC-A/OBC-B Person With disability (PWD) / Ex- Serviceman certificate issued by the competent authority, iii) Mark- sheet and /or certificates for each examination passed.

5. **RESERVATION/AGE RELAXATION**

- The benefit of reservation will be admissible to the SC Candidates of West Bengal only, if such reservation is notified against the posts for respective category.
- The benefit of age relaxation for SC/ST/OBC-A/OBC-B/Ex-Serviceman/Person With Disabilities of at least 40% and above candidates will be admissible to all such candidates as per relevant Govt. Rules and Regulations.
- SC/ST/OBC-A/OBC-B CANDIDATES OF OTHER STATES WILL BE TREATED AS UNRESERVED CANDIDATES.
- CANDIDATES HAVING DISABILITY OF LESS THAN 40% SHALL BE TREATED AS UNRESERVED CANDIDATES AND THEREFORE SHALL NOT GET BENEFIT OF AGE RELAXATION.

6. Three nos. of self attested recent coloured passport size photograph (4.5 cm X 3.5 cm ) of the candidate must be enclosed with the application (One to be pasted on the application form at appropriate space and two as enclosure along with application in prescribed format).

7. Canvassing in any form will disqualify the candidate.

8. Candidates may obtain the details of the posts, relevant information and application format through the Bhatpara Municipality's "website: [www.bhatparamunicipality.in](http://www.bhatparamunicipality.in)". Office Notice Board at Administrative Building, Bhatpara Municipality and Office Notice Board at Shyamnagar Branch Office, Bhatpara Municipality.

9. **Last date of submission of application:- 20/09/2017 up to 4 P.M**

10. If at 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, Exempted Category Cell, Kolkata for Candidates belonging to Exempted Category.

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 and the Interview / Viva-voce, if it is found that they do not fulfill 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.

15. Posts reserved under Exempted Category shall be considered in accordance with Govt. Order No. 1432/MA/O/C-3/O-34/2001 dated 19/09/2002 read with Govt. Order No. 308(100)-Emp. Dated 04/09/2002.

16. **MODE OF EXAMINATION:-**

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 50 (fifty) marks. Duration of Written Examination will be one hour. There will be 50(fifty) Multiple Choice type Questions, carrying 1(one) mark each covering the subjects as detailed below:-

Subject	Standard of questions for the post of				
	Secretary	Accountant	Sanitary Assistant	Pump Operator	No. of Questions

General Knowledge & Current Affairs	General	-	General	General	10
General English	Madhyamik	Madhyamik	Madhyamik	Class-VIII	10
General Science	Madhyamik	-	Madhyamik	Class-VIII	5
History	Madhyamik		Madhyamik	Class-VIII	5
Geography	Madhyamik		Madhyamik	Class-VIII	10
Mathematics	Madhyamik	Madhyamik	Madhyamik	Class-VIII	10
Accountancy	-	Graduation	-	-	10
Cost and Management Accounting	-	Graduation	-	-	10
Direct and In-Direct Taxes	-	Graduation	-	-	10

- Questions would be set in English.
- Candidates would have to mark answers in respect of Multiple Choice type Questions in OMR Answer Script.
- There would be no negative marking for wrong answer.

A list of candidates qualified for interview in the ratio of 1:5 would be prepared on the basis of marks obtained in the written examination.

**B. INTERVIEW :-**

The candidates shortlisted on the basis of marks obtained in the Written Examination will be called separately for document verification followed by an interview for 10 marks which includes 'Computer Test through Tally Software' for the post of 'Accountant'.

Further resolved that Final Selection would be made through merit system on the basis of aggregation of marks obtained in the 'Written Examination' and 'Interview'.

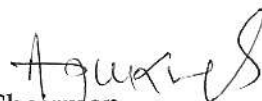
NOTE:- Final Merit List will be prepared on the basis of total marks obtained by the Candidates in Written Examination (50marks) and Interview(10marks).

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

18. Candidates must abide by the instruction as may be given by the venue supervisor/ Invigilator of the Examination Venue. If the Candidate 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 to impose.

19. 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 / selections as may be decided by the Selection Committee depending on the circumstances / gravity of the case.

20. Use of mobile Phone, Calculators and any kind of Electronic Gadgets inside the examination hall will lead to cancellation of candidature without giving an opportunity of being heard.

  
Chairman,

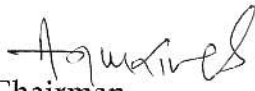
**Bhatpara Municipality**

&

**Chairman of the Selection Committee.**

Copy to:-

1. The Vice Chairman, Bhatpara Municipality,
2. Sri Sohan Prasad Chowdhury, Councillor, Ward No. 11 (Establishment Deptt.),
3. The Director, D.L.B, Purta Bhawan, Bidhannagar, Kol-91, Member, Selection Committee,
4. The Municipal Development Officer, North 24 Parganas, Barasat, Member, Selection Committee,
5. The Director, Directorate of Employment, Exempted Category Cell, 67 Bentinck Street, Kolkata-700 069,
6. The Joint Director, Sub-Regional Employment Exchange, Barrackpore,
7. The Executive Officer, Bhatpara Municipality, Secretary of the Selection Committee.
8. The Officer On Special Duty, Bhatpara Municipality,
9. The Office Superintendent, Bhatpara Municipality,
10. The Assistant Head Clerk, Bhatpara Municipality,
11. Sri Dhiman Mukherjee, In-Charge, Establishment Department, Bhatpara Municipality,
12. The Receiving Clerk, Bhatpara Municipality with instruction to collect the application form reached through Ordinary Post, Registered Post, Speed Post, Courier Service etc. if any
13. The IT coordinator, Bhatpara Municipality, with the direction to publish the Employment Notice No. **E-18/DR-1/ 2828** dated 25/08/2017 and Application Format in the official website of Bhatpara Municipality by 25/08/2017.
14. Notice Boards, Bhatpara Municipality Main Office, Kankinara and Branch Office, Shyamnagar,
15. Guard File.

  
Chairman,  
Bhatpara Municipality  
&  
Chairman of the Selection Committee.

# APPLICATION FORMAT

(For the post of \_\_\_\_\_)

Application No. \_\_\_\_\_  
(For Office Use Only)

To  
The Chairman,  
Bhatpara Municipality  
Kankinara, North 24 Parganas.

01. Name : 


02. Address : 


Paste self attested  
recent colour  
photograph of size  
4.5cm \* 3.5 cm(do  
not staple)

[Name and address to be filled in the capital letter, one letter in the each box. Leave one box in between name, middle name, surname, house no. and street / road]

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

04. Contact No. : \_\_\_\_\_

05. Date of Birth : \_\_\_\_\_

06. Age on 01.01.2017 : \_\_\_\_\_

07. Caste : \_\_\_\_\_

08. Category : \_\_\_\_\_

09. Sex : \_\_\_\_\_

10. If Person with Disability : YES / NO ( If yes, give particulars of disability) \_\_\_\_\_

11. If Ex-Serviceman : YES / NO ( If yes, give particulars of service rendered) \_\_\_\_\_

12. Educational Qualification :

Examination Passed	Board/University	Year of Passing	Division/Class/Grade	Percentage of Marks/Grade Obtained

N.B:- For Serial Nos. 5,6,7,8,10,11 & 12, attach Photocopy of certificates duly self attested.

13. Experience, if any, please specify :

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14. Details of fee submitted

a) D.D / Pay Order No. \_\_\_\_\_

b) Date: \_\_\_\_\_ c) Issuing Bank: \_\_\_\_\_

d) Branch : \_\_\_\_\_ e) Amount : \_\_\_\_\_

I do hereby declare that all the information stated in this application form are true. In case any of my information furnished and document attached hereto is found to be not true and if I fail to produce relevant documents in support of the eligibility criteria, my candidature is liable to be cancelled by the appropriate authority at any stage of the Selection / Recruitment process.

Date :

Place :

\_\_\_\_\_  
Full Signature of the Applicant