Phone: 2553-3060 / 2583-4943, FAX: 2563-1171

## OFFICE OF THE KHARDAH MUNICIPALITY

## B.T. ROAD KHARDAH, NORTH 24-PARGANAS

**NOTIFICATION** 

Memo No - Kdh. M/ 558/14

dt: 01.08,14

Applications are invited from Indian Citizens for filling up the following posts in Khardah Municipality.

Name of the	No.	Qualification	Scale of pay	Age	Category
post	of		( Pay in the pay		
	post		band & Grade Pay)		
CLERK	02	The candidate have passed Madhyamik or	P.B Rs. 5,400/	For S.C age	S.C – 1
		equivalent examination from any Board	Rs. 25,200/-	limit – 18 yrs	General. – 1
	Sec. 2	recognised by the Govt. Preference shall be	G.P Rs.2,600/-	to 45yrs &	
		given to them who have knowledge of		for General –	
		typing and computers.		18yrs to	
				40yrs as on	
				1/01/2014	
PIPE LINE	01	The candidate have passed Madhyamik or	P.B Rs. 5,400/	For S.C age	S.C. – 1
INSPECTOR		any equivalent examination from any	Rs. 25,200/-	limit – 18 yrs	
		institution, recognised by the Govt.	G.P Rs.2,600/-	to 45yrs, as	
		Preference shall be given to them having a		on 1/01/2014	
		certificate in Fitter Trade from any I.T.I			
		recognised by the Govt. and having			
		experience in Civil Engineering or			
		Mechanical Engineering.			
SANITARY	02	The candidate have passed Madhyamik or	P.B Rs. 5,400/	For S.C age	S.C – 1
ASSISTANT		equivalent examination from any Board	Rs. 25,200/-	limit – 18 yrs	General. – 1
	1.	recognised by the Govt. The minimum age	G.P Rs.2,600/-	to 45yrs &	
	1.1	limit for such recruitment shall be 18 years.		for General –	
		For appointment to the post, successful		18yrs to	
		completion of pre-service training shall be		40yrs as on	
		compulsory. The time and manner or such		1/01/2014	
		training shall be such as may be determined	$E_{i} = E_{i} + E_{i}$		
		by the Board of Councillors.			
DRIVER	01	The candidate have heavy driving license,	P.B Rs. 5,400/	For S.C age	S.C – 1
		with an experience of not less than five	Rs. 25,200/-	limit – 18 yrs	
		years and have passed Class -VIII from any	G.P Rs.2,300/-	to 45yrs, as	
	S. 15. 1	school recognised by the Govt.		on 1/01/2014	
		(Departmental candidates having requisite			
		qualification and fulfilling other criteria for			
		direct recruitment, working in the pay scale			
		below to that of Driver, shall also be			
		eligible to compete alongwith the other			
		candidates.)			

N.B: i) Self attested copies of the certificates and testimonials in regard to age, qualification, experience etc. will have to be enclosed along with the application, ii) The application is liable to be rejected if any of the compulsory enclosures are not attached as stated. iii) Interested eligible candidates will have to send their application address to The Chairman, Khardah Municipality, B.T. Road, Khardah, North 24-Parganas, Kolkata – 700117, only by Registered post or in the drop box lying in the front office at Khardah Municipal Office. iv) One recent passport size photograph duly self attested will have to be affixed in the application form and another one copy of un attested photograph of the candidate to be attached. v) Application should be sent in sealed cover superscribing "Application for the post of (name of the post)". vi) Application/advance application will not be accepted through e-mail or FAX. vii) Last date of receiving application is -25/08/2014 after which no application will be entertained.

Chairman, Khardah Municipality

## APPLICATION FORMAT

Application No -.....(For office use only)

To,

The Chairman, Khardah Municipality, B.T. Road, Kolkata -700117

Sir,

In response to your advertisement dated ..... in the ..... Patrika, I beg to offer myself as a candidate for the post of ..... in your Municipality. My candidature is furnished below for kind perusal and taking necessary action.

01. Name :	Affix self attested recent
	colour photograph of
02. Address:	size
	4.5cm*3.5cm (do not staple)
	: AlizaniA (d
[Name and address to be filled in Capital Letters. One letter in the case box, Lea box in between name, middle name, surname, house no, and street/road]	ive one
subdetante in tentile to be defined at the design where it there is the second at the second states	
03. Father's/Husband's Name:	
04. E-mail Address:(if any)	Caura .
05. Contact No (Land Line)(if any): (Mobile No) (if any):	ine.
06. Date of Birth :	
07. Age on 01/01/2014 :	
08. Caste Category (please tick): Gen SC S.T O.B.C	
09. Marital Status : Married Un Married	
10. Sex : Male Female	
11. Educational Qualification: (attach photo copy of certificates duly self attested)	
Examination passed Board / University Year of passing Division / class/ grade Percenta marks / obtain	grade
	han an a
	eta tin A anti-

12. Experience (if any) kindly specify:

		alle dinnaid.
4	1100	Road Kollary
13. Knowledge in Computer operation (atta	ach photo copy of certificates duly se	olf attested):
and data in the second	in a second s	red 1 _2
	Reine Roceaety Auton	rites laura ha
14. Details of fees submitted		
A) D.D. No :	B) Date:	in the second
C) Issuing Bank:	D) Branch:	

E) Amount :

I do hereby declare that all the informations stated in this application form are true to the best of knowledge in case, any of my declaration 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

• Demand Draft from S.B.I to be submitted along with the application form Rs. 400/- only for Un Reserved candidates and Rs. 100/- only for S.C. / S.T. candidates. Demand Draft to be drawn in favour of Chairman, Khardah Municipality.

- Depending on the availability of application, authority may shortlist the applications based on qualification/experience/skill etc.
- Candidates will be informed by post about the date and venue of the interview/written test/computer test.
- Recruitment process may consist of computer test, written test and interview which will be intimated in the call letter.
- Departmental candidates have to apply through proper channel.
- In case of employed candidates, no objection certificate from the present employer to be attached.
- The Municipal authority has absolute right to fix up qualifying marks to prepare panel for recruitment of the said post.