

OFFICE OF THE
KHARDAH MUNICIPALITY

B.T. ROAD KHARDAH, NORTH 24-PARGANAS

Memo No - Kdh.M/558/14

dt: 01.08.14

NOTIFICATION

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

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

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

12. Experience (if any) kindly specify: _____

13. Knowledge in Computer operation (attach photo copy of certificates duly self attested):

14. Details of fees submitted

A) D.D. No : _____ B) Date: _____

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

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- **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.