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OFFICE OF THE  
**KHARDAH MUNICIPALITY**

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

Memo No - K.M. N/ESTB/166/19

dt: 31/12/2018

**NOTIFICATION**

Applications are being invited from the eligible Indian Citizens in the prescribed format for preparation of a panel to fill up the existing vacancies mentioned below in different categories for filling up the following posts in Khardah Municipality, West Bengal.

Name of the post	No. of post	Qualification	Scale of pay (Pay in the pay band & Grade Pay)	Eligibility of Age	Category of posts
CLERK	02	The candidates 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/-	Age should not be less than 18yrs and not more than 40yrs *, **	U.R (E.C). -01 OBC-A -01
PEON	01	The candidate shall be able to read and write Bengali or Nepali, and have passed Class -VIII from any Government recognised institution. Preference shall be given on good physique and sportsmanship.	P.B Rs. 4,900/- - Rs. 16,200/- G.P Rs.1,700/-	Age should not be less than 18yrs and not more than 40yrs ,	U.R - 01
DRIVER	02	The candidate shall 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 along with the other candidates.)	P.B Rs. 5,400/- - Rs. 25,200/- G.P Rs.2,300/-	Age should not be less than 20 yrs and not more than 40 yrs., *, **	UR (E.C) -01 S.T -01
MAZDOOR	22	The candidate shall be able to read and write Bengali or Nepali, and have passed Class -VIII from any Government recognised institution. Preference shall be given on good physique and sportsmanship.	P.B Rs. 4,900/- - Rs. 16,200/- G.P Rs.1,700/-	Age should not be less than 18 yrs and not more than 40 yrs, *, **	S.C (E.C)-2 S.C -3 U.R -4 U.R (EC)-5 U.R (Ex-serviceman)-2 U.R (Special abled (Low Vision)-1 O.B.C (A)(EC) -1 O.B.C (B) (EC) -1 S.C (Ex-Serviceman) -1 S.T. -1, O.B.C -A -1
DOM	01	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 recognised by the Govt. and possessing good health.	P.B Rs. 4,900/- - Rs. 16,200/- G.P Rs.1,700/-	Age limit - 18 yrs to 45yrs, *, **	S.C-01
DARWAN	01	The candidate shall be able to read and write Bengali or Nepali, and have passed Class -VIII from any Government recognised institution. Preference shall be given on good physique and sportsmanship. The minimum age limit for such recruitment shall be 18 years.	P.B Rs. 4,900/- - Rs. 16,200/- G.P Rs.1,700/-	Age limit - 18 yrs to 40yrs, **	U.R -01

<b>PUMP OPERATOR</b>	11	The Candidates have certificates in electrical workmanship (440 Volts) and having experience of 3 years in the electrical workmanship, and the educational qualification of Class –VIII pass from any Govt. recognised institution.	P.B Rs. 5,400/- - Rs. 25,200/- G.P Rs.2,300/-	Age should not be less than 18 yrs and not more than 40 yrs, *, **	S.C (Ex-Serviceman)-1 SC-1 UR-2 UR(EC)-2 S.T-1 UR(Ex serviceman)-1 OBC-A-1 SC(EC)-1 OBC-B-1
<b>STORE KEEPER</b>	01	The candidates have passed Madhyamik or equivalent examination from any Board recognised by the Govt. The minimum age limit for such recruitment shall be 18 years.	P.B Rs. 5,400/- - Rs. 25,200/- G.P Rs.2,600/-	Age limit – 18 yrs to 40 yrs,**	U.R -01
<b>SANITARY ASSISTANT</b>	01	The candidates 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 of 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/-	Age should not be less than 18 yrs and not more than 40 yrs *, **	U.R(E.C) -01

\*Relaxation of age for 5(five) years in case of S.C/S.T. Candidates

\*Relaxation of age for 3(three) years in case of O.B.C Candidates

\*\* Age will be calculated as on 01/01/2019

  
 Chairman, Khardah Municipality  
 Chairman  
 Khardah Municipality  
 31/12/18



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





**KHARDAH MUNICIPALITY**  
**21, B.T. ROAD, KHARDAH, NORTH 24 PARGANAS**

**RECRUITMENT, 2018**

**How to Apply**

1. Intending Candidates will have to apply in the prescribed format which can be downloaded from the website of Khardah Municipality ([www.khardahmunicipality.in](http://www.khardahmunicipality.in)). A non-refundable demand draft / pay order of any Nationalized bank and /or any scheduled Commercial Bank for an amount of Rs. 250 (Rupees Two hundred and fifty) only, drawn in favour of 'Chairman, Khardah 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/ Specially abled 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 situated **in front of the chamber of Executive Officer, Khardah Municipality** addressed to the Chairman, Khardah Municipality, 21, B.T. Road, Khardah, P.O - Khardah, Dist. - North 24 Parganas, Pin - 700117 subscribing 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. **24<sup>th</sup> January, 2019 upto 5 P.M.**

3. NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE AND TIME 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) SC/ ST/ OBC-A/ OBC-B, Specially abled candidates / Ex-Serviceman certificate issued by the competent authority, iii) Mark-sheet and certificates for each examination passed.

5. **RESERVATION / AGE RELAXATION:**

- The benefit of age relaxation for SC/ST/OBC-A/OBC-B/Ex-Serviceman/Specially abled 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 SPECIALLY ABLED 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 colored 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 candidature.

8. Candidates may obtain the details of the posts, relevant information and application format through the Khardah Municipality's website: [www.khardahmunicipality.in](http://www.khardahmunicipality.in), or office notice board at **3rd January, 2019.**

9. Last date of submission of application **24<sup>th</sup> January, 2019 upto 5 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. Names of intending candidates belonging to Exempted category are being invited from Sub Regional Employment Exchange Office, Barrackpore as well as from the Directorate of Employment Exchange, Exempted Category Cell, Bentinck Street, Kolkata – 700072. Names of intending candidates belonging to Ex-servicemen category are being invited from the Zilla Sainik Board, North 24 Parganas or Rajya Sainik Board.

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. Incomplete applications 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. 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 80 marks. Duration of Written Examination will be 1 (One) hour. There will be a Multiple Choice type Questions carrying 1 (One) mark each covering the subjects as detailed below:-

Post		Bengali	General English	Mathematics
		<b>Subject wise Standard of questions</b>		
Clerk	<b>General Knowledge &amp; Current Affairs</b>	Madhyamik Standard	Madhyamik Standard	Madhyamik Standard
Sanitary Assistant		Madhyamik Standard	Madhyamik Standard	Madhyamik Standard
Store Keeper		Madhyamik Standard	Madhyamik Standard	Madhyamik Standard
Peon		Class-VIII Standard	Class-VIII Standard	Class-VIII Standard
Driver		Class-VIII Standard	Class-VIII Standard	Class-VIII Standard
Mazdoor		Class-VIII Standard	Class-VIII Standard	Class-VIII Standard
Darwan		Class-VIII Standard	Class-VIII Standard	Class-VIII Standard
Pump Operator		Class-VIII Standard	Class-VIII Standard	Class-VIII Standard
Post			<b>Bengali</b>	<b>General English</b>
Dom		Class-IV Standard	-	-

- Questions would be set in English and Bengali.
- Candidates 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 **20** marks as follows:

**Group C:** (Clerk, Store Keeper and Sanitary Assistant)

Computer Test: **10** marks

Viva-Voce: **10** marks

**Group D:**

(i) Viva Voce: **20** marks

(ii) For Driver: Driving test **10** marks & Viva-voce **10** marks

Further resolved that, final selection will 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 (**80** marks) and interview (**20** marks).

- Neither claim for refund for the fee will be entertained nor will it be reserved for any other examination under any circumstances whatsoever.
- 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.
- 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 examination/selections as may be decided by the Selection Committee depending on the circumstances/ gravity of the case.
- **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.**
- Candidates will be informed by post/mail about the date and venue of the interview/written test/computer test.
- 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.
- The application may be rejected for non supply of required documents and incorrect filled up format.

