

Office of the
Board of Councillors of
Kandi Municipality
Kandi, Murshidabad.
Email id – chairmankandimunicipality@gmail.com

EMPLOYMENT NOTICE

NO:- 520/I-K.M./EMP/18 DATED:-01/09/2018

Application are invited in A4 size paper from eligible candidates for filling up the following posts in the office of the Kandi Municipality. Details are given below :-

1) Category wise vacancies :

Sl No	Category	Vacancy
1	Clerk	05 [UR-2, SC- 1, ST-1, UR (EC)-1]
2	Driver	02 [UR – 1, SC- 1]
3	Steno Typist	01 [UR]
4	Assistant Mistry	02 [UR – 1, SC- 1]
5	Peon	02 [UR – 1, SC- 1]
6	Sanitary Inspector	01 [UR]
7	Mazdoor	06 [UR-1, SC-1, ST-1, UR(EC)-1, OBC (A) –1, UR(Ex serviceman)-1]
8	Pipeline Inspector	01 [UR]
9	Assistant Cashier	01 [UR]
10	Helper	04 [UR-1, SC-1, ST-1, UR(EC)-1]
	TOTAL	25

2)Scale of Pay

Clerk	B.P.- Rs. 5400/- - Rs. 25200/-	Grade Pay – Rs. 2600/-
Driver	B.P.- Rs. 5400/- - Rs. 25200/-	Grade Pay – Rs. 2300/-
Steno Typist	B.P.- Rs. 5400/- - Rs. 25200/-	Grade Pay – Rs. 2600/-
Assistant Mistry	B.P.- Rs. 5400/- - Rs. 25200/-	Grade Pay – Rs. 1900/-
Peon	B.P.- Rs. 4900/- - Rs. 16200/-	Grade Pay – Rs. 1700/-
Sanitary Inspector	B.P.- Rs. 7100/- - Rs. 37600/-	Grade Pay – Rs. 3600/-
Mazdoor	B.P.- Rs. 4900/- - Rs. 16200/-	Grade Pay – Rs. 1700/-
Pipeline Inspector	B.P.- Rs. 5400/- - Rs. 25200/-	Grade Pay – Rs. 2600/-
Assistant Cashier	B.P.- Rs. 5400/- - Rs. 25200/-	Grade Pay – Rs. 2600/-
Helper	B.P.- Rs. 4900/- - Rs. 16200/-	Grade Pay – Rs. 1700/-

** Plus Other Allowances as per rules.

3) Age & Educational Qualification:-

Clerk :- The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government. Preference shall be given to them who have knowledge of typing and computers. Age limit;- minimum 18years & maximum-40 yrs as on 01/08/2018. Upper Age limit is relaxable to SC/ST/OBC/Ex-Serviceman as per Rules

Driver:- The candidate shall have heavy driving license, with an experience of not less than five years, and have passed Class VIII from any school recognized by the Government. Age limit;- minimum 20 years & maximum-40 yrs as on 01/08/2018. Upper Age limit is relaxable to SC/ST/OBC/Ex-Serviceman as per Rules.

Steno Typist:- 1) The candidate have – a) Passed Madhyamik or equivalent examination from any Board recognized by the Government; b) 80 words per minute stenography speed, and English typing speed of 30 words per minute, and Bengali typing speed shall be 20 words per minute; and c) Knowledge of working with computer. Age limit;- minimum 18 years & maximum-40 yrs as on 01/08/2018. Upper Age limit is relaxable to SC/ST/OBC/Ex-Serviceman as per Rules.

Asstt. Mistri:- The candidate have Certificate in Plumbing Trade from any ITI recognized by the government and have educational qualification of class VIII pass from any Government recognized Institution. Age limit;- minimum 18 years & maximum-40 yrs as on 01/08/2018.Upper Age limit is relaxable to SC/ST/OBC/Ex-Serviceman as per Rules.

Peon:- The candidate shall have passed Class VIII from any government recognized Institution. Preference shall be given on good physique and sportsmanship. Age limit;- minimum 18 years & maximum-40 yrs as on 01/08/2018. Upper Age limit is relaxable to SC/ST/OBC/Ex-Serviceman as per Rules.

Sanitary Inspector:- The Candidate shall be at least Higher Secondary passed from a Board or Council recognized by the government, and also have Diploma or certificate in Sanitary Inspector-ship from any Institution recognized by the Government. Age limit;- minimum 21 years & maximum-37 yrs as'on 01/08/2018. Upper Age limit is relaxable to SC/ST/OBC/Ex-Serviceman as per Rules.

Mazdoor :- The candidate shall have passed Class VIII from any government recognized Institution. Preference shall be given on good physique and sportsmanship. Age limit;- minimum 18 years & maximum-40 yrs as on 01/08/2018.Upper Age limit is relaxable to SC/ST/OBC/Ex-Serviceman as per Rules.

Pipeline Inspector:- The candidate has passed Madhyamik or equivalent examination from any Institution recognized by the Govt. Preference shall be given to them having a certificate Fitter trade from any ITI recognized by the Govt. and having experience in Civil Eng. Or Mechanical eng. Age limit;- minimum 21 years & maximum-40 yrs as on 01/08/2018. Upper Age limit is relaxable to SC/ST/OBC/Ex-Serviceman as per Rules.

Asst Cashier:-The candidate have Passed Madhyamik or equivalent examination from any Board recognized by the Government .candidate having experience in accounting and working with computer will get preference. Age limit;- minimum 18 years & maximum-40 yrs as on 01/08/2018.Upper Age limit is relaxable to SC/ST/OBC/Ex-Serviceman as per Rules.

Helper:- The candidate shall have passed Class VIII from any government recognized Institution. Preference shall be given on good physique and sportsmanship. Age limit;- minimum 18 years & maximum-40 yrs as on 01/08/2018. Upper Age limit is relaxable to SC/ST/OBC/Ex-Serviceman as per Rules.

4) Application Format:- (i) Name of Applicant(in Block letter (ii) Father's/ Husband's Name (iii) Address a) Present & (b) Permanent (iv) Educational Qualification (v) date of birth (vi) Nationality (vii)Contact no (viii) Category (Gen/SC/ST/OBC/Ex-Serviceman/EC/Physically Handicapped)Etc (ix) Experience if any/ Extra Curricular activities , (x) Signature of the Applicant. 5) Current passport size coloured photo with signature to be pasted at the right hand top corner of the application. 6) The application should reach the following address within the scheduled date and time either by post or by hand in the Box to be kept at Kandi Municipal Office.

To
The Chairman
Kandi Municipality
P.O. & P.S. Kandi, Dist. Murshidabad, PIN-742137

The top of the envelop should be superscripted by "Application for the post of The last date of submission is 01/10/2018 by 4 p.m.

One candidate shall not apply for more than one post.

7) Two nos of self attested coloured passport size photograph and Self attested copies of all documents in support of age, education, experience etc. should be attached with application.




Chairman
Kandi Municipality
CHAIRMAN
Kandi Municipality

To
The Chairman
Kandi Municipality
Kandi, Murshidabad.

APPLICATION FOR THE POST OF _____

1. NAME (IN BLOCK LETTER) : _____
2. FATHER'S /HUSBAND'S NAME : _____
3. RESIDENTIAL ADDRESS : _____
(PRESENT & PERMANENT) _____

4. EDUCATIONAL QUALIFICATION : _____

Affix one self
attested
recent colour
passport size
photo.

EXAMINATION NAME	YEAR OF PASSING	BOARD/UNIVERSITY	TOTAL MARKS	MARKS OBTAINED	% OF MARKS	DIVISION

5. DATE OF BIRTH : _____
6. NATIONALITY : _____
7. CONTACT NO. (MOB. NO.) : _____
8. CATEGORY : _____
(GEN/SC/ST/OBC/EX-
SERVICEMAN/EC/PHYSICALLY
HANDICAPPED ETC.)
9. EXPERIENCE, IF ANY (RELATED TO : _____
THE POST)

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief, if any of the particulars supplied found wrong at any stage of engagement, my candidature is liable to be cancelled forth with. Copies of self attested testimonials are attached

Date :-
Place:-

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Signature of the Applicant