



# Hooghly-Chinsurah Municipality

Mahendra Mitra Road, Pipulpati, PO & Dist. - Hooghly, Pin-712103, West Bengal.

Tel.: (033) 2680-2899/2319, TeleFax. (033) 2680-6091

Website:-www.hcm.net.in & E-mail id:-hooghch@yahoo.com

Date 07-01-2020

No 86 /GEN/DR/2020/HCM

## **:- Employment Notice:-**

Applications are invited as per our prescribed format from the willing candidates (Indian Citizens only) for filling up 09 (Nine) Nos sanctioned vacant post of Peon and 67 (Sixty-seven) Nos Post of Mazdoor under this municipality. The post wise qualification, scale of pay, age and other criteria are given below:-

| Sl.No | Name of the post | No.of vacancy   | Qualification  | Age as on 01.01.2020   | Scale of Pay(Rs)  |
|-------|------------------|---|--|--|---|
| 01    | Mazdoor          | 67 Nos(17 for U.R, 10 for SC ,02 for ST, 04 for OBC-A,03 Nos for OBC-B,01 for SC{Ex-serviceman},03 Nos UR {Ex-Serviceman},01 for ST{Ex-serviceman},01 No for OBC-A{Ex serviceman} 01 No for OBC-B{Ex-serviceman},02 Nos for {Meritorious Sportsman},02 Nos for UR{PWD},04 Nos for SC{Exempted Category},12 Nos for U.R{Exempted Category},01 No for ST{Exempted Category},02 for OBC-A{Exempted Category},01 No for OBC-B{Exempted Category}) | <b><u>Educational Qualification:-</u></b><br>The candidate have passed Class VIII from any school recognized by the Government.<br><br><b><u>Other criteria</u></b><br>i) Preference shall be given on good physique and sportsmanship | 18 Years to 40 Years (vide memo no.11653-F(P) dt.30.12.2011) relaxation of upper age limit for SC ,ST candidates for 05 years and for OBC candidate for 03 years | Rs.490 0-16200/-+Grade Pay Rs.170 0/-,PB-1,PRS-1 as per ROPA-2009 |
| 02    | Peon             | 09 Nos(02 for UR, 01 for SC, 01 for ST,01 for OBC-A,01 for OBC-B,01 for UR{Ex-serviceman}, 01 for UR{Exempted Category}, 01 for SC {Exempted Category})   | <b><u>Educational Qualification:-</u></b><br>The candidate have passed Class VIII from any school recognized by the Government.<br><br><b><u>Other criteria</u></b><br>i) Preference shall be given on good physique and sportsmanship | 18 Years to 40 Years (vide memo no.11653-F(P) dt.30.12.2011) relaxation of upper age limit for SC ,ST candidates for 05 years and for OBC candidate for 03 years | Rs.490 0-16200/-+Grade Pay Rs.170 0/-,PB-1,PRS-1 as per ROPA-2009 |

  
 Chairman,  
 Hooghly Chinsurah Municipality  
**Chairman**  
 Hooghly Chinsurah Municipality



## How to Apply

- 1) Willing candidate will have to apply for the aforesaid post as per this office prescribed proforma. Application without this office proforma/format will not be entertained.
- 2) No online/softcopy copy of application will be entertained. The willing candidates may download the application form from this office website i.e. [www.hcm.net.in](http://www.hcm.net.in) and may send application through Speed Postal Service or Municipal Main Building Dropping Box. Application receiving time will be Monday to Saturday (except 1<sup>st</sup> and 3<sup>rd</sup> Saturday) from 11.00 A.M to 3.00 P.M (Except Sunday and Govt.Holidays).
- 3) Willing candidates are advised to check all the criteria before applying for the post. If it is observed by the municipal authority during the process of exam and even after issuing of appointment letter that any candidate will not fulfill any condition of eligibility his/her application/appointment letter will be treated as cancelled. No appeal against such cancellation will be entertained.
- 4) The service of the candidates will be governed as per West Bengal Municipal Employee's Service Rules, 2010 since amended.
- 5) The posts are permanent in nature. The candidate selected for appointment to the post will receive the D.A ,H.R.A ,M.A as applicable for the employees time to time announced by the Department of Urban Development & Municipal Affairs, Government of West Bengal.
- 6) The candidates will have to enclose the self attested copy of Educational Qualification Certificate, Date of Birth, and Caste Certificate & Working Experience Certificate, Electoral Photo Identity Card(EPIC Card) Ex serviceman Certificate(For Ex-servicemen candidates) & Sportsmanship Certificate(for Meritorious Sportsman Candidate).The Caste Certificate issued from the Govt.Department of West Bengal will be treated as valid in this regard.
- 7) The candidates will have to paste one copy recent passport size colour photograph (not older than 03 months) and the candidate will have to be signed over the photograph.
- 8) The candidates working in the Central/State/Govt.recognized Institution/PSU/Undertaking bodies will have to submit the No-objection Certificate from his/her present employer after clearly stating this Office Employment Notice No. & Date.
- 9) The municipal authority will not be responsible for delay reaching of application.
- 10) The candidates will have to mention over the application form and as well as over the envelop for which post he applied including category and this office employment notice no.
- 11) The application without Self attested copy of certificates, self-signed photograph, non-mention of post, category and this office employment notice and improper filling up of application form will be treated as cancel. No appeal against such cancellation will be entertained by the municipal authority.
- 12) **The candidate must have the ability to read, write and speak in Bengali Language.**
- 13) The selection process should be done by following methods.1) Written Examination-50 & 2) Interview/ viva-voce test-10 Marks. The question papers will be available in Bengali Language only for Written Test.
- 14) The candidate will have to mark answers in respect of Multiple Choice Objective Type Questions in the 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 exam.



15) One candidate can apply for one post only.

16) Employment Exchange sponsored candidate are being downloaded from Employment Bank as per existing norms of Govt. of West Bengal and the name of the candidate belongs to Exempted Category should be collected from the Directorate of Employment(Exempted Category Cell),Kolkata as per existing Govt.orders/norms.

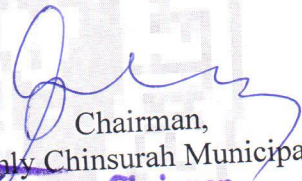
17) The candidates are advised to visit this office website i.e. [www.hcm.net.in](http://www.hcm.net.in) for obtaining necessary updates in connection with this employment notice.

18) No telephonic/Interim query in connection with the exam process and other issue in connection with the employment notice and exam pattern will be entertained.

19) The application must be sent to the following address:- The Chairman, Hooghly Chinsurah Municipality, Mahendra Mitra Road,Pipulpati,P.O & Dist-Hooghly,Pin-712103.

20) The last date for reaching application form to this office within 28.01.2020 upto 03.00 P.M.Application forms received after 03.00 P.M on 28.01.2020 shall not be accepted.

21) Use of mobile phone, calculators and any kind of Electronic Gadgets inside the examination hall will lead to cancelation of candidature without giving an opportunity of being heard.

  
Chairman,  
Hooghly Chinsurah Municipality  
**Chairman**  
Hooghly Chinsurah Municipality

07/01/2020

To  
The Chairman,  
Hooghly Chinsurah Municipality  
MahendraMitra Road, Pipulpati,  
P.O & Dist-Hooghly, Pin-712103.

Please paste  
your recent  
passport size  
colour  
photograph not  
older than 03  
months and  
duly signed  
over the

Sub:- Application for the post of Peon/Mazdoor under Hooghly Chinsurah Municipality.

Ref:- This office Employment Notice No \_\_\_\_\_

Dt \_\_\_\_\_, Category \_\_\_\_\_.

Sir,

In response to your above notification, I beg to offer myself as a candidate for the post of

\_\_\_\_\_. My particulars are given below for your kind perusal.

- 1) Name of the candidate \_\_\_\_\_
- 2) Father's /Husband Name of the candidate \_\_\_\_\_
- 3) Date of Birth \_\_\_\_\_ (DD/MM/YEAR) 4) Sex \_\_\_\_\_
- 5) Age as on 01.01.2020 \_\_\_\_\_
- 6) Address for correspondence \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7) Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8) Email id \_\_\_\_\_
- 9) Phone No/ Mobile No \_\_\_\_\_
- 10) Nationality \_\_\_\_\_
- 11) Caste(Gen/SC/ST/OBC-A/OBC-B) \_\_\_\_\_
- 12) Educational Qualification:-

| Name of the<br>Exam Passed | Name of the<br>School/Board/University | Year of passing | Subject studied | Marks obtained<br>by the candidate<br>with percentage |
|----------------------------|--|-----------------|-----------------|---|
|                            |  |                 |                 |   |
|                            |  |                 |                 |   |
|                            |  |                 |                 |   |
|                            |  |                 |                 |   |

- 13) Other Qualification \_\_\_\_\_
- 14) Working Experience \_\_\_\_\_
- 15) Are you Ex-serviceman (Yes /No) \_\_\_\_\_ if your answer is yes please submit the self attested photocopy of documents related to Ex servicemen.
- 16) Are you Meritorious Sportsman(Yes/No) \_\_\_\_\_
- 17) Are you presently working in the Central/State/PSU/Govt.Society/Firm/Association? \_\_\_\_\_?
- If your answer is yes please submit the photocopy of NOC from your current employer after clearly stating this Office Employment Notice No and Date.

**-: Declaration:-**

I do hereby declare that I have carefully read all the points as stated in the Employment Notice under 'How to Apply Column" to the post of Peon/Mazdoor (strike off which is not applicable) and fulfill all the condition of eligibility as mentioned in this office Employment Notice. I also hereby declare that all the statement which is made by me in this application is true and correct to the best of my knowledge and belief. If anything found false in future during any stage of recruitment or even after issuance of appointment letter in favour of me will be treated as cancelled. No appeal against such cancellation will be entertained in this regard in future.

Date \_\_\_\_\_

Place \_\_\_\_\_

\_\_\_\_\_  
(Signature of the candidate)

\*\* Please fill up the application form in Block Letter only.

\*\* One candidate can apply for one post only.