



Hooghly-Chinsurah Municipality

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

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

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

No 1287 /GEN/DR/2018/HCM

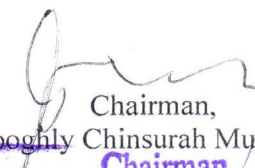
Date 12-03-2018

-: Employment Notice:-

Applications are invited as per our prescribed format from the willing candidates for filling up 03 Nos sanctioned vacant post of Clerk, 01 No sanctioned vacant post of Draftsman & 01 No sanctioned vacant post of Assessment Inspector in terms of the memo no.38/DLB/B-501/15-98(Pt.I) Dt.18.01.2016 and 981/DLB/B-501/15-2014 Dt.07.09.2016 issued from the Director of Local Bodies, West Bengal & Ex-Officio Joint Secretary to the Govt. of West Bengal ,Municipal Affairs Department. The post wise qualification, scale of pay, age and other criteria is give below:-

Sl.No	Name of the post	No. of vacancy	Qualification	Age	Scale of Pay (Rs)
01	Clerk	03 Nos(01 for UR, 01 for SC & 01 for OBC-A)	i)Educational Qualification:- The candidate must have passed Madhyamik or equivalent examination from any Board recognized by the Government ii) Desirable Qualification :- Preference shall be given to them who know typing and knowledge in computers i.e Certificate / Diploma in computer	18 Yrs to 40 yrs as on 01.01.2017 (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-A candidates for 03 years	Rs.5400-25200/-,+ Grade Pay Rs.2600/- ,PB-2,PRS-6,as pr ROPA-2009.
02	Assessment Inspector	01 No	i)Educational Qualification:- The candidate have passed Madhyamik or any equivalent examination from any institution recognized by the Government ii) Technical Qualification :- Surveyorship or similar technical education from any institution recognized by the Government	21 Yrs to 40 yrs as on 01.01.2017 (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 candidates for 03 years	Rs.5400-25200/-,+ Grade Pay Rs.2900/- ,PB-2,PRS-7,as pr ROPA-2009.

03	Draftsman	01 No	i) Educational qualification:- The candidate have passed Madhyamik or any equivalent examination from any institution recognized by the Government ii) Technical Qualification :- Draftsmanship from any Government Recognized Institution	21 Yrs to 40 yrs as on 01.01.2017 (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 candidates for 03 years	Rs.5400-25200/-,+ Grade Pay Rs.2900/-, PB-2, PRS-7, as pr ROPA-2009.
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 12/3/18
Chairman,
Hooghly Chinsurah Municipality
Chairman
Hooghly Chinsurah Municipality

How to Apply

1. Willing candidates will have to apply for the aforesaid post as per this office prescribed proforma. Application without this office proforma will not be entertained.
2. No online or soft copy of application will be entertained.
3. The willing candidate is advised to check all the criteria before applying the post. If it is observe by the municipal authority during the process of exam and even after issuing of appointment letter that he/she will not fulfill any condition of eligibility his/her application / appointment letter will be stand as cancelled. No appeal against such cancellation will be entertained.
4. The service of the candidates will be governance as per West Bengal Municipal Employee's Service Rule, 2010 since amended.
5. Every post is permanent in nature. The candidate select for appointment to any of the above stated post will receive the D.A, H.R.A, M.A as applicable for the employees time to time announced by the State Government i.e West Bengal Government, Department of Municipal Affairs & Urban Development.
6. The candidate will have to enclose self attested copy of Educational Qualification certificate, Technical Qualification Certificate, Date of Birth, Caste Certificate & Working Experience Certificate. The Caste Certificate must be issued from the Govt. of West Bengal.
7. Candidate will have to paste one copy latest passport size photograph (not older than 03 months) .Candidate will have to signed over the photograph.
8. The candidate presently working in the Central/State/Govt. Recorgnized Instiution/PSU/Undertaking Bodies will have to submit his/her application through proper channel after clearly stating this office Employment Notice No & Date.
9. The municipal authority will not be responsible for delay reaching of application.
10. The candidate will have to mention over the application form and as well as the envelop for which post he/she applied including category and this office employment notice no.
11. The application without self singed photograph, self attested copy of certificates will be stand as cancel. No appeal against such cancellation will be entertained.
12. The willing candidate may send their application through Speed Postal service or Municipal Main building Dropping Box. The application receive time will be Monday to Friday from 11.00 A.M to 3.30 P.M (Except Saturday, Sunday & Govt. Holidays).
13. One candidate can apply for one post only.
14. No telephonic/interim query in connection with the exam process & other issue in connection with employment notice will be entertained.

15. The last date of submission application is 21(Twenty one) days from the date of issuance of this office employment Notice.
16. The application must be sent to the following address:- The Chairman, Hooghly Chinsurah Municipality, Mahendra Mitra Road, Pipulpati, P.O & Dist-Hooghly, Pin-712103.
17. Candidates are advised to write over the envelope containing name of the post for which he/she applied for containing this office Employment Notice No, Category positively.

 12/3/18
Chairman,
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Hooghly Chinsurah Municipality
Mahendra Mitra Road, Pipulpati, P.O & Dist-Hooghly

To
The Chairman,
Hooghly Chinsurah Municipality
Mahendra Mitra 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
photograph

Sub:- Application for the post of Clerk/Assessment Inspector/Draftsman under
Hooghly Chinsurah Municipality (Please strike off whichever is not applicable)

Ref:- This office Employment Notice No _____
Dt _____

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 01.01.2017 _____
- 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 Exam Passed	Name of the Board/University	Year of passing	Subject studied	Marks obtained by the candidate with percentage
Madhyamik/SSC				
Higher Secondary				

Graduation				
Post Graduation				

13) Technical Qualification:-

Name of the Exam Passed	Name of the Board/University	Year of passing	Subject studied	Marks obtained by the candidate with percentage

14) Other Qualification _____

15) Working Experience (if any) _____

16) Are you presently working in the Central/State/PSU/Govt.Society/Firm/Assoication? _____

If your answer is yes please sent your application through Proper channel after clearly stating this Office Employment Notice No and Date.

17) Computer/Typing Qualification _____

:- Declaration:-

I do 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 any anything found false in future during any stage of recruitment or even after issuance of call letter in favour of me will be stand as cancelled. No appeal against such cancelled will be entertained in this regard in future.

Date _____

Place _____

(Signature of the candidate)

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