



# 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

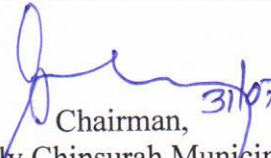
No 3808 /GEN/DR/2018/HCM

Date 31-07-2018

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

Applications are invited as per our prescribed format from the willing candidates for filling up 02(Two) Nos sanctioned vacant post of Assistant Teacher under this municipality. The post wise qualification, scale of pay, age and other criteria is given below:-

Sl.No	Name of the post	No.of vacancy	Qualification	Age	Scale of Pay(Rs)
01	Assistant Teacher	02 Nos(01 for U.R and 01 for SC)	<b><u>Qualification:-</u></b> The candidate have passed Madhyamik or equivalent examination from any Board recognized by the Government, and shall be Junior Basic Trained from a Government recognized Institution.  ** Provided that if no Junior Basic Trained candidate is available, untrained candidates, having the other qualifications prescribed for the post, may be considered for the post , any if any untrained candidate is selected for the post, he/she shall get himself/herself trained within a period of five years from the date of his/her appointment to the post.	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.5400-25200/- +Grade Pay Rs.2600/- ,PB-2,PRS-6(For trained candidate) and Rs.5400-25200/- + Grade Pay Rs.2300/- (For un-trained candidate)

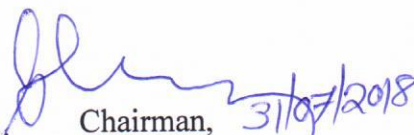
  
Chairman,  
Hooghly Chinsurah Municipality  
Chairman  
Hooghly Chinsurah Municipality

## **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 candidate may download the application form this office website i.e. [www.hcm.net.in](http://www.hcm.net.in) and send his/her application through Speed Postal Service/Courier Service or Municipal Main Building Dropping Box. The 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 3.30 P.M (Except Sunday and Govt.Holidays).
- 3) The willing candidate is 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 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 Rules, 2010 since amended.
- 5) The post is permanent in nature .The candidate select for appointment to the post will received 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 candidate will have to enclose the self attested copy of Educational Qualification Certificate, Junior Basic Trained Certificate, Date of Birth, Caste Certificate & Working Experience Certificate (if any). The Caste Certificate issued from the Govt.Department of West Bengal will be treated as valid in this regard.
- 7) The candidate 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 candidate working in the Central/State/Govt.recognized Institution/PSU/Undertaking bodies will have to submit his/her application through proper channel with No-objection Certificate from his 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 candidate will have to mention over the application form and as well as over the envelop for which post he/she 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 this office employment notice and improper filling up of application form will be stand as cancel. No appeal against such cancellation will be entertained for the municipal authority.
- 12) **The candidate is advised to visit this office website i.e. www.hcm.net.in for obtaining necessary updates in connection with this employment notice.**
- 13) **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.**
- 14) **The application must be sent to the following address:- The Chairman, Hooghly Chinsurah Municipality, Mahendra Mitra Road,Pipulpati,P.O & Dist-Hooghly,Pin-712103.**
- 15) **The last date for reaching application form to this office within 23.08.2018 upto 03.30 P.M.Application form received after 03.30 P.M on 23.08.2018 shall not be accepted.**

  
Chairman, 31/07/2018  
Hooghly Chinsurah Municipality  
Chairman  
Hooghly Chinsurah Municipality



Hooghly Chinsurah Municipality  
Mahendra Mitra Road, Pipulpati, P.O & Dist-Hooghly

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

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

Sub:- Application for the post of Assistant Teacher under Hooghly Chinsurah Municipality.

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 01.01.2018 \_\_\_\_\_
- 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) Other Qualification:-

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

14) Working Experience (if any) \_\_\_\_\_

15) Are you presently working in the Central/State/PSU/Govt.Society/Firm/Association? \_\_\_\_\_  
If your answer is yes please sent your application through Proper channel after clearly stating this Office Employment Notice No and Date.

**:- Declaration:-**

I do hereby declare that I have fulfill all the condition of eligibility as mentioned in this office employment notice and 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.**