



Office of the Municipal Councillors of Bankura

From: *Mahaprasad Sengupta*

Office: 250367,250344,254804

CHAIRMAN, BANKURA
MUNICIPALITY

Fax: 03242-259269/250367
Resi: 03242-253338 Mobile: 9434115191
E-mail: senguptamahaprasadcm@yahoo.in
:bankuramunicipality@rediffmail.com
Website:www.bankuramunicipality.org

Applicant must write the name of post and category applied for, on top of the Sealed Envelope otherwise his/her application cannot be accepted & will be liable to be cancelled.

Memo No. 1677/BM/1-1

Date:- 04/09/2019

EMPLOYMENT NOTIFICATION

Applications are invited from Indian Citizens in the "Prescribed Format" from the willing and eligible candidates to fill up the following vacant posts of different group under Bankura Municipality.

Last date of submission of the application form is 20th September, 2019 (up to 4 p.m.).

The criteria for the posts are as follows:

Sl No.	Name of the post with Category	No. of Vacancy	Pay Structure	Qualification	Age limit as on 01.01.2019
1.	Assistant Cashier (UR)	01	PB-2 (Rs.5400-25,200/-) Grade Pay Rs.2600/- P.R.S.-6.	Passed in Madhyamik or equivalent Examination from any Board recognized by the Govt. Candidates having experience in accounting and working with computers will get preference. Departmental candidates, having requisite qualifications and fulfilling other criteria for direct recruitment, working in the pay scales below to that of Assistant Cashier, shall also be eligible to compete along with the other candidates.	Minimum age is 18 years and Maximum age is 40 years. SC, ST and OBC candidates will get relaxation of upper age as per rule of W.B. Govt.



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2.	Sanitary Assistant (SC)	01	PB-2 (Rs.5400-25,200/-) Grade Pay Rs.2600/- P.R.S.-6.	Passed in Madhyamik or equivalent Examination from any Board recognized by the Govt. For appointment to the post, Successful completion of a 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.	Minimum age is 18 years and Maximum age is 40 years. SC, ST and OBC candidates will get relaxation of upper age as per rule of W.B. Govt.
	Sanitary Assistant (UR)	01			
	Sanitary Assistant (UR)-EC	01			
3.	Mazdoor (SC)	07	PB-1 (Rs.4900-16,200/-) Grade Pay Rs.1700/- P.R.S.-1.	Passed Class VIII from any Government recognized Institution. Preference shall be given on good physique and sportsmanship.	Minimum age is 18 years and Maximum age is 40 years. SC, ST and OBC candidates will get relaxation of upper age as per rule of W.B. Govt.
	Mazdoor (SC) –EC	02			
	Mazdoor (SC) – Ex-serviceman	01			
	Mazdoor (ST)	02			
	Mazdoor (UR)	09			
	Mazdoor (UR)-EC	07			
	Mazdoor (UR)-Ex-Serviceman	03			
	Mazdoor (UR) – Person with disability	01			
	Mazdoor (UR)- Meritorious Sportsman	01			
	Mazdoor (OBC-A)	03			
	Mazdoor (OBC-B)	02			
	Mazdoor (OBC-A)-EC	01			
	Mazdoor (OBC-B)-EC	01			



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4.	Peon (SC)	01	PB-1 (Rs.4900-16,200/-) Grade Pay Rs.1700/- P.R.S.-1.	Passed Class VIII from any Government recognized Institution. Preference shall be given on good physique and sportsmanship.	Minimum age is 18 years and Maximum age is 40 years. SC, ST and OBC candidates will get relaxation of upper age as per rule of W.B. Govt.
	Peon (UR)	01			
	Peon (UR)- EC	01			
5.	Helper (SC)	05	PB-1 (Rs.4900-16,200/-) Grade Pay Rs.1700/- P.R.S.-1.	Passed Class VIII from any Government recognized Institution. Preference shall be given on good physique and sportsmanship.	Minimum age is 18 years and Maximum age is 40 years. SC, ST and OBC candidates will get relaxation of upper age as per rule of W.B. Govt.
	Helper (SC) – Ex-Serviceman	01			
	Helper (UR)	12			
	Helper (UR) -Ex-Serviceman	03			
	Helper (UR) – Meritorious Sportsman	01			
	Helper (OBC-A)	04			
	Helper (OBC-A) -EC	02			

How to apply

1. Intending Candidates will have to apply in the prescribed format, which can be downloaded from the website of Bankura Municipality (www.bankuramunicipality.org). 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 in a sealed envelope superscribed the name of post with category applied for along with the Employment Notice No. on top of the envelope must be dropped directly by the candidates or his/her representative into the appropriate Drop Box specifically defined for each type of post situated at the Administrative Building or through registered post or by courier service addressing to **The Chairman, Bankura Municipality, Machantala, PO, PS & Dist. Bankura, PIN- 722101** on or before the closing date & time mentioned above.
3. Application duly filled up in appropriate manner must be submitted with the documents as follows:
 - i) Age proof certificate, S.C/S.T/OBC-A/OBC-B, Person with disability (PWD)/Ex-Serviceman certificate issued by the appropriate authority, Mark sheet(s) / or certificate(s) of each examination passed duly self attested by the candidate.



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- ii) A self-addressed envelope with requisite postage stamp (affix on the top of the envelope) is to be submitted by the candidates along with the application.
 - iii) Two nos of self attested recent coloured passport size photograph of the candidate must be enclosed with the application (One to be pasted on the application form at appropriate space and one as enclosure along with application in prescribed format.)
4. No application shall be received after the last date of submission of application in any mode.
5. RESERVATION/AGE RELAXATION
- The benefit of reservation will be admissible to the SC Candidates of West Bengal only, if such reservation is notified against the posts for respective category.
 - The benefit of age relaxation for SC/ST/OBC-A/OBC-B/Ex-Serviceman/Person with disability of 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 DISABILITY OF LESS THAN 40% SHALL BE TREATED AS UNRESERVED CANDIDATES AND THEREFORE SHALL NOT GET BENEFIT OF AGE RELAXATION.
6. Canvassing in any form will disqualify the candidate.
7. If at any stage, even after appointment a candidate is found ineligible in terms of the Employment Notice, his/her candidature will be cancelled.
8. **Applications incomplete in any form or those not in prescribed format or not mentioning the post applied for with category on the top of the sealed envelope or applications received after the due date are liable to be rejected summarily.**
9. Candidates already engaged in any organization should submit NOC from the employer concerned.
10. There would be Written Examination followed by Computer Test (for Group C post) / Interview as decided by the selection committee. Mode of Examination & other related matters will be uploaded in the official website of the municipality concerned in due course. Candidates are requested to follow the website regularly for updated information relating to recruitment process.
11. One person can apply for a single post only.
12. Application submitted more than one for the same post will be treated as cancelled.
13. No telephonic / interim query in connection with the examination process & other issue in connection with employment notice will be entertained.

Dated, Bankura
The 04th September, 2019.

May 04.09.19
Chairman,
Bankura Municipal Selection Committee,
&

Chairman,
Bankura Municipality.

Amuljita

**Chairman
Bankura Municipality**

Applicant must write the name of post and category applied for, on top of the Sealed Envelop otherwise his/her application cannot be accepted & will be liable to be cancelled.

APPLICATION FORMAT

To
The Chairman
Bankura Municipality
P.O. & Dist.-Bankura.

Affix Passport size
recent colour
photograph duly
Signed by the
Candidate

Post applied for (with category) _____

1. Name of Candidate (in Block Letters) : _____

2. Father's Name : _____

3. Date of Birth (dd/mm/yyyy) : _____

4. Age (as on 01/01/2019) : ___ Yrs ___ Months ___ Days 5. Sex (M/F) : _____

6. Whether (SC/ST/OBC/GEN/PH) : _____ 7. Nationality : _____

8. Address

a) Corresponding Address : _____
(With PIN Code) _____

Permanent Address : _____
(With PIN Code) _____

9. Mobile No. : _____ 10. Email ID : _____

11. Academic Qualification:-

Sl. No.	Name of Examination	Board /University Name	Year of Passing	Total Marks	Marks Obtained	% of Marks	Division

12. Computer Knowledge , if any :

Name of Computer Course	Institution Name	Course Duration	Year of Passing	Marks Obtained	% of Marks / Grade

13. List of documents should be enclosed (Put Tick mark in the Box)

Sl No.	Documents	Yes	No.	Sl No.	Documents	Yes	No.
1.	Proof of age			6.	Copy of Employment Exchange card (if any)		
2.	Proof of academic qualification			7.	For in service candidate NOC from the employer		
3.	Proof of working experience			8.	Proof in support of Computer Knowledge(if any)		
4.	Proof in support of Category(if any)						
5.	Photo copy of Voter Identity Card						

Declaration: I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfil these conditions. The details mentioned in the application are true and I shall furnish the necessary certificates whenever required.

If any information/details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my services may be terminated.

Date: _____

Place: _____

_____ Full Signature of the Candidate