



MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram

Dist. : North 24 Parganas, Kolkata - 700129

Advertisement Ref. No.MM/Staff(Estab.)/ 3897/2016-17

Date: 04/03/2017

Employment Notice

Applications are invited from eligible candidates for appointment to various posts under this municipality. The details of such post, qualification, reservation along with the application format can be downloaded from the website of this Municipality at www.madhyamgrammunicipality.org. The last date for receiving filled in application alongwith all necessary documents is 24.03.2017 till 5.00 P.M.




Chairman
Madhyamgram Municipality



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Dist. : North 24 Parganas, Kolkata - 700129

Advertisement Ref.No.MM/Staff(Estab.)/3897/2016-17

Date: 04/03/2017

Applications are invited in the prescribed format as detailed in the Municipal Website from Indian Citizens for recruitment to the following posts under the Madhyamgram Municipality

Last date of receiving Application: 24/03/2017 till 5 p.m

S L N O.	POST NAME	NO. OF POSTS	PAY BAND NO. & SCALE OF PAY	QUALIFICATION	CATEGORY	AGE LIMIT
1	Superintendent	1	PB-4A (Rs. 15600-42000/-) + Grade Pay Rs. 5400/-	Must have a Degree of MBBS from a recognized University by the Govt. and registration as medical practitioner in West Bengal and one year's practical training as House Staff in any Government Hospital or other recognized Institution.	Unreserved	Upper age limit shall be 37 years as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
2	General Duty Medical Officer	5	PB-4A (Rs. 15600-42000/-) + Grade Pay Rs. 5400/-	(a) Must have a Degree of MBBS from a recognized University by the Govt. and registration as medical practitioner in West Bengal and one year's practical training as House Staff in any Government Hospital or other recognized Institution. (b) Working experience in the field of Public Health for Medical Officer (General Duty)	SC-1, ST-1, Unreserved-3	Upper age limit shall be 37 years as on 01.01.2016 for ordinary Medical Graduates and 40 years for those possessing Post Graduate Qualifications, relaxable for two years for otherwise well qualified and experienced candidates. Provided the age relaxation may be given to such doctors who have served under the State Govt. to an extent equivalent to the period of such regular service subject to a maximum 5 years. Provided further that the age relaxation may be given to such doctors who have served under the State Govt. on contract basis to an extent equivalent to the period of such regular service subject to a maximum 3 years.
3	Dental Surgeon	1	PB-4A (Rs. 15600-42000/-) + Grade Pay Rs. 5400/-	Must have a Degree of BDS from a recognized University by the Govt.	Unreserved	Upper age limit shall be 37 years as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
4	SAE	1	PB-4 (Rs. 9000-40500/-) + Grade Pay Rs. 4400/-	The candidate must have a Diploma in Civil Engineering from any Institution recognized by Govt. Preference shall be given to them having experience in Civil Engineering.	Unreserved	Lower and Upper age limit are 24 years and 37 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
5	Office Superintendent	1	PB-3 (Rs. 7100-37600/-) + Grade Pay Rs. 4100/-	The candidate shall be graduate from any recognized University with an experience of work in supervisory level in any Government or semi Government organization for 3(Three) years and computer knowledge is desirable, Law graduate is preferable.	Unreserved	Upper age limit shall be 37 years as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
6	Medical Technologist (Lab)	1	PB-2 (Rs. 5400-25200) + Grade Pay Rs. 2900/-	The candidate must have passed Higher Secondary (10+2) Examination or it's equivalent with Physics, Chemistry and Biology and 2 (two) years Diploma Course in Laboratory Technologist recognized by the Govt. of West Bengal. (a) One year training after acquiring diploma in Laboratory Technology recognized by the Govt. of West Bengal in any Govt. Hospital or in a Clinical Establishment licensed under the West Bengal Clinical Establishment Rules, 2003, OR (b) A Post-graduate diploma in Laboratory Technology from any recognized University.	Unreserved	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
7	Medical Technologist (X-ray)	1	PB-2 (Rs. 5400-25200) + Grade Pay Rs. 2900/-	The candidate must have passed Higher Secondary (10+2) Examination or it's equivalent with Physics, Chemistry and Biology and 2 (two) years Diploma Course in Radiography (Diagnostics) DRD (Tech.) recognized by the Govt. of West Bengal. (a) One year training after acquiring diploma in Radiography (Diagnostics) DRD (Tech.) recognized by the Govt. of West Bengal in any Govt. OR (b) A Post-graduate diploma in Radiography (Diagnostics) DRD (Tech.) from any recognized University.	Unreserved	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.



S L N O.	POST NAME	NO. OF POSTS	PAY BAND NO. & SCALE OF PAY	QUALIFICATION	CATEGORY	AGE LIMIT
8	Nurse	10	PB-2 (Rs. 5400-25200/-) + Grade Pay Rs. 2900/- & PB-2 (Rs. 5400-25200/-) + Grade Pay Rs. 2600/-	The candidate must have passed General Nursing and Midwifery (GNM) from any Nursing Training Schools recognized by the Indian Nursing Council and West Bengal Nursing Council in the year 2011 and earlier. (Having requisite qualification as prescribed under rules)	SC-2, ST-1, OBC-A-1, OBC-B-1, Unreserved-5	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Age is also relaxable by 5 years for SC&ST candidates of West Bengal. By 3 years for OBC candidates of West Bengal and upto 45 years of age for persons having physical disabilities for 40% and above.
9	Ward Master	2	PB-2 (Rs. 5400-25200/-) + Grade Pay Rs. 2600/-	The candidate must have passed Graduation or equivalent examination from any Board recognized by the Govt.	SC-1, Unreserved-1	Upper age limit shall be 40 years as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
10	Store Keeper	1	PB-2 (Rs. 5400-25200/-) + Grade Pay Rs. 2600/-	The candidate must have passed Madhyamik or equivalent examination from any Board recognized by the Govt.	Unreserved	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
11	Typist	1	PB-2 (Rs. 5400-25200/-) + Grade Pay Rs.2600/-	The candidate must have passed Madhyamik or equivalent examination from any Board recognized by the Govt. English typing speed of 30 words per minute and Bengali typing speed of 20 words per minute and knowledge of working with computers.	Unreserved	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
12	Steno Typist	1	PB-2 (Rs. 5400-25200/-) + Grade Pay Rs.2600/-	The candidate must have passed Madhyamik or equivalent examination from any Board recognized by the Govt. 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 knowledge of working with computers.	Unreserved	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
13	Clerk	4	PB-2 (Rs. 5400-25200/-) + Grade Pay Rs.2600/-	The candidate must have passed Madhyamik or equivalent examination from any Board recognized by the Govt. Preference shall be given to them who have knowledge of typing and computers.	SC-1, OBC -A-1, Unreserved-1, OBC-B-1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
14	Driver (Ambulance)	1	PB-2 (Rs. 5400-25200/-) + Grade Pay Rs. 2300/-	The candidate must have heavy vehicle driving license, with an experience not less than 5(five) years, and have passed Class VIII from any School recognized by the Govt.	Unreserved	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
15	Dome	2	PB-1 (Rs. 4900-16200) + Grade Pay Rs.1700/-	The candidate shall be able to read and write Bengali or Nepali. Preference shall be given to them who have passed Class IV from a school recognized by the Government and possessing good health.	SC-1, Unreserved-1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
16	Mazdoor	1	PB-1 (Rs. 4900-16200) + Grade Pay Rs.1700/-	The candidate shall be able to read and write Bengali or Nepali and have passed Class VIII from a school recognized by the Government. Preference shall be given to good physique and sportsmanship.	Unreserved	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
17	General Duty Attendant	15	PB-1 (Rs. 4900-16200) + Grade Pay Rs. 1700/-	The candidate shall be able to read and write Bengali or Nepali and have passed Class VIII from a School recognized by the Govt. Preference shall be given on Good physique & sportsmanship.	SC-4, ST-1, OBC-A-2, OBC-B-1, Unreserved-7	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
18	Sweeper	4	PB-1 (Rs. 4900-16200/-) + Grade Pay Rs. 1700/-	The candidate shall be able to read and write Bengali or Nepali and have passed Class VIII from a School recognized by the Govt. Preference shall be given on Good physique & sportsmanship.	SC-1, ST-1, Unreserved-2	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
19	Tax Collecting Sarkar (TCS)	4	On commission basis	The candidate have must passed Madhyamik or equivalent examination at least in 2 nd Division, from any Board recognized by the Govt. Preference shall be given to them who know typing and having knowledge in computer.		Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.



Terms and conditions as per the advt. for general posts:-

1. Candidates belonging to SC, ST, OBC & other reserve categories must produce their original certificates at the time of interview and self attested copies of the same to be enclosed with their application.
2. Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority along with their application.
3. No TA/DA will be paid to the candidates for appearing at the selection test/ Interview.
4. Candidate should apply in the prescribed Application form to be downloaded from the Madhyamgram Municipality Website in A4 size paper.
5. Candidate should enclose self attested photocopy of the age proof certificate along with their application.
6. Self attested recent 2 (two) copies passport size photo one of which to be pasted in Application Form.
7. Age relaxation: As per Govt. rules.
8. Envelope containing the application should be superscribed with " Application for the post of"
9. Application should be sent wither by ordinary post or Candidates may also submit application directly in the " Drop Box" to be kept in the Madhyamgram Municipal Office during office hours on working days between 11 a.m to 5 p.m. No application will be received by Registered Post/ Courier Service/ Speed Post. Last date of receiving complete application form alongwith its enclosures is 24/03/2017 till 5 p.m. Applications received after the last date shall not be entertained. Application should be addressed to the Chairman, Madhyamgram Municipality, P.O + P.S: Madhyamgram, Dist: North 24 Parganas, Kolkata-700129, West Bengal.
10. Selection Procedure: Selection of the candidates will be made on the basis of the written Test and Interview. Computer Test will be held for the post of Office Superintendent, Clerk, Typist, Steno-Typist.
11. Candidates are requested to follow up the Website of Madhyamgram Municipality (www.madhyamgrammunicipality.org) for future guidance, schedule of selection Test/Interview etc.
12. Defective / incomplete applications will be rejected.




Chairman
Madhyamgram Municipality

APPLICATION FORMAT

POST APPLIED FOR.....
Advertisement No.....Date.....

To
The Chairman
Madhyamgram Municipality
Madhyamgram, Kolkata-700129.

Attach
Passport Size
Photo duly
Self attested

- (1) Name in Block letter:
- (2) Father/Husband/Guardian's Name:
- (3) Date of Birth:
- (4) Age on 01.01.2016:
- (5) Gender:
- (6) Nationality:
- (7) Religion:
- (8) Address(With Pin code):
- (9) Mobile /Contact No. :
- (10) Email Id:
- (11) Category : Unreserved /SC/ST/OBC-A/OBC-B/Others (please specify)

(12) Academic Qualification (Attach separate sheet, duly authenticated, if required) :

Sl No.	School/Board/Univ./Institution	Examination passed	Year of passing	Total Marks	% of Marks obtained

(13) Computer knowledge:

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 fulfill 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

Self attested documents which should be enclosed along with the application:

- 1) Proof of Age.
- 2) Proof of Academic qualification.
- 3) Copy of Employment Exchange Card (if any).
- 4) Proof in support of Category (if applicable).
- 5) Proof of Computer knowledge (if applicable).
- 6) 2(Two) Passport size self attested Photographs.
- 7) Proof of working experience, if any.
- 8) Proof in support of disability, if any.

