

Office of the DIAMOND HARBOUR MUNICIPALITY Diamond Harbour, South 24 parganas

Advertisement Notice: - 01/16

Dated: 13/12/2016

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

Last date of Application: 28/12/2016

Sl	POST NAME	No. Of Posts	Scale of Pay	Qualification	Category	Age Limit
1	Clerk	3	PB-2 Rs. 5400/- to Rs. 25200/- +G.P Rs. 2600/-	Candidate have passed Madhyamik or equivalent from any Institution recognized by the Govt. Preference shall be given to them who have knowledge of typing and Computers	ST- 1, Unreserved- 1, Unreserved (EC)- 1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.09.2016 Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
2	Mazdoor	16	PB-1 Rs. 4900/- to Rs. 16200/- +G.P Rs. 1700/-	Candidate shall be able to read & write Bengali Or Nepali and has Passed Class-VIII from any Govt. Recognized Institution Preference shall be given on good Physique and sportsmanship	ST- 1, Unreserved- 5, OBC-A- 2, OBC-B- 1, SC- 3, Unreserved (EC)- 3, SC (EC)- 1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.09.2016 Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
3	PEON	2	PB-1 Rs. 4900/- to Rs. 16200/-	Candidate shall be able to read & write Bengali Or	SC- 1, Unreserved- 1	Lower and Upper age limit are 18

			+G.P Rs. 1700/-	Nepali and has Passed Class-VIII from any Govt. Recognized Institution Preference shall be given on good Physique and sportsmanship		years and 40 years respectively as on 01.09.2016 Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
4	HELPER	1	PB-1 Rs. 4900/- to Rs. 16200/- +G.P Rs. 1700/-	Candidate shall be able to read & write Bengali Or Nepali and has Passed Class-VIII from any Govt. Recognized Institution Preference shall be given on good Physique and sportsmanship	Unreserved- 1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.09.2016 Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.

Terms and conditions noted below: --

1. Candidates belonging to SC, ST, OBC (A) must produce their original certificates at the time of interview and self attested copies of the same to be enclosed with application.
2. Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority along with 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 Diamond Harbour Municipality Website in A4 size paper.
5. Candidate should enclose self attested photocopy of the age proof certificate with the application.
6. Self attested recent 2 copies passport size photo to be pasted one in Application Form and other one in Admit Card.
7. Age relaxation: As per Govt. rules.
8. Envelope containing the application should be super scribed with "Application for the post of....."
9. Applications should be sent either by ordinary or Candidates may also submit application directly in the "Drop Box" to be kept in the Municipal Office during office hour on working days. **No application will be received by Registered post/courier services post** which should reach this office on or before 28.12.2016 up to 5-00 P.m. Applications received after the last date shall not be entertained.
10. Applications should be addressed to the Chairperson, Diamond Harbour Municipality, PO and PS- Diamond Harbour, Dist.- South 24 Parganas, Pin- 743331, W.B.
11. 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 Clerk.
12. Candidates are requested to follow up the Website of Diamond Harbour Municipality for future guidance, schedule of selection Test/Interview etc.

Sd/-
Chairperson
Diamond Harbour Municipality

12) Academic Qualification:

Sl no.	School/ Board/ Univ./Inst.	Exam Passed	Year of Passing	Total Marks	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 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:

Signature of the Candidate

List of Documents which should be enclosed along with the application:

Self Attested photo copy of all certificates attached to the application

- i) Proof of Age
- ii) Proof of Academic qualification
- iii) Copy of Employment Exchange Card (if any)
- iv) Proof in support of Category (if applicable)
- v) Proof of Computer Knowledge (if applicable)
- vi) 2 nos. of Passport size self-attested Photographs