

# OFFICE OF THE COUNCILLORS, JHALDA MUNICIPALITY

## ঝালদা পৌরসভার কাউন্সিলারগণের কার্যালয়

P.O. – Jhalda, Dist – Purulia

☎ 03254 - 255219

Memo No 350 /J.M.

Date: 25 / 10 / 2019

### EMPLOYMENT NOTIFICATION

Applications are invited from Indian Citizens in the “Prescribed Format” downloaded from the website of Jhalda Municipality ([www.jhaldamunicipality.com](http://www.jhaldamunicipality.com)) from the willing and eligible candidates to fill up the following vacant posts of different groups under Jhalda Municipality.

**Last date of submission of the application form is 20/11/2019 (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 & other criteria
1.	S.A.E. (Civil) (SC) S.A.E. (Civil) (UR)	01 01	PB-4 (9000-40500) Grade Pay Rs. 4400/- P.R.S – 12.	The candidates must have Diploma in Civil Engineering from any institution recognized by the Govt.	Minimum age for this post is 24 years and maximum age is 40 years as on 01.01.2019. The SC, ST, and OBC candidates will get relaxation of upper age as per rule of the Govt. of W.B. The Caste certificate issued by the Govt. of W.B. will be accepted only.
2.	Tube-Well Mistri (UR)	01	PB-2 (5400-25200) Grade Pay Rs. 2100/- P.R.S – 4.	The candidate must have certificate in Tube well Trade from any ITI recognized by the Government and have educational qualification of Class VIII pass from any Government recognized Institution, and have two years' experience in the work. Preference shall be given to the candidates passed Madhyamik from any Govt. recognized Institution.	Minimum age for this post is 18 years and maximum age is 40 years as on 01.01.2019. The SC, ST, and OBC candidates will get relaxation of upper age as per rule of the Govt. of W.B. The Caste certificate issued by the Govt. of W.B. will be accepted only.
3.	Clerk (SC)	01	PB-2 (5400-25200) Grade Pay Rs. 2600/- P.R.S – 6.	The candidates must have passed Madhyamik or equivalent examination from any Govt. recognized Board and having certificate / Diploma in computer shall get preference.	Minimum age for this post is 18 years and maximum age is 40 years as on 01.01.2019. The SC, ST, and OBC candidates will get relaxation of upper age as per rule of the Govt. of W.B. The Caste certificate issued by the Govt. of W.B. will be accepted only.

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4.	Driver (SC)	01	PB-2 (5400-25200/-) Grade Pay Rs. 2300/- P.R.S – 5.	The candidate shall have heavy driving license, with an experience of not less than five years, and have passed Class VIII from any school recognized by the Government.	Minimum age for this post is 20 years and maximum age is 40 years as on 01.01.2019. The SC, ST, and OBC candidates will get relaxation of upper age as per rule of the Govt. of W.B. The Caste certificate issued by the Govt. of W.B. will be accepted only.
	Driver (UR)	01			
5.	Bengali Teacher (SC)	01	Grade Pay Rs. 2300/-PRS -5 for untrained teacher and Grade pay 2600 /- PRS – 6 for trained teacher, under PB-2 (5400-25200/-)	The candidate should 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, and if any untrained candidate is selected for the post, he shall get himself/herself trained within a period of five years from the date of his/her appointment to the post. The persons having Certificate/Diploma in computer shall get preference.	Minimum age for this post is 18 years and maximum age is 40 years as on 01.01.2019. SC, ST and all other backward classes' candidate will get the age relaxation as per rule of the Govt. of W.B. The Caste Certificate issued by the Govt. of W.B. will be accepted only.
	Bengali Teacher (SC + Ex-Serviceman)	01			
	Bengali Teacher (SC+EC)	01			
	Bengali Teacher (ST)	01			
	Bengali Teacher (UR)	03			
	Bengali Teacher (UR+EC)	03			
	Bengali Teacher (UR+ Persons with Disability)	01			
	Bengali Teacher (OBC-A)	01			
	Bengali Teacher (OBC-A + EC)	01			
Bengali Teacher (OBC-B)	01				

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6.	Hindi Teacher (UR) Hindi Teacher (SC)	01 01	Same as Sl. No.-5	The candidate should 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, and if any untrained candidate is selected for the post, he shall get himself/herself trained within a period of five years from the date of his/her appointment to the post. The persons having Certificate/Diploma in computer shall get preference.  ** The examination will be taken in Bengali & English version for Bengali Teacher.	Same as Sl. No.- 5.
7.	Mazdoor (SC) Mazdoor (SC + EC) Mazdoor (ST) Mazdoor (UR) Mazdoor (UR+EC) Mazdoor (UR + Ex-Serviceman) Mazdoor (UR + Person with disability) Mazdoor (OBC-A) Mazdoor (OBC-A + EC) Mazdoor (OBC-B)	02 01 01 02 02 01 01 01 01 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 for this post is 18 years and maximum age is 40 years as on 01.01.2019. SC, ST and all other backward classes' candidate will get the age relaxation as per rule of the Govt. of W.B. The Caste Certificate issued by the Govt. of W.B. will be accepted only.

**\*\* Note: The no. of Posts as shown in the advertisement may vary depending upon the permission of filling up the Post as may be received from the State Govt. time to time.**

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**How to apply:**

1. Intending Candidates will have to apply in the prescribed format, which can be downloaded from the website of Jhalda Municipality ([www.jhaldamunicipality.com](http://www.jhaldamunicipality.com)). 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 must be superscribed the Name of Post with Category applied for along with the Employment Notice No. on top of the envelope should be dropped directly by the Candidates or his/her representative into the appropriate Drop Box specifically defined for each type of post & category situated at the Administrative Building or through registered post of by courier service addressing to the Chairman, Jhalda Municipality, Ranchi-Purulia Road, PO & PS: Jhalda, Dist.: Purulia, PIN- 723202 on or before the closing date & time as mentioned above.**
3. Application duly filled up in appropriate manner must be submitted with the documents as follows:
  - i) a) Age proof certificate, b) S.C/S.T/OBC-A/OBC-B, c) Person with disability (PWD)/ Ex-Serviceman; certificate issued by the appropriate authority, d) Mark sheet/ or other certificates for each examination passed, duly self attested by the candidate.
  - ii) A self-addressed envelope with requisite postage stamp (affix on the top of the envelope mentioning the Name of the Post & Category) 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, ST, OBC 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.
6. Canvassing in any form will disqualify the candidature.

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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. The authority reserves the right to cancel any or all applications without assigning any reason whatsoever.
9. 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.
10. Candidates already engaged in any organization should submit NOC from the employer concerned.
11. There would be Written Examination followed by Computer Proficiency Test & Interview as for the Post of S.A.E. & Clerk; for the post of Driver the written examination will be followed by Skill (Driving) Test and for other Posts the Written Examination will be followed by Interview, as decided by the selection committee. Candidates are requested to follow the website regularly for updated information relating to recruitment process.

12. **Method of Selection:**

- i) **S.A.E.:** Selection will be done on the basis of written test (English version) of 60 marks, time of one and half hour, followed by computer proficiency test 20 marks of selected eligible candidates and viva-voce 20 marks.
- ii) **Tube-Well Mistri:** Selection will be done on the basis of Written Test (Bengali version of 70 marks, time one and half hour followed by viva-voce 30 marks.
- iii) **Clerk:** Selection will be done on the basis of Written Test (English version) 60 marks, time one and half hour followed by viva-voce 20 marks and Computer Proficiency Test 20 Marks.
- iv) **Driver:** Selection will be done on the basis of written test (Bengali version) of 60 marks followed by viva-voce 20 marks and Driving test of 20 marks.
- v) **Bengali Teacher:** Selection will be done on the basis of written test (English & Bengali version) of 70 marks, time one and half hour followed by viva-voce 30 marks.
- vi) **Hindi Teacher:** Selection will be done on the basis of written test (English & Hindi version) of 70 marks, time one and half hour followed by viva-voce 30 marks.
- vii) **Mazdoor:** Selection will be done on the basis of Written Test (Bengali version) of 70 marks, time one and half hour followed by viva-voce 30 marks.

**N.B.:** *Obtained highest marks in written test first 6 (six) candidates for each post will be called for Interview and computer proficiency test.*

13. Employment Exchange sponsored candidates are being downloaded from Employment Bank portal as per existing norms of Govt. of West Bengal.
14. Application submitted more than one for the same post will be treated as cancelled.

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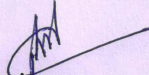
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15. Candidates applying for multiple posts shall be responsible for appearing in the test/examination/viva-voce in their own capacity if examination date and time coincide, non appearance in any particular examination/s shall tantamount to cancellation of his/her candidature for that particular post.
16. No telephonic / interim query in connection with the examination process & other issue in connection with employment notice will be entertained.
17. Neither the municipal authority nor any member of this committee will be responsible for any postal delay.
18. If at any stage of the recruitment process it is found that any of the candidate did not meet up any of the conditions applicable for the respective post or there is discrepancy in the eligibility criteria of the candidate, his/her candidature will be cancelled showing reason thereof. Neither the members of the selection committee nor the authority of this municipality will be responsible.

Dated: The 25th October, 2019.

  
Chairman  
Jhalda Municipality  
Chairman  
Jhalda Municipality



## APPLICATION FORM

To  
The Chairman  
Jhalda Municipality,  
Dist: Purulia, W.B.

Coloured Passport  
Photo with Signature  
of the Applicant to be  
affixed.

Name of the Post with Category Applied for: \_\_\_\_\_

1. Applicant Name (In block letter):- \_\_\_\_\_

2. S/D/W of:- \_\_\_\_\_

3. Communication Address (With Pin Code) \_\_\_\_\_  
\_\_\_\_\_

4. Date of Birth:- \_\_\_\_\_ Age (as on 01.01.2019) \_\_\_\_\_

5. Nationality:- \_\_\_\_\_ 6. Caste-belonging to :- \_\_\_\_\_

7. Contact Mobile No: \_\_\_\_\_ e-mail id: \_\_\_\_\_

**8. Educational Qualification:-**

NAME OF EXAM	BOARD/UNIVERSITY	TOTAL MARKS	CLASS/DIVISION	PERCENTAGE OF MARKS

**9. Working Experiences:-**

SL NO.	NAME OF ORGANISATION	POSITION HELD	PERIOD OF WORKING	TOTAL PERIOD OF WORKING EXPERIENCES	NATURE OF WORK

**Declaration**

I do hereby declare that the statements made in the application are true to the best of my knowledge and belief and if any of the information given there in is not in conformity with this Advertisement my candidature shall liable to be cancelled.

Dated:-

Signature of the Applicant