



Office of the Municipal Councillors of South Dum Dum
Nager Bazaar, Dum Dum Road, Kolkata-74

Phone: 2560 2357, 2560 2743; Fax: 2560 8388, 2560 6001

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Memo No. SDM/0723/XXIV

Date: 13th July 2017

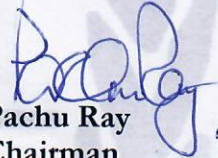
Applications on plain paper mentioning the particulars given below are invited from eligible persons for appointment to the posts mentioned below. Relaxation of the upper age limit will be according to Government Rules. Pay and allowances will be as admissible under Government Rules.

Sl. No.	Name of the post	No. of vacancies	Category	Eligibility
1.	Assessment-in-Charge	1	Unreserved (UR)	Diploma in Surveyorship from any Institution recognized by the Government.
2.	Assistant Head Clerk	1	Unreserved (UR)	The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government. Preference shall be given to them who have knowledge of typing and computers. The minimum age limit for such recruitment shall be 18 years and not more than 40 on the 1 st day of January 2017.
3.	Assessment Inspector	1	Unreserved (UR)	The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government, and also, Surveyorship or similar technical education from any institution recognized by the Government. The minimum age limit for such recruitment shall be 21 years.
4.	Assistant Tax Daroga	1	Unreserved (UR)	The candidates have passed Madhyamik or equivalent examination from any Board recognized by the Government. Preference shall be given to them having experience in Accounting and computer. The minimum age limit for such recruitment shall be 21 years.
5.	Motor Vehicle-in-Charge	1	Unreserved (UR)	The candidate have diploma in Automobile from any Institute recognized by the Government. Departmental candidates, having requisite qualifications and fulfilling other criteria for direct recruitment, working in the pay scales below to that of Motor Vehicle-in-Charge, shall also be eligible to compete along with the other candidates. The minimum age limit for such recruitment shall be 21 years.
6.	Clerk-cum-Typist	1	Unreserved (UR)	(a) The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government. (b) English typing speed of 30 words per minute and Bengali typing speed of 20 words per minute and (c) Knowledge of working with computer The minimum age limit for such recruitment shall be 18 years.
7.	Dom	2	UR-1, SC-1	The candidate shall be able to read and write Bengali or Hindi. Preference shall be given to them who have passed Class IV from a school recognized by the Government and possessing good health. The minimum age limit for such recruitment shall be 18 years and not more than 40 on the 1 st day of January 2017.
8.	Cleaner	1	Unreserved (UR)	The candidate shall be able to read and write Bengali or Hindi. Preference shall be given to them who have passed Class VIII from a school recognized by the Government and possessing good health. The minimum age limit for such recruitment shall be 18 years and not more than 40 on the 1 st day of January 2017.
9.	Cleaner (Ambulance)	1	Unreserved (UR)	The candidate shall be able to read and write Bengali or Hindi. Preference shall be given to them who have passed Class VIII from a school recognized by the Government and possessing good health. The minimum age limit for such recruitment shall be 18 years and not more than 40 on the 1 st day of January 2017.
10.	General Duty Attendant	3	UR-2 (EC-1), SC-1	The candidate shall be able to read and write Bengali or Hindi. Preference shall be given to them who have passed Class VIII from a school recognized by the Government and possessing good health. The minimum age limit for such recruitment shall be 18 years and not more than 40 on the 1 st day of January 2017.

Sl. No.	Name of the post	No. of vacancies	Category	Eligibility
11.	Sanitary Assistant	4	UR-2 (EC-1), ST-1, SC-1	The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government. The minimum age limit for such recruitment shall be 18 years. 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.
12.	Steno Typist	1	Unreserved (UR)	(a) The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government. (b) 80 words per minute stenography speed, and English typing speed of 30 words per minute and Bengali typing speed shall be 30 words per minute, and (c) Knowledge of working with computer The minimum age limit for such recruitment shall be 18 years.
13.	Peon	8	UR-4 (E.C-1; Ex.S-1), ST-1, SC-2(EC-1 OBC(A)-1,	The candidate shall be able to read and write Bengali or Nepali, and have passed Class VIII from any Government recognized Institution. Preference shall be given on good physique and sportsmanship. The minimum age limit for such recruitment shall be 18 years and not more than 40 on the 1 st day of January 2017.
14.	Mazdoor	136	UR-74 (E.C-19; Ex.S-8, Dis-4, Spo-3), ST-8, (EC-2), (Ex. Seviceman-1, SC-31, (EC-9, Ex. Seviceman-3), OBC(A)-13 (EC-4, Ex.S-1), OBC(B)-10 (EC-3, Ex.S-1)	The candidate shall be able to read and write Bengali or Nepali, and have passed Class VIII from any Government recognized Institution. Preference shall be given on good physique and sportsmanship. The minimum age limit for such recruitment shall be 18 years and not more than 40 on the 1 st day of January 2017.
15.	Helper	14	UR-8 (E.C-2; Ex.S-1; Spo-1), ST-1, SC-3(EC-1), OBC(A)-1, OBC(B)-1	The candidate shall be able to read and write Bengali or Nepali, and have passed Class VIII from any Government recognized Institution. Preference shall be given on good physique and sportsmanship. The minimum age limit for such recruitment shall be 18 years and not more than 40 on the 1 st day of January 2017.

- Candidates belonging to SC, ST, OBC must produce their original certificates at the time of interview and self attested copies of the same to be enclosed with application.
- Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority along with application.
- No TA/DA will be paid to the candidates for appearing at the selection test/ interview.
- Candidate must apply in the prescribed Application form to be downloaded from the South Dum Dum Municipality Website www.sddm.ind.in in A4 size paper. **Applications in any other form except from the one downloaded from the Municipal website will be summarily rejected.**
- Candidate should enclose self attested photocopy of the age proof certificate with the application.
- The minimum age limit will be 18 and the maximum age limit will be 40 as on 1st January 2017 for posts where the criteria of age is otherwise not mentioned.
- Age relaxation: The upper age limit is relaxable :
 - by 5 years for SC and ST candidates of West Bengal
 - by 3 years for OBC-A and OBC-B candidates of West Bengal
 - upto 45 years of age for persons with disabilities (having physical disability of at least 40% and above)
 - Age relaxation for the Ex-Servicemen candidates will be given as per existing Govt. rules & regulations
- Envelope containing the application should be super scribed with "Application for the post of....."

9. Applications should be sent either by ordinary post or Candidates may also submit application directly in the "Drop Box" to be kept in the Municipal Office during office hours on working days. No application will be received by **Registered Post/Courier Services**. All applications must reach this office **on or before 04/08/2017 up to 4-00pm**. Applications received after the last date shall not be entertained.
10. Applications should be addressed to the Chairman, South Dum Dum Municipality, Nager Bazaar, Dum Dum Road, P.O-Dum Dum, North 24 Parganas, Kolkata-74.
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 South Dum Dum Municipality (www.sddm.ind.in) for future guidance, schedule of selection Test/Interview etc.
13. Important Note
 - SC/ST/OBA-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 reservation/age relaxation
 - Any person with disabilities as stated, if shortlisted, under respective reserved sub-category will be directed to furnish his/her original disability certificate in prescribed form in support of his / her claim, issued by a competent authority as per the provisions of the West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, i.e. a Medical Board constituted at Govt. Medical College Hospitals, District Hospitals and Sub-Divisional Hospitals


Pachu Ray
Chairman

13.07.2017

Pachu Ray
Chairman
South Dum Dum Municipality

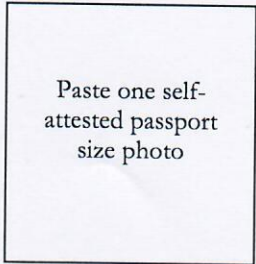
Pachu Ray
Chairman
South Dum Dum Municipality

SOUTH
DUMDUM
MUNICIPALITY

APPLICATION FORMAT
(The application should be filled up in CAPITAL Letters only)

Post applied for

**The Chairman,
South Dum Dum Municipality,
Nager Bazaar, Kolkata-74.**



Sir,
Application for the post of
..... in South Dum Dum Municipality.

1. NAME:

2. FATHER'S/HUSBAND'S NAME:

3. GENDER: MALE / FEMALE

4. CATEGORY (Along with sub-category, if any):

5. DATE OF BIRTH (DD/MM/YYYY): / /

6. NATIONALITY:

7. ADDRESS:

ADDRESS FOR CORRESPONDENCE:

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..... PIN

PERMAMENT ADDRESS:

.....

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..... PIN

8. CONTACT DETAILS:

MOBILE NO. LAND NO.

EMAIL ID:

9. ACADEMIC QUALIFICATION

Sl. No.	School/Board/University/Institution	Degree/Diploma	Year of passing	Percentage of marks obtained

10. ADDITIONAL QUALIFICATION (IF ANY):

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11. PRESENT OCCUPATION (IF ANY):

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NAME & ADDRESS OF EMPLOYER/ORGANIZATION:

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12. EXPERIENCE (IF ANY):

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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 documents in original whenever required.

If any information/details is found to be incorrect/false at any stage of the selection process or if any fact is found to have been concealed by me or detected even after the appointment, my engagement shall be liable to be terminated and appropriate legal action shall be taken against me.

Date:

Place:

Full signature of the candidate