

**OFFICE OF THE RAIGANJ MUNICIPALITY**  
**RAIGANJ, UTTAR DINAJPUR, W.B.**  
**Phone. : 03523-242563/242542/242562**  
**EMPLOYMENT NOTICE NO: 01/2013**

Application invited from the eligible candidates from Indian Citizens for recruitment to the following permanent posts of Raiganj Municipality as per details mentioned below:

Name of the Post	Number of Post (s)	Category of vacancy	Qualification	Experience	Age as on 01.01.2013	Scale of Pay
Clerk	01	Unreserved	Candidate have 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.	Minimum 18 years and the upper age limit shall be 40 years. Upper age limit for S.C., S.T. OBC candidates is relaxable as per govt.norms.	<b>Pay Band-2, Rs.5400-25,200/- GradePay: Rs.2600/-</b>
Work Sarkar	01	Unreserved	Candidate have passed/studied at Class IX in any Institution recognized by the Government, and have experience in road measurement	Experience in road measurement	Minimum 18 years and the upper age limit shall be 40 years. Upper age limit for S.C., S.T. OBC candidates is relaxable as per govt.norms.	<b>Pay Band-2, Rs.5400-25,200/- GradePay: Rs. 1900/-</b>
Ambulance Attendent	01	S.C	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.	Minimum 18 years and the upper age limit shall be 40 years. Upper age limit for S.C., S.T. OBC candidates is relaxable as per govt.norms.	<b>Pay Band-1, Rs.4900-16,200/- GradePay: Rs. 1700/-</b>
Darwan	01	Unreserved	Candidate shall be able to read and write Bengali or Nepali <i>and</i> have passed Class VIII from any Government recognized Institution .	Preference shall be given on good physique and sportsmanship.	Minimum 18 years and the upper age limit shall be 40 years. Upper age limit for S.C., S.T. OBC candidates is relaxable as per govt.norms.	<b>Pay Band-1, Rs.4900-16,200/- GradePay: Rs. 1700/-</b>

Candidates applying for the post mentioned above should address to the Chairman, Raiganj Municipality, P.O. & P.S. Raiganj, Dist. Uttar Dinajpur. PIN-733134, in an envelope super scribing “ **Application for recruitment to the post of .....** (Mention name of the post)” in the prescribed format as given in a typed or clearly written, in foolscap paper. Selection will be made through Written Examination (WE) and Interview . Date, time & venue of written examination (WE) will be informed to short listed candidates.

## APPLICATION FORM

<b><u>Roll No.</u></b>
<b><u>Space for office use</u></b>

Space for passing of recent passport size PHOTOGRAPH of the candidate with his /her full signature thereon
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(space for office use only)

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1. Name of the post applied for :
2. Name in full (IN CAPITAL LETTERS) : \_\_\_\_\_
3. (a) Indicate your Community :  
(Put a '√' mark in appropriate box SC/ST/OBC  
Candidates not belonging to the State of West Bengal  
Should indicate their community as 'General')
- |   |   |   |   |
|---|---|---|---|
| Genl.   | SC  | ST  | OBC   |
| <input style="width: 60px; height: 15px;" type="text"/> | <input style="width: 60px; height: 15px;" type="text"/> | <input style="width: 60px; height: 15px;" type="text"/> | <input style="width: 60px; height: 15px;" type="text"/> |
4. Sex (Put '√' mark in appropriate box)
- |  |  |
|--|--|
| Male   | Female   |
| <input style="width: 120px; height: 15px;" type="text"/> | <input style="width: 120px; height: 15px;" type="text"/> |
5. (a) Date of birth  
(as recorded in Madhyamik or School certificate)
- |   |   |   |
|---|---|---|
| Date  | Month   | Year  |
| <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/> | <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/> | <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/> |
- (b) Age as on 01.01.2013 : \_\_\_\_\_
6. Father's / . Husband's Name :
7. Residential Address  
(a) Present Address :  
( Complete Postal Address for correspondence  
including the name of Post Office, Sub-Division,  
District and Pin Code (IN CAPITAL LETTERS)
- (b) Permanent Address :

8. Contact No : (a) Telephone No.with STD Code:  
(b) Mobile No. :

9. Academic Qualification (Madhyamik and onwards for Clerical post and VIII Passed and onwards for Gr-D post)  
[Attested photo copy of all certificates must be attached to the application]

Name of Examination	Year of passing	Institution/Board/Council/University	Division	% of Marks

10. (a) Have you any time been employed ? :  
(Write ' Yes' or 'No' )

(b) If yes, give details of all employments :

Name of the post	Office where employed	Date of Joining	Date of leaving. If any	Cause of leaving

10. Nationality :

11. Knowledge of computer application :  
(Not applicable for Gr-D post)

12. List of Documents enclosed:

i) ii)

ii) iv)

**DECLARATION**

I solemnly declare that (a) All statements made in this application are true, complete and correct (b) Original documents will be produced on demand (c) I agree to take the Examination on the condition that the Authority may cancel my candidature if at any time I am found ineligible for admission to the examination and (d) I have submitted no other application for this examination.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
(Full signature of the candidate)  
(in running script)

**SYLLABUS FOR WRITTEN EXAMINATION (M C Q & SUBJECTIVE)**

**SYLLABUS FOR CLERK [LDC] : 1) General Knowledge, (2) Mathematics. (3) English . (4) Bengali (Subjective)**

**SYLLABUS FOR WORK SARKAR: (1) Read & write in Bengali paragraph ( অনুচ্ছেদ পড়ে, দেখে লিখতে হবে)  
(2) Note down from dictation in Bengali (শ্রুতি লিখন )  
(3) Mathematics. (Class VIII slandered) & (4) General Knowledge.**

**SYLLABUS FOR AMBULANCE ATTENDENT & DARWAN:(1) Read & write in Bengali or Nepali paragraph ( অনুচ্ছেদ পড়ে, দেখে লিখতে হবে)  
(2) Note down from dictation in Bengali or Nepali (শ্রুতি লিখন )**

**TOTAL MARKS OF WRITTEN EXAMINATION FOR THE POST OF CLERK & WORK SARKAR : 50 Marks . Time:- 1Hours 30 Minute**

**TOTAL MARKS OF WRITTEN EXAMINATION FOR THE POST OF AMBULANCE ATTENDENT, & DARWAN :Marks. - 30 ,Time:-35 Minute.**

**General Information :**

1. Each candidate should furnish 2 (two) copies of recent passport size photographs dully signed in by the candidate on the front side, of which one should be affixed on application and the other attached by clip along with the application with the residential certificate in original issued by the Chairman/Councillor in case Municipal areas and Pradhan of the concerned Gram Panchayat for rural areas. No other certificate wii be consider for the purpose.
2. Attested copies (by Gazetted Officer) of the proof of date of birth, educational qualifications, computer knowledge from Government recognized institution.
3. Candidates of SC,ST & OBC Category should furnish attested (by Gazetted Officer) copies of SC,ST & OBC certificate along with the application. One self addressed envelope with Rs.5/- postage stamp affixed on it should be submitted.
4. All application should reach the Office of the Board of Councillors, Raiganj Municipality on or before **20-04-2013** through postal service only. Applications received late should not be considered under any circumstances.
5. Application submitted found incomplete / defective on scrutiny, shall be rejected without further communication to the applicants.



Chairman,  
Raiganj Municipality.