

OFFICE OF THE RAIGANJ MUNICIPALITY
RAIGANJ, UTTAR DINAJPUR, W.B.
Phone. : 03523-242563/242542/242562

EMPLOYMENT NOTICE NO: 03/RM/ 2015-16 Dated:05-01-2016

Applications are 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 01.01.2016 | Scale of Pay |
|------------------|--------------------|---------------------------------------|---|---|---|---|
| Clerk | 02 | Unreserved -01 OBC-"A" Category-01 | Candidates 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. | Pay Band-2, Rs.5400-25,200/- GradePay: Rs.2600/- |

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.


SYLLABUS FOR WRITTEN EXAMINATION TOTAL MARKS : (M C Q & SUBJECTIVE)

SYLLABUS FOR CLERK [LDC] : 1) General Knowledge -15 marks (M C Q) (2) Mathematics.-15 marks (M C Q) (3) English -15 marks (M C Q & SUBJECTIVE) (4) Language -(Bengali / Hindi / Nepali) 15 marks (M C Q & SUBJECTIVE) (Put a '√' mark in appropriate box of application form)

TOTAL MARKS OF WRITTEN EXAMINATION FOR THE POST OF CLERK : 60 Marks . Time:- 2 Hours. Those candidates Qualified for Written Examination will be called for Interview and are eligible to attend the computer practical Examination, marks allotted 20 marks. Viva-voce : 20 Marks

General Information :

- 1) Each candidate should furnish 3 (three) copies of recent passport size photographs duly signed by the candidate on the front side, out of these 3 (Three) one should be affixed on application and the others to be affixed in the space provided in the Admit Card. 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 will be considered for the purpose.
- 2) Self attested copies of the proof of date of birth, educational qualifications, computer knowledge from Government recognized institution are to be affixed with the application.
- 3) Candidates of SC,ST & OBC Category should furnish self attested copies of SC,ST & OBC certificate along with the application. One self addressed envelope (size 5"X7") with Rs.5/- postage stamp to be affixed on it should be submitted.
- 4) All applications should reach the Chairman, Raiganj Municipality, Office of the Board of Councillors, Raiganj Municipality, Municipal Road, P.O. + P.S.- Raiganj, Dist. Uttar Dinajpur, PIN-733134 on or before **27-01-2016** 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

APPLICATION FORM

| |
|------------------------------------|
| <u>Roll No.</u> |
| <u>Space for office use</u> |

| |
|--|
| Space for pasting of recent passport size PHOTOGRAPH of the candidate with his /her full signature thereon |
|--|

(space for office use only)

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-A | OBC-B |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. Sex (Put '√' mark in appropriate box)

| | |
|--------------------------|--------------------------|
| Male | Female |
| <input type="checkbox"/> | <input type="checkbox"/> |

5. (a) Date of birth
(as recorded in Madhyamik or School certificate)

| | | |
|---|---|---|
| Date | Month | Year |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

(b) Age as on 01.01.2016 : _____

6. Father 's / Husband's Name :

7. Residential Address : Vill: _____ P.O. : _____
(a) Present Address P.S. _____ Dist. : _____
(Complete Postal Address for correspondence including the name of Post Office, P.S, Dist. and Pin Code (IN CAPITAL LETTERS) State : _____ PIN CODE.: _____

(b) Permanent Address : Vill: _____ P.O. : _____
P.S. _____ Dist. : _____
State: _____ PIN CODE.: _____

8. Contact No : (a) Telephone No.with STD Code:
(b) Mobile No. :
(c) E-mail Address :

9. Academic Qualification (Madhyamik and onwards for Clerical 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. Choice of Language for Written Exam.
 for language group only :
 (Put a '√' mark in appropriate box)

| Bengali | Hindi | Nepali |
|---------|-------|--------|
| | | |

11. (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 |
|------------------|-----------------------|-----------------|-------------------------|------------------|
| | | | | |

12. Nationality :

13. Knowledge of computer application :

14. List of Documents enclosed:

- | | | |
|-----|-----|------|
| i) | ii) | iii) |
| iv) | v) | vi) |

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 at any time if 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)

ADMIT CARD

WRITTEN EXAMINATION TO THE POST OF CLERK

Space for pasting of recent passport size PHOTOGRAPH of the candidate with his /her full signature thereon

Date of Written Examination :

Time :

Roll No. :

Name of the Examination Center :

(FOR OFFICE USE ONLY)

[TO BE FILLED IN BY THE CANDIDATE]

Name of the Candidate [in Capital letter] : _____

Father 's / Husband's Name : _____

Postal Address : Vill: _____ P.O. : _____ P.S. _____

Dist. : _____ State : _____ PIN CODE.: _____

(Signature of the Authority)

(Full Signature of the Candidate)

NB: Candidate should read carefully the instruction of written examination which is published

_____ X _____

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[TO BE FILLED IN BY THE CANDIDATE]

Name of the Candidate [in Capital letter] : _____

Father's /Husband's Name : _____

Postal Address : Vill: _____ P.O. : _____ P.S. _____

Dist. : _____ State : _____ PIN CODE.: _____

(Signature of the Authority)

(Full Signature of the Candidate)

NB: Candidate should read carefully the instruction of written examination which is published

RAIGANJ MUNICIPALITY
RAIGANJ, UTTAR DINAJPUR.

INSTRUCTION TO CANDIDATE (EXAMINEES)

1. Immediately on receipt of the Admit Card, Every candidate is expected to verify all the facts, i.e. Roll No, Name , Name of the Post, Examination Timing, Examination Centre, Date of Examination etc.
2. The doors of the Examination hall will be opened half an hour before the time specified for the commencement of the examination. No candidates should leave the examination hall before the scheduled time of the examination.
3. No candidate shall be permitted to enter the hall after 10 minutes of schedule time and will not be allowed to leave until the expiry of examination.
4. Candidates will occupy their seats according to their roll numbers.
5. Immediately on receipt of the question/ answer paper, every candidate must write his/her Roll Number on his/her question/ answer paper at the specified space. If the question/ answer paper supplied is defective the question/ answer paper should be exchanged before the commencement of examination.
6. No candidate shall bring or carry with him /her into the examination hall any paper book, book, notes or any other material ,nor shall he/she communicate with any other candidate in the examination hall, during the examination in progress. Any infringement of this instruction is likely to be expelled from the examination hall or otherwise dealt with.
7. Rough work when necessary , should be done in the separate page to be annexed with answer script paper.
8. Answer should be done by way of a \surd mark against of the correct answer for objective questionnaires only.
9. No candidate shall, without the special permission of the invigilator, leave his/her seat in the examination hall during the examination. At the expiry of the time allowed, the answer paper must be surrendered immediately to the invigilator concerned.
10. Every Candidate must sign in the attendance sheets in the appropriate column against his/her Roll Number and name .Without signing the attendance sheets the answer paper will be treated as cancelled .
11. Smoking, chewing of tobacco / betel nut, intoxicant, etc. is strictly prohibited in the examination hall.
12. Candidates should (\surd) mark the answer only in blue or black ink ball point pen only . Candidates are not to use red, green ink, highlighter sketch pen etc.
13. Candidates are **strictly prohibited** to use the following objects in the examination hall :- **Calculator , Mobile Phone, pager, digital dairy, cellular phone and other electronic gadgets or similar calculating machine.**
14. **Candidate securing qualifying marks will be called for interview.**

Mohit Jengupta

Chairman,
Raiganj Municipality.