Office of the
Asansol Municipal Corporation
Dr. G.R.Mitra Sarani, P.O.-Asansol
Paschim Bardhaman :: West Bengal :: Pin 713 301

EMPLOYMENT NOTICE 09/CS/AME DATED 10.1.2018

Applications in the "Prescribed Format" are invited from the eligible candidates for the following posts of Asansol Municipal Corporation temporary in nature and likely to be permanent in due course after satisfactory performance appraisal as per norms of Govt. of West Bengal.

Sl. No.	Name of the Post	No. of Post (s)	Educational Qualification	Experience/Desirable Qualification
1	Accountant	2	➢ Graduate in Commerce from any Govt. recognized University. ➢ Diploma in Computer applications.	Have two years experience in the work of Accounting.
2	Sanitary Inspector	5	➢ Passed Higher Secondary from any Govt. recognized institution. ➢ Diploma in Sanitary Inspectorship from any Govt. recognized institution.	Having at least two years experience in sanitary/ conservancy work. Knowledge of working with computers.
3	Work Assistant	3	➢ Passed Madhyamik or equivalent examination from any Govt. recognized institution.	Have two years experience in the work of Road measurement.
4	Clerk/ Clerk-cum-Typist	23	➢ Passed Madhyamik or equivalent examination from any Govt. recognized institution. ➢ English typing speed of 30 words per minute and Bengali typing speed of 20 words per minute. ➢ Knowledge of working with Computers.	Have two years experience in the work
5	Tax Collecting Sarkar / L.F. Collecting Sarkar	12	➢ Passed Madhyamik or equivalent examination at least in 2nd Division from any Govt. recognized institution.	Knowledge in Typing and Knowledge in Computer.
6	Sanitary Assistant	3	➢ Passed Madhyamik or equivalent examination from any Govt. recognized institution.	Having at least two years experience in sanitary/ conservancy work. Knowledge of working with computers.

Sl. No.	Name of the Post	No. of Post (s)	Educational Qualification	Experience/Desirable Qualification
7	Health Assistant	5	➢ Graduate from any Govt. recognized University.	Having at least two years experience in the work. Knowledge of working with computers.
8	Pipe Line Inspector	1	➢ Diploma in Civil or Mechanical Engineering from any Govt. recognized institution.	Have experience in Civil or Mechanical Engineering.
9	Store Keeper	2	➢ Passed Madhyamik or equivalent examination from any Govt. recognized institution. ➢ Knowledge in Computers.	Have two years experience in the work
10	Typist	1	➢ Passed Madhyamik or equivalent examination from any Govt. recognized institution. ➢ English typing speed of 30 words per minute and Bengali typing speed of 20 words per minute. ➢ Knowledge of working with Computers.	Have two years experience in the work.
11	Store Clerk	1	➢ Passed Madhyamik or equivalent examination from any Govt. recognized institution.	Knowledge in Typing and Knowledge in Computer.

Terms and Conditions are noted below :

1. (a) Applicants must be between age limit of 18 to 37 years as on 01.01.2018 for all the posts except Sl. No. 2 and 8.

   (b) For the post of Sl. No. 2 and 8 applicants must be between age limit of 21 to 37 years as on 01.01.2018.

   Upper age limit is relaxable in case of applicants of SC, ST and OBC as per norms of Govt. of West Bengal.

2. Pay and other Allowances are admissible as in the case of similar nature of posts in Urban Local Bodies in Govt. of West Bengal.

3. Reservation of Posts will be as per existing orders and rules in the Department of Labour and Backward Classes Welfare of the Govt. of West Bengal.

4. Candidates must enclose self attested photocopy of AGE PROOF certificate with the application.

5. Candidates must furnish self attested photocopies of all testimonials and certificates issued by the competent authority with the application.
6. Candidates should apply in the prescribed application form to be downloaded from the website in A-4 size paper.
7. Candidates must submit self attested two recent passport size colour photographs (one copy to be pasted on the application form and other copy to be stapled with the application form).
8. Name of the post for which applied must be mentioned on the application form and on the cover of application as "Application for the Post of ....."
9. One self addressed envelope with requisite stamp affixed on the envelope should be enclosed with the application form.
10. **Last Date of submission of application is 25th January, 2018.**
11. Application should reach on the following address –

    To the Secretary, Asansol Municipal Corporation, Dr. G.R. Mitra Sarani, PO-Asansol, District – Paschim Bardhaman, PIN 713301 on any working day during office hours within the last date i.e. 25.01.2018 upto 4.00 pm. Application may be sent by post or dropped at the DROP BOX kept at the Head Office of Asansol Municipal Corporation at Dr. G.R. Mitra Sarani.
12. Candidates are requested to view the websites of Municipal Affairs Department (www.wbdma.gov.in) and of Asansol Municipal Corporation (www.asansolmunicipalcorporation.org) for details.
13. For further details Secretary, Asansol Municipal Corporation may be contacted.
14. The Selection Committee of above posts of Asansol Municipal Corporation reserves the right to rectify the errors and omissions if any, in the process of holding the examination and final declaration of results.

N.B. : Original certificates have to be produced as and when asked for. Incomplete application or application with defect in any respect or without requisite documents will be summarily rejected. Candidates shall be responsible for whatever information is furnished in their application. If any of the information/statement made by a candidate in the application form be subsequently proved to be false or cannot be proved by him/her, his/her candidature will be liable for rejection.

Commissioner
Asansol Municipal Corporation

APPLICATION FORM

To,
The Secretary,,
Asansol Municipal Corporation,
Dr. G. R. Mitra Sarani,
P.O- Asansol, Dist- Burdwan (Paschim),
Pin- 713301,
West Bengal

Attach passport
Size photo

(self-attested)

Application for the post of .....

1) Name (IN CAPITAL LETTER)

2) Father`s/Husband`s Name (IN CAPITAL LETTER)

3) Gender: (MALE/FEMALE)

4) Date of Birth:

D	D	M	M	Y	Y	Y	Y

5) Nationality:

6) CATEGORY : (SC/ST/OBC/GENERAL)

7) Address with pin code:
Present Address (IN CAPITAL LETTER)

8) Permanent Address (IN CAPITAL LETTER)

9) Contact number:

10) Email ID:

11) Academic Qualification:

Sl. No.	School/Board/Univ. Inst.	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

12) Computer Knowledge:

13) Experience (if any):

Sl. No.	Name of the employer	Name of the Post	Date of joining	Date of Leaving	Whether the job is temporary or permanent	Type of Work Done

14) Additional Qualification (if any) :

15) List of documents should be enclosed (Put Tick mark in the Box)

Sl.No.	Documents	Yes	No	Sl.No.	Documents	Yes	No
1	Proof of age			5	Copy of Employment Exchange card (if any)		
2	Proof of academic qualification			6	Copies of recent passport size photographs		
3	Proof of working experience (if any)						
4	Proof in support of category (if any)						

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 certificate when ever required.

If any information/details found to be incorrect/false al any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment my service may be terminated.

Date:

Place:

.....

Signature of the Candidate