

Applications are invited in the prescribed format uploaded in the Municipal Website from Indian Citizen for recruitment in the following posts under the Habra Municipality.

Last date of Application: 19.10.2016

Sl.No.	Name of Post	Nos. of post	Pay Band of Gross pay	Qualification & Experience	Reservation	Age limit
01	Sub-Assistant Engineer (Electrical)	01	PB-4 Rs. 9000/- to Rs.40500/- + G.P. Rs. 4400/-	The candidate have a Diploma in Electrical Engineering from any Institution recognized by the Government.	SC	Lower and Upper age limit are 24 years and 37 years respectively as on 01-09-2016. Relaxation in upper age limit for SC, is available as per Govt. rules.
02	Sub-Assistant Engineer (Civil)	01	PB-4 Rs. 9000/- to Rs.40500/- + G.P. Rs. 4400/-	The candidate have a Diploma in Civil Engineering from any Institution recognized by the Government.	Unreserved	Lower and Upper age limit are 24 years and 37 years respectively as on 01-09-2016. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.

Terms and conditions noted below:

1. Bank Draft of Rs. 300/- for General Candidate and Rs. 150/- for SC/ST/OBC (A) be drawn in favour of Chairman, Habra Municipality payable at Habra as Application Fee (Non refundable) which must be enclosed with the application.
2. Candidates belonging to SC,ST, OBC(A) must produce their original certificates at the time of interview and self attested copies of the same to be enclosed with application.
3. Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority with application.
4. No TA/DA will be paid to the candidates for appearing at the selection test/ interview.
5. Candidate should apply in the prescribed Application form down loaded from the Website in A4 size paper.
6. Candidate should enclose self attested photocopy of the age proof certificate with the application.
7. Self attested recent 2copies passport size photo to be pasted one in Application Form and other one in Admit Card.
8. Age relaxation: As per Govt. rules.
9. Envelope containing the application should be superscribed with "Application for the post of ....."
10. Applications should be sent by ordinary post which should reach this office on or before 19.10.2016 up to 5-00 P.m. Applications received after the scheduled date shall not be entertained.
11. Applications should be addressed to the Chairman, Habra Municipality, Pura Bhawan , Promode Dasguptas Sarani, P.O. & P.S. Habra, Dist. North 24-Parganas, W.B., Pin-743263.
12. Selection Procedure: Selection of the candidates will be made on the basis of the selection Test/Interview or both.
13. Candidates are requested to follow up the Website of Habra Municipality for future guidance, schedule of selection Test/Interview etc.

\* Candidates may also submit application directly in the "Drop Box" to be kept in the Municipal Office during office hour on working days. No application will be received by Registered post/courier services.

Sd/-  
Executive Officer  
Habra Municipality

To  
The Chairman  
Habra Municipality,  
Habra, North 24-Parganas  
(Pin-743263)

Attach passport  
size photo duly  
self attested

Application for the post of.....

1) Name


2) Father's/Husband's Name


3) Gender

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4) Category

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5) Date of Birth

D	D	M	M	Y	E	A	R

6) Nationality:

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7) Address with pin code

(a) Present Address


(b) Permanent Address


8) Contact number

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9) Academic Qualification:-

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

10) Additional Qualification,if any

11) Fee Details:-

Bank Name	
Branch Name	
Draft No. & Date	
Amount (Rs.)	

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 certificates whenever required.

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

Date:

Place:

Signature of the Candidate

**ADMIT CARD**

**TO BE FILLED BY THE CANDIDATE**

**Name of the post applied for:-**

**1) Name :-**

**2) Father's Name:**

**3) Postal Address:**

Attach passport size  
photo duly self  
attested

**4) Date of Birth**

**5) Whether GEN/SC/ST/OBC(A):-**

**Note:- Bring all original certificated in support of Age, Educational Qualification, Caste in case of SC/ST/OBC(A).**

**Signature of the Candidate**

**TO BE FILLED IN BY THE APPLICATION RECEIVING AUTHORITY**

**ROLL NO.....**

**Name of the Examination/Interview centre  
With complete address:**

**Date of Examination/Interview and time:**

**Reporting time at the centre:**

**Signature of the authority**