

Municipal Service Commission
149, A.J.C. Bose Road, Kolkata – 700 014

(Opposite R. Ahmed Dental College & Hospital near Maula Ali)

Personal Assistant(P.A) [Gr.-I] & Steno Typist (Bengali) Recruitment Examination, 2013.

Advertisement No. 1 of 2013

Applications on prescribed form are invited on or before 07-10-2013 (16.00 hours) from the Indian Citizens for recruitment to the above noted posts in the Kolkata Municipal Corporation. **Two Panels** – one main panel against declared vacancies and one supplementary panel against subsequent vacancies that may occur from time to time during the validity of such panel will be prepared in order of merit on the result of the Recruitment Examinations. These panels will remain valid for one year only from the date of its publication.

A. Essential Qualification for P.A.(Gr.-I) – (i) A degree of a recognized University or its equivalent. (ii) Ability to take notes of speeches at a uniform speed of 100 words per minute in case of English Shorthand or 80 words per minute in case of Bengali Shorthand. (iii) Ability to type accurately from a manuscript at the rate of 40 words per minute in English or 30 words per minute in Bengali as the case may be.

Desirable:- (A) Computer proficiency in word processing/spread sheets/presentation software (B) Preferably with past work experience.

Pay for P.A.(Gr.-I) :- Pay Band Rs.9,000 – 40,500/- + Grade Pay of Rs.5,400/-.

Vacancy – Main Panel – 01 (Unreserved) and for Supplementary Panel – 01 (Unreserved).

Method of Recruitment :- Skill test and interview. However, if the number of application received in response to the advertisement is large and it is not convenient or possible for the Commission to conduct skill test and interview all the applicants the Commission may restrict the number of candidates for skill test and interview to a reasonable limit on the basis of screening test/written test. If required the scheme and syllabus of the screening test/written test will be given on the Commission's website later on.

B. Essential Qualification for Steno-Typist (Bengali) :- (i) Madhyamik Examination Pass Certificate from the Board of Secondary Education, West Bengal or its equivalent. (ii) Must be able to take notes at a uniform speed of 75 words per minute in Bengali. (iii) Must be able to type accurately from a manuscript at the rate of 20 words per minute in Bengali.

Desirable :- (i) Higher Secondary (10 + 2) or higher academic qualification from recognized Board/ University, (ii) Computer proficiency in word processing/spreadsheets/presentation software, (iii) Preferably with past work experience.

Pay for Steno-Typist (Bengali) :- Pay Band Rs.7,100 – 37600/- + Grade Pay Rs.3,600/-.

Vacancy :- Main Panel – 02 (General – 01, S.C. – 01) and for Supplementary Panel – 02 (General – 01, S.C. – 01).

Method of Recruitment :- Skill test and interview. However, if the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to conduct skill test and interview all the applicants, the Commission may restrict the number of candidates for skill test and interview to a reasonable limit on the basis of screening test/written test. If required the scheme and syllabus of the screening test/written test will be given on the Commission's website later on.

General Instructions :- **Age** – Lower and upper age limits are 18 & 37 years (for general) as on 1st January, 2013. Relaxable by 5 years for S.C. and 3 years for O.B.C. category candidates. Candidates claiming to be S.C. and O.B.C. (Not belonging to creamy layer) must furnish along with the applications, self-attested photocopy of certificate issued by a competent authority of West Bengal in support of their claim, failing which their applications will not be entertained.

Application Fee (Non-Refundable) : An application fee of Rs.150=00 (Rupees One Hundred & Fifty) and processing charge of Rs.50/- (Rupees fifty) shall be collected through all branches of United Bank of India and deposited to A/C No.0088050006323 vide challan specially designed and available at Commission's website www.mscwb.org. One part of the Challan meant for Commission will have to be attached with the application form, failing which application will be rejected. **No application fee shall be paid by the candidates belonging to S.C. category, however processing charge of Rs.50/- shall be collected from applicant's belonging to S.C. category and they will have to enclose self-attested photocopies of the requisite S.C. certificate in support of their claim along with the application.**

Note : The bank will charge Rs.20/- per transaction including service tax from the applicants.

Submission of **Multiple Applications** is strictly prohibited. A candidate can submit only one application for each category. In case of submission of more than one application in same category all the applications of the concerned candidate will be cancelled.

How to Apply : A candidate intending to apply shall submit his/her application in the prescribed form by post or to drop the same in the box kept at Commission's Office at the above mentioned address on any working day during office hours within the last date mentioned in the advertisement. During submission of application, self-attested photocopies of the documents/certificates in support of age, caste, qualification and experience (if any) etc. whichever applicable, shall be submitted as supporting documents. Original certificates have to be produced whenever asked for.

Last date for submission of application : 07.10.2013 (up to 4.00 P.M.). Applications if received after closing date will not be entertained. The Commission will not be responsible for any postal delay. A candidate now in service under Central or the State Govt., Semi-Government, Local/Statutory Body shall have to ensure that No Objection Certificate (NOC) from his/her present employer reach the office of Municipal Service Commission before the date of Personality Test.

Canvassing: Canvassing in any form will disqualify the candidature.

Miscellaneous: Candidates shall be responsible for whatever information is submitted in the in the application. If any of the statements made by a candidate in the application form be subsequently found to be false or cannot be proved by him/her, his/her candidature will be cancelled. Recommendation of the Commission for his/her appointment will be liable to be terminated, apart from taking other legal actions. Wilful suppression of any material fact will also be similarly dealt with. Candidates should take particular note that entries in their application forms submitted to the Commission must be made correctly against all the items which will be treated as final and no alteration or addition in this regard shall be entertained after submission of the application form. If at any stage a candidate is found ineligible in terms of conditions of eligibility for this recruitment, his/her candidature will be cancelled without further reference to him/her.

Application form along with Bank Challan can be downloaded from the Commission's **Website at www.mscwb.org**.

Note: The Municipal Service Commission reserves the right to rectify errors and omissions, if any, in the process of holding the examination and final declaration of result.

Dated: Kolkata, the 7th September, 2013

SECRETARY
Municipal Service Commission.

MUNICIPAL SERVICE COMMISSION
149, A.J.C. Bose Road, Kolkata-700 014

Application Form for Recruitment to the post of
..... in the Kolkata Municipal Corporation

TO BE FILLED UP BY THE CANDIDATE

Name of United Bank of India Branch where
fee/ and processing charge deposited

.....

Amount.....

Date.....

Transaction ID No.....

FOR OFFICE USE ONLY

Application No :

.....

Roll No. :

.....

Paste a passport
size recent
Photograph of the
Candidate duly
signed by him/her
on the front side of
the photograph.

1. NAME OF THE POST APPLIED FOR : _____
2. Advertisement No. : _____
3. Name of the Candidate (In Capital letters) : _____
4. Sex (Male/ Female) : _____
5. Father's/Husband's Name : _____
6. Nationality : _____
7. Date of Birth(In Christian era) : _____
8. Age (as on 1st January, in the) : _____
year of advertisement
9. Address for Communication : _____
(PIN CODE must be mentioned)

_____ Pin

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10. (i) Do you belong to S.C./S.T./O.B.C.-A/O.B.C.-B
of West Bengal ? (State 'Yes' or 'No') : _____

(ii) If yes, specify the Category
(Put tick mark in appropriate box)

SC ☐ ST ☐ OBC-A ☐ OBC-B ☐

(iii) Mention the name of sub-caste/Tribe/Community : _____
(As the case may be)

11. Whether Physically Handicapped [State 'Yes' or 'No'] : _____

12. If yes, specify the Category : _____

13. Whether belongs to Ex. Serviceman [State 'Yes' or 'No'] : _____

14. Educational Qualifications (Madhyamik examination onwards)

Name of the Examination	Year of Passing	Division/Class	Percentage of marks obtained	Subjects taken	Board/University

15. If employed previously or at present, the details thereof :

Name of the Organisation (s)	Position/Designation held	Nature of duty (ies)	Period of Service	
			From	To

16. List of attested 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 Commission may cancel my candidature if I am found any time ineligible for admission to the examination and (d) I have submitted no other application for this examination.

** I have informed the head of my Office or Department .in writing that I am applying for this examination (**Strike off this sentence if the candidate is not in service of Government or Local or Statutory Body).

Place :

Date :

Signature of the Candidate in full

Branch Copy

**Bank Challan Form
(For General / OBC candidates)**

UNITED BANK OF INDIA

Name : Municipal Service Commission
Account No.**0088050006323**
Home Branch : Entally (0088)
MSC Advertisement No. 1of 2013 for recruitment to the post of)
.....
under Kolkata Municipal Corporation.

UBI Branch where depositedDate

Applicant's Name

Father's /Husband's Name

Date of birth.....

Category [General / OBC(A) / OBC (B)].....

Application fee Rs.150.00

Processing charge Rs. 50.00

Service charge for bank..... Rs. 20.00

Total Rs. 220.00
(Rupees two hundred twenty only)

Transaction ID to be
noted by receiving official

Signature of depositor

Bank seal

Signature of receiving official

Applicant's Copy

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(Rupees two hundred twenty only)

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Bank Branch Copy

Bank Challan Form
(For S.C / S.T/ P.H candidates only)

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Date of birth.....

Category [SC/ ST / PH].....

Application fee NIL

Processing charge..... Rs. 50.00

Service charge for bank..... Rs. 20.00

Total Rs. 70.00

(Rupees seventy only)

Transaction ID to be
noted by receiving official

Signature of depositor

Bank seal

Signature of receiving official

Applicant's Copy

Bank Challan Form
(For S.C / S.T/ P.H candidates only)

UNITED BANK OF INDIA

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UBI Branch where depositedDate

Applicant's Name

Father's /Husband's Name

Date of birth.....

Category [SC/ ST/ PH].....

Application fee NIL

Processing charge..... Rs. 50.00

Service charge for bank..... Rs. 20.00

Total Rs. 70.00

(Rupees seventy only)

Transaction ID to be
noted by receiving official

Signature of depositor

Bank seal

Signature of receiving official

MSC's Copy

Bank Challan Form
(For S.C / S.T/ P.H candidates only)

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UBI Branch where depositedDate

Applicant's Name

Father's /Husband's Name

Date of birth.....

Category [SC / ST/ PH].....

Application fee NIL

Processing charge..... Rs. 50.00

Service charge for bank..... Rs. 20.00

Total Rs. 70.00

(Rupees seventy only)

Transaction ID to be
noted by receiving official

Signature of depositor

Bank seal

Signature of receiving official