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MATHABHANGA MUNICIPALITY

P.O. - MATHABHANGA ★ DIST. - COOCHBEHAR

Employment Notification No. : MM/Notification /1421/17 Dt. 18/08/2017

Applications are invited from Indian Citizens domiciled in West Bengal for recruitment to the following permanent posts of Mathabhanga Municipality as per details mentioned below :

Sl. No.	Name of the Post	Number of Post (s)	Category of Vacancy	Qualification	Age as on 01.01.2017	Scale of Pay
01	Roller Driver	01	Unreserved	Candidate have heavy driving License, with an experience of not less than five year, and have passed Class VIII from any School recognized by the Govt.	Minimum age is 18 years and maximum age as per Govt. Rules	Pay Band-2: Rs.5,400 - 25,200/- Grade Pay : Rs.2,300/-
02	Recorder (Burning Ghat)	01	Unreserved	Candidates have passed class VIII passed from a Govt recognized School with working knowledge in English, preference shall be given to the candidate passed Madhyamik or equivalent from any board recognized by the Govt.	Minimum age is 18 years and maximum age as per Govt. Rules	Pay Band-2: Rs.5,400 - 25,200/- Grade Pay : Rs.2,300/-
03	Sanitary-Assistant	01	Unreserved	Candidate have passed Madhyamik or equivalent Examination passed from any board recognized by the Govt. Successful completion of a pre-service training as will be decided by in the B.O.C shall be compulsory	Minimum age is 18 years and maximum age as per Govt. Rules.	Pay Band-2: Rs.5,400 - 25,200/- Grade Pay : Rs.2,600/-
04	Assessment-in-charge	01	Unreserved	Candidates have passed Madhyamik or equivalent passed from any board recognized by the Govt. with Diploma in Surveyarship from any Institution recognized by the Govt.	Minimum age is 25 years and maximum age as per Govt. Rules	Pay Band-2: Rs.7,100 – 37,600/- Grade Pay : Rs. 3,600/-
05	Majdoor	02	O.B.C(B)- 01 S.C(EC)- 01	Candidate should be able to read and write Bengal or Nepali and have passed Class VIII from any institution recognized by the Govt.. Preference shall be given on good physique and sportsmanship.	Minimum age is 18 years and maximum age as per Govt. Rules.	Pay Band : Rs.4,900 - 16,200/- Grade Pay : Rs.1,700/-

TERMS & CONDITION :-

1. Candidates must furnish **self attested** photo copies of all testimonials and certificates issued by the competent authority along with application form.
2. Candidates must apply in prescribed application format to be downloaded from the website in **A4** size paper.
3. Self-attested recent passport size **3(three)** copies to be pasted on specified space ,
4. Application should reach by hand or by registered post on the address of Chairman i.e. The Chairman, Mathabhanga Municipality, B.N.Road, Ward No. 3, P.O. + P.S. Mathabhanga, Dist. Cooch Behar. Pin-736146, West Bengal.
5. Last date and time of receipt of application is **15/09/2017 up to 5.00 P.M.** Application reached later should not be considered under any circumstances.
6. Application found **incomplete/defective** on scrutiny shall be **rejected** without further communication to the applicant.
7. Candidates are requested to view the website www.mathabhangamunicipality.com and www.wbdma.gov.in for further details.
8. The name of the post for which applied for must be mentioned by the candidate on the **envelop** and top of the application form as “ Application for the post of (name of post) ”
9. Submission of application through **online** will not be allowed.


18/8/17

Chairman
Mathabhanga Municipality,
Mathabhanga, Cooch Behar.

11. COMPUTER KNOWLEDGE :

12. EXPERIENCE (IF ANY) :

13. ADDITIONAL QUALIFICATION (IF ANY) :

14. LIST OF DOCUMENTS SHOULD BE ENCLOSED (PUT A TICK IN THE BOX) :

SL. NO.	DOCUMENTS	YES	NO
1.	Proof of age		
2.	Proof of Academic qualification		
3.	Proof in support of Category (if any)		
4.	Copy of Employment Exchange Card (if any)		
5.	Copies of recent Passport size photo		
6.	Proof of Computer Knowledge		

I do hereby declare that all the information furnished by me are true to the best of my knowledge and belief. Incase any of them is found false / defective subsequently my candidature shall liable to be cancelled.

Place:

Date:

.....
Full Signature of the Candidate

ADMIT CARD

WRITTEN EXAMINATION TO THE POST OF _____

Date of Written Examination :- _____
Time :- _____
Roll No. :- _____
Name of Examination Center :- _____

*Attached a
Passport size
Photo here
of the candidate
with his/her full
signature.*

(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/Ward No. _____, P.O. _____
P.S. _____ Dist. _____
State _____, PIN CODE _____

(Signature of the Authority)

(Full Signature of the Candidate)

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



ADMIT CARD

WRITTEN EXAMINATION TO THE POST OF _____

Date of Written Examination :- _____
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Roll No. :- _____
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*Attached a
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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/Ward No. _____, P.O. _____
P.S. _____ Dist. _____
State _____, PIN CODE _____

(Signature of the Authority)

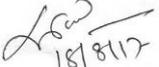
(Full Signature of the Candidate)

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

MATHABHANGA MUNICIPALITY
P.O. MATHABHANGA :: DIST. COOCH BEHAR

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.
4. Candidate 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 any question/answer paper supplied is found defective in any way the same will be exchanged instantly.
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 (√) mark against in appropriate box 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 (√) 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 object 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.
15. No T.A/ D.A will be admissible for attending the examination.


18/8/17

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Mathabhang, Cooch Behar.