

OFFICE OF THE COUNCILLORS DUM DUM MUNICIPALITY**44, Dr. Sailen Das Sarani, Kolkata -700028****Memo No.: 642/DDM/GEN/2018****Date : 11.09.2018**

Applications are invited in the prescribed format as detailed in the Municipal Website from Indian Citizens for recruitment to the following posts under the Dum Dum Municipality.

Last date of receiving application :

S L. N O.	POST NAME	NO. OF POSTS	PAY BAND NO. & SCALE OF PAY	QUALIFICATION	CATEGORY	AGE LIMIT
1.	Medical Officer	1	PB-4 (Rs. 9000 - 40500/-) + Grade Pay Rs. 5400/-	(a) Must have a Degree of MBBS from a recognized University by the Govt. and registration as medical practitioner in West Bengal and one year's practical training as House Staff in any Government Hospital or other recognized Institution. (b) Working experience in the field of Public Health for Medical Officer (General Duty).	SC - 1	Upper age limit shall be 37 years as on 01.01.2018 for ordinary Medical Graduates and 40 years for those possessing Post Graduate Qualifications, relaxable for two years for otherwise well qualified and experienced candidates. Provided the age relaxation may be given to such doctors who have served under the State Govt. to an extent equivalent to the period of such regular service subject to a maximum 5 years. Provided further that the age relaxation may be given to such doctors who have served under the State Govt. on contract basis to an extent equivalent to the period of such regular service subject to a maximum 3 years.
2.	Nurse	4	PB-2 (Rs. 5400 - 25200/-) + Grade Pay Rs. 2900/-	The candidate must have passed General Nursing and Midwifery (GNM) from any Nursing Training Schools recognized by the Indian Nursing Council and West Bengal Nursing Council in the year 2011 and earlier. (Having requisite qualification as prescribed under rules)	ST - 1 UR (EC) - 1 OBC-A - 1 UR- 1	Lower and upper age limit are 18 years and 40 years respectively as on 01.01.2018. Age is also relaxable by 5 years for SC&ST candidates of West Bengal. By 3 years for OBC candidates of West Bengal and upto 45 years of age for persons having physical disabilities for 40% and above.
3.	Ward Master	1	PB-2 (Rs. 5400 - 25200/-) + Grade Pay Rs. 2600/-	The candidate must have passed Graduation or equivalent examination from any Board recognized by the Govt.	Unreserved-1	Upper age limit shall be 40 years as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
4.	Clerk	3	PB-2 (Rs. 5400 - 25200/-) + Grade Pay Rs. 2600/-	The candidate must have passed Madhyamik or equivalent examination from any Board recognized by the Govt. Preference shall be given to them who have knowledge of typing and computers.	SC - 1 UR - 1 UR (EC) - 1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
5.	Driver	2	PB-2 (Rs. 5400 - 25200/-) + Grade Pay Rs. 2300/-	The candidate must have heavy vehicle driving license, with an experience not less than 5(five) years and have passed Class - VIII from any school recognized by the Govt.	SC - 1 Unreserved-1	Lower and Upper age limit are 20 years and 40 years respectively as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.

S L. N O.	POST NAME	NO. OF POSTS	PAY BAND NO. & SCALE OF PAY	QUALIFICATION	CATEGORY	AGE LIMIT
6.	Asstt. Cashier	1	PB-2 (Rs. 5400 - 25200/-) + Grade Pay Rs. 2600/-	The candidate have passed Madhyamik or equivalent examination from any board recognized by the Govt. Candidates having experience in accounting and working with computers will get preference.	Unreserved-1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
7.	Sanitary Assistant	2	PB-2 (Rs. 5400 - 25200/-) + Grade Pay Rs. 2600/-	The candidate have passed Madhyamik or equivalent examination from any board recognized by the Govt. For appointment to this post, successful completion of a pre-service training shall be compulsory. The time and manner of such training shall be such as may be determined by the Board of Councillors.	SC-1 Unreserved-1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
8.	Laboratory Technician	1	PB-2 (Rs. 5400 - 25200/-) + Grade Pay Rs. 2900/-	Passed Higher Secondary (10+2) Examination or it's equivalent with Physics, Chemistry and Biology and a two year diploma course in Laboratory Technologist recognized in the Government of West Bengal or one year diploma course in Laboratory Technologist from any University / Institution recognized in the Government of West Bengal where basic qualification for undergoing the said course is B.Sc. One year training after acquiring diploma in Laboratory Technology recognized by the Government of West Bengal in any Government Hospital or in a Clinical Establishment licensed under the West Bengal Clinical Establishment Rules 2003.	SC-1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
9.	Sanitary Inspector	1	PB-2 (Rs. 7100 - 37600/-) + Grade Pay Rs. 3600/-	The candidate shall be at least Higher Secondary passed from a Board or Council recognized by the Government and also have Diploma or Certificate in Sanitary Inspectorship from any Institution recognized by the Government.	Unreserved-1	Lower and Upper age limit are 21 years and 40 years respectively as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
10.	Mazdoor	7	PB-1 (Rs. 4900 - 16200/-) + Grade Pay Rs. 1700/-	The candidate shall have passed Class-VIII from a school recognized by the Govt. Preference shall be given on good physique & sportsmanship.	SC - 1 UR - 1 UR(EC) - 1 ST - 1 UR (Ex- Serviceman) - 1 OBC(A) - 1 SC(EC) - 1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
11.	Helper	4	PB-1 (Rs. 4900 - 16200/-) + Grade Pay Rs. 1700/-	The candidate shall have passed Class-VIII from a school recognized by the Govt. Preference shall be given on good physique & sportsmanship.	SC - 1 UR - 1 UR(EC) - 1 ST - 1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
12.	Sweeper	4	PB-1 (Rs. 4900 - 16200/-) + Grade Pay Rs. 1700/-	The candidate shall have passed Class-VIII from a school recognized by the Govt. Preference shall be given on good physique & sportsmanship.	SC - 1 UR - 1 UR(EC) - 1 ST - 1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.

S L. N O.	POST NAME	NO. OF POSTS	PAY BAND NO. & SCALE OF PAY	QUALIFICATION	CATEGORY	AGE LIMIT
13.	General Duty Attendant	20	PB-1 (Rs. 4900 - 16200/-) + Grade Pay Rs. 1700/-	The candidate shall have passed Class-VIII from a school recognized by the Govt. Preference shall be given on good physique & sportsmanship.	SC – 4 UR – 3 UR(EC) – 4 ST – 1 UR(Ex-Serviceman) – 2 OBC(A) – 1 SC(EC) – 1 OBC(B) – 1 UR [Person with Disabilities shall be filled up by persons suffering from (i) Blindness or Low Vision (ii) Hearing Impairment and (iii) Loco-motor disability or Cerebral Palsy – respectively in order to ensure 1% more (one percent) reservation for each of the three categories of Persons with Disabilities.] – 1 OBC-A(EC) – 1 OBC-B(EC) – 1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
14.	Ambulance Attendant	2	PB-1 (Rs. 4900 - 16200/-) + Grade Pay Rs. 1700/-	The candidate shall have passed Class-VIII from a school recognized by the Govt. Preference shall be given on good physique & sportsmanship.	SC – 1 UR – 1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
15.	Teacher (Bengali Medium)	2	PB-2 (Rs. 5400 - 25200/-) + Grade Pay Rs. 2300/-	The candidate have passed Madhyamik or equivalent examination from any board recognized by the Govt. and shall be Junior Basic Trained from a Government recognized Institution. For direct recruitment to the posts of Teacher in the Secondary Schools, the qualifications will be such as is required for recruitment to the post of Teacher in the Secondary School in the Government or Government aided schools. The minimum age limit for such recruitment shall be 18 years and upper age limit shall be 40 years.	SC-1 Unreserved-1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2018. Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.

N.B.:- Number of post may vary depending upon further permission to fill up the additional post to be recruited from the State Govt.

How To Apply

- Intending Candidates will have to apply in the prescribed format, which can be downloaded from the website of Dum Dum Municipality (www.dumdummunicipality.co.in). For candidates belong to Unreserved, OBC-A, OBC-B, and Ex-Serviceman category (not applicable for SC/ST/Persons With Disability [PWD] Candidates). Candidates claiming reservation must have to enclose copy of relevant certificate issued by Competent Authority. Candidates who are in Govt./Quasi-Govt. services, will have to apply through proper channel. Reservation of above post is strictly followed as per Memo No. 50-Emp/1M-25/98 dt. 01.03.2011 of Labour Department, Government of West Bengal.
- Application specially defined for the post must be dropped directly by the candidates or his/her representative into the appropriate Drop Box situated at the First Floor of the Dum Dum Municipality to be addressed to the **Chairman, Dum Dum Municipality, 44, Dr. Sailen Das Sarani, P.O. – Dum Dum, Dist. – North 24 Parganas, Kolkata – 700028** super scribing on the envelope “(i) Employment Notice No.

(ii) Name of post applied for" so as to drop on or before the closing date. This to be noted in this connection that application(s) through ordinary post or by Speed Post, Registered Post or by courier service will also be accepted up to the closing date i.e. on 29.09.2018 up to 5-00 p.m.

3. **NO. APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE OF SUBMISSION OF APPLICATION.**

4. Application duly filled up in appropriate manner must be submitted along with the copies of the following documents duly self attested by the Applicant.

- (i) Age proof certificate (ii) SC/ST/OBC-A/OBC-B/Person With Disability (PWD)/Meritorious Sports Person/Ex-Serviceman certificate issued by the competent authority (iii) Mark-sheet and/or certificates of each examination passed.

5. **RESERVATION / AGE RELAXATION**

A. For SC / ST Candidates :--

- The benefit of reservation will be admissible to the SC/ST candidates of West Bengal only, if such reservation is notified against the post for respective Category.
- The benefit of age relaxation for SC/ST candidates will be admissible to all such candidates as per relevant rules & regulations.

B. For OBC-A / OBC-B Candidates :--

- The benefit of reservation will be admissible to the OBC-A/OBC-B candidates of West Bengal only, if such reservation is notified against the post for respective Category.
- The benefit of age relaxation for OBC-A/OBC-B candidates will be admissible to all such candidates as per relevant rules & regulations.

SC/ST/OBC-A/OBC-B CANDIDATES OF OTHER STATES WILL BE TREATED AS UNRESERVED CANDIDATES.

C. For Ex-Servicemen Candidates :--

- The benefit of reservation will be admissible to the Ex-Servicemen candidates, if such reservation is notified against the post for respective Category.
- The benefit of age relaxation for the Ex-Servicemen candidates will be given as per existing Government rules & regulations.

D. For Persons with Disabilities of at least 40% and above :--

- The benefit of reservation will be admissible to the candidates with disabilities of at least 40% and above, if such reservation is notified against the post for respective Category.
- The benefit of age relaxation for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant rules & regulations.
- Candidates having disability of less than 40% shall be treated as unreserved candidates and therefore shall not get benefit of reservation / age relaxation.

6. Three nos. of self attested recent coloured passport size photograph (4.5 cm X 3.5 cm) of the candidate must be enclosed with the application (One to be pasted on the application form at appropriate space and two as enclosure along with application in prescribed format).

7. Canvassing in any form will disqualify the candidate.

8. Candidates may obtain the details of the post relevant information and application format through the Dum Dum Municipality's "Website : www.dumdummunicipality.co.in"/Office Notice Board of Dum Dum Municipality.

9. **Last date of submission of application :- on 29.09.2018 up to 5 P.M.**

10. If at any stage, even after appointment a candidate is found ineligible in terms of the Employment Notice, his/her candidature will be cancelled.

11. The Authority reserves the right to cancel any or all applications without assigning any reason whatsoever.

12. The candidates who apply for the post should ensure that they fulfill all the eligibility conditions thereof. Their admission at the stage of Written Examination, if any as the case may be and Interview / Viva-voce for which they are admitted by this Authority will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before and after Written Examination, if any as the case may be and the Interview / Viva-voce. If it is found that they do not fulfill any of the eligibility condition, their candidature for the examination shall stand cancelled without any notice and or further reference.

13. Applications incomplete in any form or those not in prescribed format or not accompanied with prescribed fee or received after the due date are liable to be rejected summarily.

14. MODE OF EXAMINATION :-

A. Written Examination :-

Candidates shall have to appear at a written examination of 80 marks. Duration of written examination will be One and Half hour. There will be 80 (Eighty) Multiple Choice Type Questions, carrying 1 (one) mark each covering the subjects as detailed below :-

Subject	Standard of questions for the post of				No. of questions
	Teacher / Clerk / Nurse / Ward Master / Assistant Cashier / Sanitary Assistant	Driver / Mazdoor / Helper / Sweeper / GDA / Ambulance Attendant	Medical Officer	Lab. Technician / Sanitary Inspector	
General Knowledge & Current Affairs	General	General	General	General	15
General English	Madhyamik	Class-VIII	Graduate	H.S	15
General Science	Madhyamik	Class-VIII	Graduate	H.S	15
History	Madhyamik	Class-VIII	Graduate	H.S	10
Geography	Madhyamik	Class-VIII	Graduate	H.S	10
Mathematics	Madhyamik	Class-VIII	Graduate	H.S	15

- Questions will be set in English & Hindi only.
- Candidates have to mark answers in respect of Multiple Choice Objective Type Questions in the Question cum Answer Booklet.
- There will be no negative marking for wrong answer.

B. Interview and other test as mentioned below :-

The candidates shortlisted on the basis of marks obtained in the Written Examination will be called separately for document verification followed by an Interview for 10 marks and Computer Test for 10 marks for the post of Clerk, Assessment-in-Charge and Typist, Driving Test for 10 marks for the post of Driver and technical test for 10 marks for the post of Pump Operator & Assistant Mistry.

Note : Final Merit list will be prepared on the basis of total marks obtained by the candidates as detailed :-

Type of test	For the post of
Written Test (80 marks)	Teacher / Clerk / Nurse / Ward Master / Assistant Cashier / Sanitary Assistant / Driver / Mazdoor / Helper / Sweeper / GDA / Ambulance Attendant, Medical Officer, Lab. Technician / Sanitary Inspector.
Interview (10 marks)	Teacher / Clerk / Nurse / Ward Master / Assistant Cashier / Sanitary Assistant / Driver / Mazdoor / Helper / Sweeper / GDA / Ambulance Attendant, Medical Officer, Lab. Technician / Sanitary Inspector.
Computer Test (10 marks)	Clerk / Assistant Cashier
Driving Test (10 marks)	Driver

15. Candidates must abide by the instructions as may be given by the venue supervisor / invigilator of the examination venue. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself / herself liable for expulsion from the examination hall and / or such other punishment as the Selection Committee may deem fit to impose.
16. A candidate who has been reported against by the venue supervisor of the examination venue for violating any of the instructions or for having adopted unfair means at the examination hall will be punished with cancellation of candidature and also be debarred from appearing at future examinations / selections as may be decided by the Selection Committee depending on the circumstances / gravity of the case.
17. Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall will lead to cancellation of candidature without giving an opportunity of being heard.

[Signature]

Chairman

Dum Dum Municipality

Chairman of the Selection Committee

[Signature]

Dum Dum Municipality

Dr. Sainen Das Sarani

Dum Dum, Kolkata-700028

Dated : 11/09/2018

No.: 642(F)/DDM/GRN/2018

Copy to :- 6

1. The Vice-Chairman, Dum Dum Municipality.
2. The Director, Directorate of Local Bodies, Purta Bhawan, Bidhannagar, Kol-91, Member, Selection Committee.
3. The District Municipal Development Officer, North 24 Parganas, Barasat.
4. The Executive Officer, Dum Dum Municipality.
5. The IT Corordinator, Dum Dum Municipality, with the direction to publish the Employment Notice stated above and Application Format in the official web site of Dum Dum Municipality.
6. Notice Board, Dum Dum Municipality.
7. Guard File.

[Signature]

Chairman

Dum Dum Municipality

Chairman of the Selection Committee

[Signature]

Dum Dum Municipality

44, Dr. Sainen Das Sarani
Dum Dum, Kolkata-700028



APPLICATION FORMAT

(For the post of _____)

Application No. _____
(For Office Use Only)

To
The Chairman
Dum Dum Municipality
44, Dr. Sailen Das Sarani
Kolkata – 700028

01. Name :

02. Address :

Paste self
attested recent
colour
photograph of
size 4.5 cm x 3.5
cm (do not
staple)

[Name and address to be filled in the capital letter, one letter in the each box. Leave one box in between name, middle name, surname, house no. and street/road].

- 03. Father's / Husband Name : _____
- 04. Contact No. : _____
- 05. Date of Birth : _____
- 06. Age on 01-01-2018 : _____
- 07. Caste & Sub-Caste : _____
- 08. Category : _____
- 09. If Person with Disability : YES / NO (If yes, give particulars of disability)
- 10. If Ex-Serviceman : YES / NO (If yes, give particulars of service rendered)
- 11. If Meritorious Sports Person : YES / NO (If yes, give particulars of participation in sports)

12. Educational Qualification :

Examination Passed	Board / University	Year of Passing	Division / Class / Grade	Percentage of Marks / Grade Obtained

13. Technical / Other Qualification, if any :

14. Experience, if any, please specify :

N.B. For Sl. No. 05 to 14 attach Photocopy of certificates / testimonials duly self attested.

15. Sex (Tick the appropriate) : Male / Female.

I do hereby declare that all the information stated in this application from are true. In case any of my information furnished and document attached here to is found to be not true and if I fail to produce relevant documents in support of the eligibility criteria, my candidature is liable to be cancelled by the appropriate authority at any stage of the Selection/Recruitment process.

Date :

Place :

Full signature of the applicant