

# OFFICE OF THE COUNCILLORS OF TARAKESWAR MUNICIPALITY

**P.O.- TARAKESWAR \*\*\*\*\* DIST.- HOOGHLY**

Memo No.:- Adm/1c-19/127

Date:- 11/11/19

### EMPLOYMENT NOTICE

Applications are invited from eligible candidates for filling up the regular posts as shown in the table below for Tarakeswar Municipality.

Sl No.	Name of the Post	No. of vacancies	Scale of Pay with Grade Pay	Qualification	Age limit (As on 01.01.2019)
1.	Driver	03(SC-01,UR-01,EC-01)	Scale of pay- 5400/- to 25200/- Grade pay- 2300/-	The candidates have heavy driving license, with an experience of not less than five years, and have passed class VIII from any school recognized by the Government.	20 to 40 years
2.	Work Sarkar	01(UR)	Scale of pay- 4900/- to 16200/- Grade pay- 1800/-	The candidates have passed class IX from any school recognized by the Government with an experience in road measurement.	18 to 40 years
3.	Attendant	02(UR-01,SC-01)	Scale of pay- 4900/- to 16200/- Grade pay- 1700/-	The candidates have passed class VIII from any school recognized by the Government.	18 to 40 years
4.	Darwan	01(UR)	Scale of pay- 4900/- to 16200/- Grade pay- 1700/-	The candidates have passed class VIII from any school recognized by the Govt.	18 to 40 years

5.	Helper	03(UR-01,SC-01,EC-01)	Scale of pay- 4900/-to 16200/- Grade pay- 1700/-	The candidates have passed class VIII from any school recognized by the Government.	18 to 40 years
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### How to Apply

1. Intending candidates will have to apply in the prescribed format, which can be downloaded from the website of Tarakeswar Municipality ([www.tarakeswarmunicipality.in](http://www.tarakeswarmunicipality.in)) Candidates claiming reservation must have to enclose copy of relevant certificate issued by Competent Authority, duly self attested. Candidate who are in Govt/Quasi/Govt. services, will have to apply through proper channel.

2. Applications must be dropped directly by the candidate or his/her representative into the appropriate drop box at ground floor (adjacent to Executive Officer room) of the main building or through speed post/courier addressed to the Chairman, Tarakeswar municipality, J.K. Bazar, Tarakeswar super scribing on the envelop "i) Employment Notice No. ii) Name of the post applied for" so as to drop on or before the closing date. Applications should reach this officer either by hand or by post or by courier services within closing date failing which no application shall be entertained after the last date i.e 29.11.2019 upto 5 P.M.

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

4. i) Age proof certificate, ii) SC/ST/OBC certificate issued by the competent authority, iii) Mark-sheet and/or certificate for each examination passed, iv) Two nos. of self addressed envelop affixed with postal stamp of RS.5/-each.

5. For all categories: Benefits of reservation of vacancies and upper age concession upto 5 years are admissible only to SC, ST and Ex-service man candidates and upto 3 years for OBC candidate and upto 8 years for persons with Disabilities (PWD) having disability of 40% or above as per Govt. Rules.

6. APPLICATION FORMS NOT PROPERLY FILLED IN OR INCOMPLETE IN ANY RESPECT OR WITHOUT REQUISITE DOCUMENT WOULD BE SUMMARILY REJECTED.

7. Two nos. of self attested recent coloured passport size photograph (4.5cm x 3.5 cm) of the candidate must be enclosed application (one to be pasted on the application form at appropriate space and other as enclosure along with application in prescribed format).

8. Canvassing in any form will disqualify the candidates.

9. Candidates may obtain the details of the post, relevant information and application format through the Tarakeswar Municipality's website ([www.tarakeswarmunicipality.in](http://www.tarakeswarmunicipality.in)) office notice board at main building of Tarakeswar Municipality

10. Last date of receipt of application: 29.11.2019 upto 5 P.M.

11.If at any stage even after appointment a candidate is found ineligible in terms of the Employment Notice,his/her candidature will be cancelled with an intimation to the candidate concerned.

12.The Municipal Authority reserves the discretion of conducting screening test with a view to short listing candidates for interview in each category of post.

13.Name of intending candidates are being invited from Employment Exchange Bank.

14.The Authority reserves the right to cancel any or all applications without assigning any reason whatever.

15. A candidate can apply for one post only.

16.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 Multiple Choice Questions(MCQ),carrying 1 (one) mark each covering the subjects as detailed below:

A.

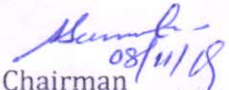
Subject	No. of questions for the post of Work Sarkar/ Helper/ Attendant/ Darwan / Driver
General Knowledge & Current Affairs	20
General English	20
Bengali	20
Mathematics	20
<b>Total</b>	<b>80</b>

- Questions will be set in Bengali
- Questions will be set in class VIII standard and carrying 1 mark each.
- 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 20 marks for the post of Work Sarkar, Helper, Attendant and Darwan. For the post of Driver a technical test for 10 marks and viva voce 10 marks.

Final merit list will be prepared on the basis of total marks obtained by the candidates.

  
Chairman  
Tarakeswar Municipality  
TARAKESWAR MUNICIPALITY