



EGRA MUNICIPALITY

OFFICE OF THE COUNCILLORS

P.O-EGRA :: DIST-PURBA MEDINIPUR :: PIN- 721429

Ref.No. EM-1426/1/Recruitment-01/'19

Date- 06-02-2019

EMPLOYMENT NOTIFICATION

Applications are invited from Indian Citizens in the "Prescribed Format" from the willing and eligible candidates to fill up the following posts of different groups under Egra Municipality.

Last date for submission of the application is 06-03-2019 (up to 5p.m)

The criteria for the posts are as follows:

Sl. No.	Name of the Post	No. of Vacancy	Category	Pay Structure	Qualification & Experience	Age limit as on 01.01.2018
1	S.A.E	1	UR	PRS-12(9000-40500) Grade Pay-4400	Diploma in Civil Engineering from any Institution recognized by the Government. Preference shall be given to those who have knowledge in Computer.	Minimum age is 24 years and Maximum age is 37 years. Relaxation of upper age as per Govt. of West Bengal Rules.
2	Clerk	2	1U.R, 1S.C	PRS-6(5400-25200) Grade Pay-2600	The candidate shall have Passed Madhyamik or equivalent Examination from any Board recognized by the Govt. Preference shall be given to those who have knowledge in Computer.	Minimum age is 18 years and Maximum age is 40 years. Relaxation of upper age as per Govt. of West Bengal Rules.
3	Electric Mistry	1	U.R	PRS-4(5400-25200) Grade Pay- 2100	The Candidate shall have Passed Class-VIII from any Institution recognized by the Government and have Passed 'D' Certificate in Electrical Maintenance or Certificate in Electric Wiring from any Govt. recognized Institution.	Minimum age is 18 years and Maximum age is 40 years. Relaxation of upper age as per Govt. of West Bengal Rules.
4	Helper	1	U.R	PRS-1(4900-16200) Grade Pay-1700	The Candidate shall be able to read and write Bengali or Nepali and have Passed Class-VIII from any Institution recognized by the Government. Preference shall be given on good Physique and sportsmanship.	Minimum age is 18 years and Maximum age is 40 years. Relaxation of upper age as per Govt. of West Bengal Rules.

How to Apply:-1) Download the Application Form from the website www.wbdma.gov.in or www.egramunicipality.org.in and apply prescribed formats in A4 size paper and affix two recent colour passport size photograph on the application form and admit card.

2) Candidates must furnish self attested photo copies of all testimonials, Voter Identity Card and certificates (including Age proof) along with application formats.

3) The application form, dully filled in, in a sealed envelope mentioning the post and category applied for on envelope along with a self-addressed envelope is to be submitted by the candidates.

4) The candidates may drop applications into the box which will be available in the office premises between 10.30a.m to 5.00p.m on all working days (excepting 2nd & 4th Saturday) or by post address **To The Chairman, Egra Municipality, P.O.+P.S- Egra, Dist- Purba Medinipur, PIN-721429, West Bengal.**

- 5) The Municipal authority preserves the right to cancel any application for incomplete information or non-fulfillment of eligibility criteria without any information to the candidate concerned.
- 6) Cast Certificates issued only by the Govt. of West Bengal will be considered.
- 7) Submission of application through online will not be allowed.
- 8) One candidate can apply for one post only & application submitted more than one for the same post will treated as cancelled.
- 9) A Candidate now in service under the State Government, Semi Government, Local/Statutory Body shall have to ensure that No Objection Certificate (N.O.C) from his/her present employer and reaches the Office of the Municipal Councillor of Egra within 07 days preceding the date of Interview. Otherwise he/she will not be considered as eligible for the Interview.
- 10) Written test followed by computer proficiency and interview shall take place for preparation of panel of selected candidates.
- 11) Schedule of written test, Computer proficiency test & Interview shall be intimated in due time.
- 12) The question of written examination will be made in English/Bengali
- 13) No TA, DA for written test or interview is admissible.

Last Date:- Application must reach to this office within **06-03-2019** (up to 5p.m).

Application which will reach this office after the date mentioned above (06-03-2019) will treated as cancelled. The selection committee or the municipal authority will not be liable for any postal delay.

Note:- The Municipal Selection Committee reserves the right to rectify errors and omissions, if any, in the process of holding the Examination and final declaration of result.

Municipal Office
Egra

Sd/- (Sankar Bera)
Chairman
Egra Municipality
&
Chairman of the Selection Committee

Copy to:-

1. The Vice Chairman, Egra Municipality,
2. The D.L.B, Govt. of West Bengal, Pora Prasasan Bhawan, Saitlake, Kol.
3. The District Municipal Development Officer, Purba Medinipur, Tamluk & Member of Selection Committee.
4. The DDLB, Chinsura, Pipulepotti, Hoogly & Member of Selection Committee.
5. The Executive Engineer, MED, Tamluk.
6. The Executive Officer, Egra Municipality.
7. Sri Haripada Bera, Councillor, Egra Municipality & Member of Selection Committee.
8. Sri Tapan Kr. Hati, Councillor, Egra Municipality & Member of Selection Committee.
9. Notice Boards, Egra Municipality.

Sd/- (Sankar Bera)
Chairman
Egra Municipality
&
Chairman of the Selection Committee

(ii) Permanent Address (IN CAPITAL LETTER)

8. Contact Number:

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9. Email Id:

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10. (1) Academic Qualification:

Sl. No.	Name of the Examination passed	Name of School/Board/Council/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of marks

(2) Computer Knowledge, if any:

Name of Computer Course	Institution Name	Course Duration	Year of Passing	Marks Obtained	% Marks/ Grade

11. Experience:

Sl. No.	Name of the Organization	Date of Joining	Date of Leaving/ Till Date	Total working Period (in Years)	Whether the Job is temporary or permanent	Name of the post held	Type of work done

12. Language Known:

Language	Reading	Writing	Speaking

13. List of documents enclosed (Put Tick mark in the Box)

Sl. No.	Documents	Yes	No	Sl. No.	Documents	Yes	No
1	Proof of age			5	Photo copy of Voter Card		
2	Proof of academic qualification			6	For in service candidate NOC from the employer		
3	Proof of working experience			7	Proof of support of Computer Knowledge (if any)		
4	Proof of support of Category (if any)			8	A self-addressed envelope		

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 this application are true and I shall furnish the necessary original certificates whenever required.

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

Date:

Place:

.....
Signature of the Candidate

Hallo : (03220) 244371



EGRA MUNICIPALITY

OFFICE OF THE COUNCILLORS

P.O-EGRA :: DIST-PURBA MEDINIPUR :: PIN- 721429

AFFIX HERE
RECENT
PASSPORT SIZE
PHOTO SAME AS
AFFIXED IN
APPLICATION

ADMIT CARD FOR WRITTEN TEST

Ref.No.- EM- 1426/1/Recruitment-01/'19

(To be filled by Applicant)	(Office use only)
1. Post applied for:	ROLL NO-
2. Name-	Venue of Examination :
3. Father/mother/husband's name:	Date of Written Test..... Time

Necessary instruction to be followed:-

- No T.A will be admissible for availing Examination centre.
- Under no circumstances admission at the examination venue will be allowed without the Admit Card & any kind of Identity Card (Voter, Aadhar, Pan etc.).
- Candidates must report their centre at least 30 minutes before commencement of the examination.
- Admission to examination venue will not be allowed after commencement of the examination.
- No candidates would be allowed to enter in the Examination Centre with Calculator, Mobile Phone and any kind of Electronic Gadgets and if any candidates is found with any such articles in the exam hall his/her candidature shall be cancelled instantly.
- I) for the post of SAE question paper will be set up in English. The written test will be 60 marks, time of written test is fixed up for 1.30hour.
II) For the post of Clerk the question paper will be set up in English & it may be set up in Bengali if necessity. The written test will be of 60 marks, time of written test is fixed up for 1.30hour.
III) For the post of Electric Mistry the question paper will be set up in English & it may be set up in Bengali if necessity. The written test will be of 70 marks; time of written test is fixed up for 1.30hour.
IV) For the post Helper the question paper will be set up in Bengali & it may be set up in Bengali term in English word, if necessity. The written test will be of 60 marks; time of written test is fixed up for 1.30hour.
- No candidate shall be allowed to leave the Exam Hall until time of the Written Test is over.
- No mark/sign to be entered on the top sheet of exam paper as disclosure of the identity of the candidate.
- The Municipality/ members of the Selection Committee shall not be responsible for delay receipt of Call Letters/Admit Cards by the candidates due to postal delay.
Necessary other instructions as will be deemed fit and proper by Selection committee.

Signature of Chairman
Egra Municipality

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For Office Use Only

(Fill up by Candidate at Examination Hall in presence of invigilator)

Name of Post- Category.....

- 1) NAME- ROLL NO.
2) Mobile No-

Signature of Candidate with Date

Signature of Invigilator with date