

PUJALI MUNICIPALITY

Office of the Councillors

P.O- P.Nischintapur, P.S- Budge Budge, Kolkata - 700138

Phone : 2482 2267, 2482 0252, Web : www.pujalimunicipality.in



Recruitment Notice

No. 267/P.K/E&H-42/20

Date 03.03.2020

Applications are hereby invited from eligible Indian Citizens within the jurisdiction of West Bengal for the recruitment to fill up following permanent vacant posts in the office of Pujali Municipality.

Sl. No.	Name of the Post	Category wise No. of vacancies	Qualification	Pay Scale	Age (as on 01.01.2020)
1	Mazdoor	No. of vacancy = 07 (seven) UR - 1 post UR (Exempted Category) - 1 post UR (Ex-serviceman) - 1 post OBC-(A) - 1 post SC - 1 post SC (Exempted Category) - 1 post ST - 1 post	The candidates must be able to read and write Bengali and have passed Class-VIII from any government recognized institution. Preference shall be given on good physique and sportsmanship.	P.B-1 RS. 4900 - 16200 Grade pay Rs. 1700.00	Lower and upper age limit are 18 and 40 respectively. (Relaxation of age as per Govt. Rules)
2	Peon	No. of vacancy = 03 (three) UR - 1 post UR(Exempted Category) - 1 post SC - 1 post	The candidates must be able to read and write Bengali and have passed Class-VIII from any government recognized institution. Preference shall be given on good physique and sportsmanship.	P.B-1 RS. 4900 - 16200 Grade pay Rs. 1700.00	Lower and upper age limit are 18 and 40 respectively. (Relaxation of age as per Govt. Rules)

How to apply :-

Download the Application Format from the website : www.pujalimunicipality.in and apply in prescribed formats in A4 size paper with three self attested recent passport size photographs, one affix on the Application Form and another two along with Application. Candidates must furnish self attested photo copies of all testimonials and certificates issued by the competent Authority along with application formats. Application must be submitted in the sealed envelope with mentioning "Application for the post of"

Tejendra Anand
Chairman 2/3/2020
Continued....P/02
Pujali Municipality
South 24 Parganas

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Terms & Conditions :-

- 1) Application must be sent either Registered Post or Candidate may also submit application direct in the "Drop Box" to be kept in the main Municipal office building during the period from 12 noon to 5.00 P.M on all normal working days addressed to the Chairman, Pujali Municipality, P.O- P. Nischintapur, P.S- Budge Budge, Dist. South 24 Parganas, Kolkata – 700 138 from 04.03.2020 to 31.03.2020. No application will be received by Ordinary Post or through e-mail.
- 2) **Last date of receipt application is 31.03.2020 up to 5.00 P.M**
- 3) The Authority reserves the right to cancel any or all applications without assigning any reason whatsoever.
- 4) Candidates already engaged in any organization should submit NOC from the employer concerned.
- 5) Candidates belonging to SC, ST, OBC-A etc. must enclose self attested photocopy of Cast Certificate. The original certificate shall be produced at the time of interview.
- 6) No T.A/D.A will be admissible for attending the examination/interview.
- 7) Candidate should enclose self attested photocopy of the age proof certificate with the application.
- 8) **Age limit should be reckoned as on 01.01.2020**
- 9) Age relaxation : As per Govt. Rules.
- 10) Application found incomplete/defective on scrutiny shall be rejected without further communication.
- 11) One Applicant must not submit application for more than one post.
- 12) Applicants must furnished one self addressed envelope with affixing postal stamp of Rs. 5.00 (Rupees five) only.
- 13) If 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.

Pratap Anand
Chairman
Pujali Municipality
South 24 Parganas

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14) Candidates are requested to follow up the Website of Pujali Municipality for further guidance, schedule of Selection Test/Interview etc.

15) Pujali Municipal Selection Committee reserves the right to rectify the errors and omissions, if any, in the process of holding the Selection Test/interview and final declaration of result.

Municipal Office,
Pujali


Chairman, Pujali Municipality
&
Chairman of the Selection Committee

No 267(11) / P.M. / Estt - 42 / 20

dated 03.03.2020

Copy to :-

1. The Director of Local Bodies, West Bengal & Commissioner, U.D & M.A Department
DIRECTORATE OF LOCAL BODIES, Poura Prashasan Bhavan (3rd & 4th Floor)
DD-I, Sector-I, Salt Lake City, Bidhannagar, Kolkata-700064
& Member of the Selection Committee.
2. Mr. Fazlul Haque, Vice-Chairman, Pujali Municipality & Member of Selection Committee
3. Smt. Dhina Das, Councillor, Pujali Municipality & Member of Selection Committee
4. Mr. Chinmay Barui, Councillor, Pujali Municipality & Member of Selection Committee
5. The Executive Officer, Pujali Municipality & Member of Selection Committee
6. The Finance Officer, Pujali Municipality & Member of Selection Committee
7. The Head Clerk, Pujali Municipality
8. Sri Ashis Das, Receiving Section, Pujali Municipality with instruction to collect the application form reached though Registered Post, if any
9. The IT-coordinator, Pujali Municipality, with the direction of publish the Recruitment Notice and Application Format in the official website of Pujali Municipality.
10. Notice Boards, Pujali Municipality.
11. Guard File.


Chairman, Pujali Municipality
&
Chairman of the Selection Committee

APPLICATION FORMAT

(For the post of _____ Category : _____)

Application No. _____ (for Office Use Only)

To
The Chairman,
Pujali Municipality
P.O- P.Nischintapur, P.S- Budge Budge,
Dist. South 24 Parganas,
Kolkata – 700138



1. Name of the candidate : _____
(in Block Letter)
2. Father's / Husband's Name : _____
3. Address with PIN code : _____
(in Block Letter)

4. Date of Birth : _____
5. Age as on 01.01.2020 : _____
6. Caste : _____
7. Category : _____
8. Gender : (Male/Female) : _____
9. Nationality : _____
10. Religion : _____
11. Telephone No. / Mobile No. : _____
12. Email ID (if any) : _____
13. If Ex-serviceman : Yes / No (if yes, give particulars of service rendered): _____

4. Educational Qualification :

Sl. No.	Examination Passed	Year of Passing	Board/University	Marks obtained	% of marks obtained	Division/Class
1						
2						
3						
4						

15. Experience (if any) :- _____

DECLARATION :

Information furnished by me are true to the best of my knowledge and belief, in case any of them is found to be false subsequently, my candidature shall be liable to be cancelled.

Date : _____

Place : _____

.....
Signature of the Candidate

List of documents which should be enclosed along with the application :

- Voter's Card / Aadhar Card
- Proof of Age
- Proof of Educational Qualification
- Proof in support of Category (if applicable)
- Two nos. Passport size self-attested Photographs
- One self addressed envelope with affixing postal stamp of Rs. 5.00 (rupees five) only.