

Advertisement Notice: - HM/1981/Genl.Estb./15

Dated: 17.12.2015

Applications are invited in the prescribed format uploaded in the Municipal Website from Indian Citizen for recruitment in the following posts under the Habra Municipality.

Last date of Application: 05.01.2016

01	Clerk	02	PB-2 Rs. 5400/- to Rs. 25200/- +G.P Rs. 2600/-	Candidate have passed Madhyamik or equivalent from any Institution recognized by the Govt. Preference shall be given to them who have knowledge of typing and Computers	SC-1 , Unreserved - 1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016
02	Tax Collecting Sarkar	07	On commission basis. 10%	Candidate have passed Madhyamik or equivalent from any Institution recognized by the Govt. Preference shall be given to them who have knowledge of typing and Computers	SC-1, Unreserved - 2, S.T-1, S.C(E.C)-1, UR (E.C)-1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016 Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.

03	Mazdoor	13	PB-1 Rs. 4900/- to Rs. 16200/- +G.P Rs. 1700/-	Candidate shall be able to read & write Bengali Or Nepali and has Passed Class-VIII from any Govt. Recognized Institution Preference shall be given on good Physique and sportsmanship	SC-2, Unreserved – 4, S.T-1, O.B.C(A)-1, O.B.C(B)-1, UR (E.C)-2, S.C(E.C)-1, O.B.C(E.C)-1(A)	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016 Relaxation in upper age limit for SC, ST & OBC is available as per Govt. rules.
04	Driver	01	PB-2 Rs. 5400/- to Rs. 25200/- +G.P Rs. 2600/-	The candidate have heavy driving license ,with an experience of not less than five years, and passed class VIII from any school recognized by the Govt.	Unreserved –1	Lower and Upper age limit are 18 years and 40 years respectively as on 01.01.2016

Terms and conditions noted below:

1. Candidates belonging to SC, ST, OBC (A) must produce their original certificates at the time of interview and self attested copies of the same to be enclosed with application.
2. Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority with application.
3. No TA/DA will be paid to the candidates for appearing at the selection test/ interview.
4. Candidate should apply in the prescribed Application form down loaded from the Website in A4 size paper.
5. Candidate should enclose self attested photocopy of the age proof certificate with the application.
6. Self attested recent 2copies passport size photo to be pasted one in Application Form and other one in Admit Card.
7. Age relaxation: As per Govt. rules.
8. Envelope containing the application should be superscribed with “Application for the post of

9. Applications should be sent by ordinary post which should reach this office on or before 05.01.2016 up to 5-00 P.m. Applications received after the scheduled date shall not be entertained.
 10. Applications should be addressed to the Chairman, Habra Municipality, PouraBhawan , Promode Dasguptas Sarani, P.O. & P.S. Habra, Dist. North 24-Parganas, W.B., Pin-743263.
 11. Selection Procedure: Selection of the candidates will be made on the basis of the selection Test/Interview or both.
 12. Candidates are requested to follow up the Website of Habra Municipality for future guidance, schedule of selection Test/Interview etc.
- * Candidates may also submit application directly in the “Drop Box” to be kept in the Municipal Office during office hour on working days. No application will be received by Registered post/courier services.

Sd/-
Chairman
Habra Municipality

To
 The Chairman
 Habra Municipality,
 Habra, North 24-Parganas
 (Pin-743263)

Attach passport
 size photo duly
 self attested

Application for the post of.....

1) Name

2) Father's/Husband's Name

3) Gender

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4) Category

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5) Date of Birth

D	D	M	M	Y	E	A	R

6) Nationality:

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7) Address with pin code

(a) Present Address

(b) Permanent Address

8) Contact number

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9) Academic Qualification:-

Sl. No.	School/Board/univ./ Inst.	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

10) Computer Knowledge:

11) Experience (If Any):

12) Additional Qualification(If any):

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 the Application are true and I shall furnish the necessary certificates whenever required.

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

Date:

Place:

Signature of the Candidate

ADMIT CARD

TO BE FILLED BY THE CANDIDATE

Name of the post applied for:-

- 1) Name :-**
- 2) Father's Name:**
- 3) Postal Address:**

Attach passport size
photo duly self
attested

- 4) Date of Birth:**
- 5) Whether GEN/SC/ST/OBC:-**

**Note:- Bring all original certificates in support of Age, Educational Qualification ,
Caste in case of SC/ST/OBC.**

Signature of the Candidate

TO BE FILLED IN BY THE APPLICATION RECEIVING AUTHORITY

ROLL NO.....

**Name of the Examination/Interview centre
With complete address:**

Date of Examination/Interview and time:

Reporting time at the centre:

Signature of the authority