



HABRA MUNICIPALITY

(ESTD.-1979)

POURA BHAWAN

PROMODE DASGUPTA SARANI, P.O. HABRA, NORTH 24 PARGANAS, PIN-743263
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Phone No.: 03216 270572

Fax No.: 03216 237031

Ref. No.....

Date.....

Notification No.....dt.....
HM/2832/Genl. Estbt/2017 dt. 20-12-2017

Habra Municipality invites applications from eligible candidates for filling up vacant posts as noted below.

1. Assistant Engineer (Civil)- one post (Unreserved)
2. Office Superintendent- one post (Unreserved)
3. Assistant Head Clerk- one post (Unreserved)
4. Assessment In-Charge -one post (Unreserved)

For details visit Municipal website at www.habramunicipality.com

Executive Officer,
Habra Municipality



HABRA MUNICIPALITY

(ESTD.-1979)

POURA BHAWAN

PROMODE DASGUPTA SARANI, P.O. HIJALPUKURIA, NORTH 24 PARGANAS, PIN - 743271

email : habramunicipality@yahoo.com

Ref. No.

Date

Advertisement Notice/HM-2832/Genl.Estbt/2017

Dated: 20/12/2017

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

Last date of receiving Applications: **20.01.2018 till 5:00 PM**

Sl. No.	Name of Post	No. of post	Pay Band & Scale of Pay	Qualification & Experience	Category	Age limit (as on 01.12.17)
1.	Assistant Engineer (Civil)	01	PB-4 (Rs 9000-40500/-) +G.P. Rs 5400/-	Candidates having Degree in Bachelor of Engineering (Civil) from any Institution recognized by the Govt.	UR-1	Lower and Upper age limit are 24 years and 37 years respectively
2.	Office Superintendent	01	PB-3 (Rs 7100-37600/-) +G.P. Rs 4100/-	The candidate shall be graduate from any recognized university with an experience of work in supervisory level in any Govt. or Semi-Govt. Organization for 3 (three) years and computer knowledge is desirable, Law Graduate is preferable.	UR-1	Lower and Upper age limit are 24 years and 37 years respectively
3.	Assistant Head Clerk	01	PB-3 (Rs 7100-37600/-) +G.P. Rs 3600/-	The candidate shall be graduate from any recognized university with an experience of work in Administration in any Govt. or Semi-Govt. Organization for 3 (three) years and computer knowledge is desirable.	UR-1	Lower and Upper age limit are 24 years and 37 years respectively
4.	Assessment-in-Charge	01	PB-3 (Rs 7100-37600/-) +G.P. Rs 3600/-	The candidate have Diploma in Surveyorship from any Institution recognized by the Govt.	UR-1	Lower and Upper age limit are 21 years and 37 years respectively

Instruction to Candidates

1. Bank Draft/ Banker's Cheque of requisite Application Fee must be drawn in favour of "Chairman, Habra Municipality" payable at Habra as Application Fee (Non refundable) which must be enclosed with the application. Particulars of Bank Draft/Banker's Cheque to be mentioned in the application form.

Application Fee structure	
Fee Amount	
UR & OBC	SC, ST & Physically Handicapped
Rs 500	Rs 250

2. Age will be calculated as on 01.12.2017.
3. Relaxation in upper age limit for SC, ST & OBC is applicable as per Govt. Rules.
4. Candidates belonging to SC, ST, OBC must produce their original certificates at the time of interview and self attested copies of the same to be enclosed with application.
5. Candidates must furnish the self attested photo copies of all educational certificates, experience certificate (if any) and other relevant documents issued by any competent authority along with the application.
6. No TA/DA will be paid to the candidates for appearing at the written test and interview.
7. Candidate should apply in the prescribed "Application Form" downloaded from the Habra Municipality Website in A4 size paper.
8. Candidate should enclose self attested photocopy of age proof and address proof certificate along with the application.
9. Self attested recent 2copies passport size photo to be pasted one in Application Form and other one in Admit Card.
10. Envelope containing the application should be super-scribed with "Application for the post of"
11. Applications should be addressed to:

**Chairman, Habra Municipality,
Poura Bhawan, Promode Dasgupta Sarani,
P.O. Hijalpukuria P.S. Habra, Dist. North 24-Parganas, W.B.,
PIN-743271**

12. Selection Procedure: Selection of the candidates will be made on the basis of the Written Test and Interview.
13. Candidates are requested to follow the Website of Habra Municipality for future guidance, schedule of Written Test and Interview etc.
14. Applications received without proper and necessary documentation will summarily be rejected.
- a. Candidates may also submit application directly in the "Drop Box" kept in the Municipal Office during office hour on working days. No application will be received by Registered post/Courier services.
- b. Applications should be sent **ONLY** by **Ordinary Post** which should reach this office on or before **20.01.2018** up to **5-00 P.M.** Applications received after the scheduled date shall not be entertained.
15. Category wise syllabus for written examination shall be displayed in the Municipal website after **20/01/2018**.
16. Applicant must not submit applications for more than one post.
17. A candidate now in service under State Government/ Semi-Government/ Local or Statutory Board should submit **No-Objection Certificate** from his/ her present employer.

Sd/-
Chairman
Habra Municipality

13) Experience (if any):

Sl. No.	Name of Organization	Position held	Date of Joining	Date of leaving	Salary drawn	Reason for leaving

14) Fee Details:- (Bank Draft / Banker's Cheque):

Bank Name	
Branch Name	
Bank Draft/ Banker's Cheque No. & Date	
Amount (Rs.)	

Declaration:

I, _____, do hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

Date: _____

Place: _____

Signature of the Candidate

List of enclosures submitted:

Sl. No.	List of documents	Sl. No.	List of documents
1		6	
2		7	
3		8	
4		9	
5		10	

**ADMIT CARD
(Office Copy)**

WRITTEN EXAMINATION TO THE POST OF _____

<i>(FOR OFFICE USE ONLY)</i>	
Roll No.	
Date of Written Examination	
Time	
Name of Examination Centre	

*Affix a recent
passport size
photograph here of
the candidate with
his/her full signature*

(TO BE FILLED IN BY THE CANDIDATE)

Name of the Candidate(in Capital Letter) :- _____

Father's/Husband's Name:- _____

Postal Address _____

State _____, PIN CODE _____

(Signature of the Official)

(Full Signature of the Candidate)

NB:- Candidate should read carefully instruction of written examination which is published.

**ADMIT CARD
(Candidate Copy)**

WRITTEN EXAMINATION TO THE POST OF _____

<i>(FOR OFFICE USE ONLY)</i>	
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