



Phone No. : 03216 270572  
Fax No. : 03216 237031

# HABRA MUNICIPALITY

(ESTD.-1979)

POURA BHAWAN

PROMODE DASGUPTA SARANI, P.O. HIJALPUKURIA, NORTH 24 PARGANAS, PIN - 743271  
email : habramunicipality@yahoo.com

Ref. No. ....

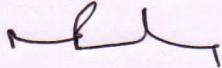
Date 21-12-2017

Notification No. HM/2848/Genl. Estbt/2017 dt.....

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

1. Sanitary Assistant - one post (Unreserved)
2. Clerk- 5(five) posts (Unreserved-1, ST-1, OBC (A)-1, EC(Gen.)-1,SC-1)
3. Pump Operator- 5(five) post (Unreserved-1, SC-1, ST-1, Ex-serviceman Unreserved-1, EC(Gen.)-1,)
4. Driver- One post (SC)
5. Store Keeper-One post (Unreserved)
6. Assistant Tax Daroga –One post (Unreserved)
7. Typist- One post (SC)
8. Lighting Supervisor- one post (SC)
9. Mazdoor- 16 (Sixteen) posts  
(Unreserved-4) SC-4, ST-1, OBC-(A)-1,OBC-(B)-2, Ex-serviceman  
(Unreserved)-1, E.C-3 (Three) posts (Unreserved)
10. Work Sarkar –one post (Unreserved)
11. Helper- Five posts (Unreserved-1),SC-2, ST-1,  
E.C. (Unreserved-1)
12. Electric Mistry-one post (Unreserved)
13. Dom- one post (SC)
14. Recorder- one post (Unreserved)
15. Assistant Tubewell Mistry-one post (Unreserved)
16. Peon- 3(Three) post (Unreserved-1, SC-1, EC. Unreserved-1)

For details visit Municipal website at [www.habramunicipality.com](http://www.habramunicipality.com)

  
Executive Officer,  
Habra Municipality

EXECUTIVE OFFICER

To,



# HABRA MUNICIPALITY

(ESTD.-1979)

POURA BHAWAN

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Phone No. : 03216 270572

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Ref. No. ....

Date .....

Advertisement Notice/HM-2848/Genl.Estbt/2017

Dated: 21/12/2017

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.	Sanitary Assistant	01	PB-2 (Rs 5400-25200/-) +G.P. Rs 2600/-	The candidate have passed Madhyamik or equivalent examination from any Board recognized by the Govt. For appointment to the post, successful completion of a pre-service training and experience of atleast one year in any Govt. or Semi-Govt. Organization is compulsory.	UR-1	Lower and Upper age limit are 18 years and 40 years respectively
2.	Clerk	05	PB-2 (Rs 5400-25200/-) +G.P. Rs 2600/-	The candidate must have passed Madhyamik or equivalent examination from any Board recognized by the Govt. preference shall be given to them who have knowledge of typing and computers.	UR-1, S.C.-1, S.T.-1, OBC(A)-1, E.C.(GEN)-1,	Lower and Upper age limit are 18 years and 40 years respectively
3.	Pump Operator	05	PB-2 (Rs 5400-25200/-) +G.P. Rs 2300/-	The candidate have Electrical Certificate from any I.T.I. recognized by the Govt. and having educational qualification of Class-VIII pass from any Govt. recognized Institution.	UR-1, SC-1, ST-1, E.C.(GEN)-1 EX-SERVICEMEN (UR)-1	Lower and Upper age limit are 18 years and 40 years respectively
4.	Driver	01	PB-2 (Rs 5400-25200/-) +G.P. Rs 2300/-	The candidate must have heavy vehicle driving license, with an experience not less than 5 (five) years and have passed Class-VIII	SC-1	Lower and Upper age limit are 18 years and 40 years respectively

				from any School recognized by the Govt.		
5.	Storekeeper	01	PB-2 (Rs 5400-25200/-) +G.P. Rs 2600/-	The candidate must have passed Madhyamik or equivalent examination from any Board recognized by the Govt. Preference shall be given to person having Certificate or Diploma in Computers.	UR-1	Lower and Upper age limit are 18 years and 40 years respectively
6.	Assistant Tax Daroga	01	PB-2 (Rs 5400-25200/-) +G.P. Rs 2900/-	The candidate have passed Madhyamik or equivalent examination from any Board recognized by the Govt. Preference shall be given to them having experience in Accounting and Computer.	UR-1	Lower and Upper age limit are 21 years and 40 years respectively
7.	Typist	01	PB-2 (Rs 5400-25200/-) +G.P. Rs 2600/-	The candidate must have passed Madhyamik or equivalent examination from any Board recognized by the Govt. English typing speed of 30 words per minute and Bengali typing speed shall be 20 words per minute and knowledge of working with computers.	SC-1	Lower and Upper age limit are 18 years and 40 years respectively
8.	Lighting Supervisor	01	PB-2 (Rs 5400-25200/-) +G.P. Rs 2300/-	The candidate have passed Electrician Certificate Course from any Institution recognized by the Govt. and have also passed Class-VIII from any Govt. recognized Institution.	SC-1	Lower and Upper age limit are 18 years and 40 years respectively
9.	Mazdoor	16	PB-1 (Rs 4900-16200/-) +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	UR-4, SC-4, S.T.-1, OBC(A)-1, OBC(B)-2, E.C.(GEN)-3, Ex-Servicemen(UR)-1	Lower and Upper age limit are 18 years and 40 years respectively
10.	Work Sarkar	01	PB-1 (Rs 4900-16200/-) +G.P. Rs 1900/-	The candidate have passed or studied at Class-IX in any Institution recognized by the Govt. and having experience in road measurement.	UR-1	Lower and Upper age limit are 18 years and 40 years respectively
11.	Helper	05	PB-1 (Rs 4900-16200/-) +G.P. Rs 1700/-	The candidate shall be able to read and write Bengali or Nepali and have passed Class VIII from any Govt. recognized Institution.	UR-1, SC-2, ST-1, EC(UR)-1	Lower and Upper age limit are 18 years and 40 years respectively

				Preference shall be given on good physique and sportsmanship.		
12.	Electric Mistry	01	PB-2 (Rs 5400-25200/-) +G.P. Rs 2100/-	The candidate have passed Class VIII from any Institution recognized by the Govt. and have passed 'D' certificate in electrical maintenance from any Govt. recognized Institution.	UR-1	Lower and Upper age limit are 18 years and 40 years respectively
13.	Dom	01	PB-1 (Rs 4900-16200/-) +G.P. Rs 1700/-	The candidate shall be able to read and write Bengali or Nepali. Preference shall be given to them who have passed Class IV from a school recognized by the Govt. and possessing good health.	SC-1	Lower and Upper age limit are 18 years and 40 years respectively
14.	Recorder	01	PB-2 (Rs 5400-25200/-) +G.P. Rs 2300/-	The candidate have minimum qualification of Class-VIII passed from a Govt. recognized school with working knowledge in English. Preference shall be given to candidate passed Madhyamik or equivalent examination from any Board recognized by the Govt.	UR-1	Lower and Upper age limit are 18 years and 40 years respectively
15.	Assistant Tube-well Mistry	01	PB-2 (Rs 5400-25200/-) +G.P. Rs 1900/-	The candidate have Certificate in Tube well Trade from any I.T.I. recognized by the Govt. and have educational qualification of Class-VIII pass from any Govt. recognized Institution.	UR-1	Lower and Upper age limit are 18 years and 40 years respectively
16.	Peon	03	PB-1 (Rs 4900-16200/-) +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	UR-1, S.C.-1, E.C.(GEN)-1,	Lower and Upper age limit are 18 years and 40 years respectively
TOTAL		45				

N.B. – Number of Mazdoor post may increase.

**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.

<b>Application Fee structure</b>	
<b>Fee Amount</b>	
<b>UR &amp; OBC</b>	<b>SC, ST &amp; Physically Handicapped</b>
Rs 300	Rs 150

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 A 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

To  
The Chairman  
Habra Municipality, Poura Bhawan  
Promode Dasgupta Sarani  
P.O. Hijalpukuria, P.S. Habra  
Dist. North 24-Parganas  
Pin-743271

Attach passport  
size photo duly  
self attested

Sub.: Application for the post of .....

1) Name (in CAPITAL LETTERS)


2) Father's/Husband's Name(in CAPITAL LETTERS)


3) Gender

--	--	--	--	--	--	--	--	--

4) Category

--	--	--	--	--	--	--	--	--

5) Date of Birth

D	D	M	M	Y	E	A	R

6) Nationality:

--	--	--	--	--	--	--	--

7) Address with pin code

(a)Present Address


(b) Permanent Address


8) Contact number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9) Academic Qualification:-

Sl. No.	School/Board/ University /Institution	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

10) Professional Qualification:

Sl. No.	Name of Institution	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

11) Typing Speed (words per minute): English\_\_\_\_\_ Bengali\_\_\_\_\_

12) Computer Knowledge:

Sl. No.	School/Board/ University /Institution	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

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>	
Roll No.	
Date of Written Examination	
Time	
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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.