

# BUNIADPUR MUNICIPALITY

P.O. Buniadpur Pin:733121 Dist: Dakshin Dinajpur

E-mail :: [buniadpurmunicipality@gmail.com](mailto:buniadpurmunicipality@gmail.com)

[sulm.buniyadpur@gmail.com](mailto:sulm.buniyadpur@gmail.com)

**Employment Notice No. 144 /II-51/B.P.M./2017**

**Dated :14-03-2018**

Applications are invited from Indian Citizens domiciled in West Bengal in the prescribed format from the willing and eligible candidates to fill up the following vacant posts of Group B,C & D Category under Buniadpur Municipality :

Last date for submission of application is : 11-04-2018.

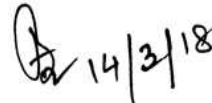
Sl. No.	Name of the Post	No. of vacancy	Category of vacancy	Pay Structure	Minimum Qualification with Experience	As on 01-01-2018
1.	Sanitary Inspector	01(One)	UR	PB-3 (Rs.7,100-37,600) Grade Pay Rs. 3,600/-	Passed Higher Examination from a Board or Council recognised by the Government and also have Diploma in Sanitary Inspectorship from any Institution recognised by the Government	Minimum age 21 Years. Maximum age: As per Govt. Rules
2.	Sub-Assistant Engineer (Civil)	01(One)	UR	PB-4 (Rs.9,100-40,500) Grade Pay Rs. 4,400/-	Diploma in Civil Engineering from any institution recognised by the Govt.	Minimum age 24 Years. Maximum age: As per Govt. Rules
3.	Accountant	01(One)	UR	PB-3 (Rs.7,100-37,600) Grade Pay Rs. 3,600/-	Graduate in Commerce from any university recognised by the Govt. Candidates having experience in accounting and working with computer will get preference.	Minimum age 18 Years. Maximum age: As per Govt. Rules
4.	Cashier	01(One)	UR	PB-2 (Rs.5,400-25,200/-) Grade Pay Rs. 2,600/-	Passed Madhyamik or equivalent examination from any Board recognised by the Govt. Candidates having experience in accounting and working with computer will get preference.	Minimum age 21 Years. Maximum age: As per Govt. Rules
5.	Clerk	02(Two)	SC-1. UR-1	PB-2 (Rs.5,400-25,200/-) Grade Pay Rs. 2,600/-	Passed Madhyamik or equivalent examination from any Board recognised by the Govt. Preference shall be given to them who have knowledge of typing and computers.	Minimum age 18 Years. Maximum age: As per Govt. Rules

Contd...P/2

Sl. No.	Name of the Post	No. of vacancy	Category of vacancy	Pay Structure	Minimum Qualification with Experience	As on 01-01-2018
6.	Sanitary Assistant	01(One)	UR	PB-2 (Rs.5,400-25,200/-) Grade Pay Rs. 2,600/-	Passed Madhyamik or equivalent examination from any Board recognised by the Govt. Appointment is subject to successful completion of pre-service training as will be decided by the B.O.C.	Minimum age 18 Years. Maximum age: As per Govt. Rules
7.	Peon	02(Two)	SC-1, UR-1	PB-1 (Rs.4,900-16,200/-) Grade Pay Rs. 1,700/-	Class VIII passed from a Govt. Recognised School and able to read and write Bengali. Preference shall be given on good physique and sportsmanship.	Minimum age 18 Years. Maximum age: As per Govt. Rules
8.	Mazdoor	5(Five)	SC-1, UR-1, UR(E.C.)-1, ST-1, UR(Ex-serviceman in Group-D Post)-1	PB-1 (Rs.4,900-16,200/-) Grade Pay Rs. 1,700/-	Class VIII passed from a Govt. Recognised School and able to read and write Bengali. Preference shall be given on good physique and sportsmanship.	Minimum age 18 Years. Maximum age: As per Govt. Rules
9.	Tube well Mistri	01(one)	UR-1	PB-2 (Rs.5,400-25,200/-) Grade Pay Rs. 2,100	Candidates have certificate in Tube-well Trade from any I.T.I. recognised by the Government and have educational qualification of class VIII pass from any Government recognised institution. and have two years experience in the work. Preference shall be given to the candidates passed Madhyamik from any Govt. Recognised Institution.	Minimum age 18 Years. Maximum age: As per Govt. Rules.
10.	Helper (Tube-well)	01(One)	SC-1	PB-1 (Rs.4,900-16,200/-) Grade Pay Rs. 1,700/-	Class VIII passed from a Govt. Recognised School and able to read and write Bengali and having experience in the works of tube-well. Preference shall be given on good physique and sportsmanship.	Minimum age 18 Years. Maximum age: As per Govt. Rules
11.	Work Sarkar	01(One)	UR	PB-2 (Rs.5,400-25,200/-) Grade Pay Rs. 2,600/-	Passed/studied at Class IX in any institution recognised by the Govt. and having experience in road measurement.	Minimum age 18 Years. Maximum age: As per Govt. Rules
12.	Street Light Supervisor	01(One)	UR	PB-2 (Rs.5,400-25,200/-) Grade Pay Rs. 2,300/-	Passed Electrician Certificate Course from any Institution recognised by the Government and also passed Class VIII from any Government recognised Institution.	Minimum age 18 Years. Maximum age: As per Govt. Rules
13.	Helper (Street Light)	01(One)	SC	PB-1 (Rs.4,900-16,200/-) Grade Pay Rs. 1,700/-	Class VIII passed from a Govt. Recognised School and able to read and write Bengali and also having experience in the works of Street Light. Preference shall be given on good physique and sportsmanship	Minimum age 18 Years. Maximum age: As per Govt. Rules

## **Terms & Conditions**

1. Candidates must furnish self attested photo copies of all testimonials and certificates issued by the competent authority along with application form.
2. Candidates must apply in prescribed application format to be downloaded from the website in A4 size paper.
3. Candidates are requested to view the website [www.wbdma.gov.in](http://www.wbdma.gov.in) and [www.dinajpur.nic.in](http://www.dinajpur.nic.in) for further details.
4. Self-attested recent passport size 3(three) copies to be pasted on specific space. One affix on the Application Form and another two affix on Admit Card.
5. Application must be submitted in the sealed envelop with mentioning the post on envelop as "Application for the post of \_\_\_\_\_"
6. Candidates must furnish one self addressed envelop with requisite postage stamp .
7. Application with all documents should reach (i) by registered post on the address of Chairman, i.e The Chairman, Buniadpur Municipality, P.O. Buniadpur, P.S. Bansihari, District : Dakshin Dinajpur,PIN-733121 or (ii) by hand at the DROP BOX kept at the office premises .
8. Applications in the DROP BOX will start from the date of publication of the advertisement from 11.00 AM to 4.00 PM except Sundays & Holidays.
9. One person can apply for a single post only.
10. Application found incomplete/defective on scrutiny shall be rejected without further communication to the applicant.
11. Last date and time of receipt of application is 11-04-2018 upto 5.00 PM. Application reached later should not be considered under any circumstances.
12. Application which will reach this office after the date mentioned above (i.e,11-04-2018) will treated as cancelled.
13. The Selection Committee or Municipal authority will not be liable for any postal delay.
14. Submission of application through online will not be allowed.

 14/3/18

**Chairman**  
**Buniadpur Municipality**  
**Dakshin Dinajpur.**

## APPLICATION FORM

To  
**The Chairman**  
**Buniadpur Municipality**  
**P.O.-Buniadpur, P.S :- Bansihari**  
**Dist. Dakshin Dinajpur**

Attach recent  
 passport size photo  
 (Self-attested)

Application for the post of .....

1 *Name (IN CAPITAL LETTER)*


2 *Father's/Husband Name (IN CAPITAL LETTER)*


3 *Gender :(Male/Female)*

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4 *Date of Birth :*

<i>D</i>	<i>D</i>	<i>M</i>	<i>M</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>

5 *Nationality:*

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6 *Category :(SC/ST/OBC/GENERAL)*

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7 *Present Address :(With PIN Code )(IN CAPITAL LETTER)*


8 *Permanent Address :(With PIN Code )(IN CAPITAL LETTER)*


9 *Contact No.*

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(Pl see in Sheet 2)

10 *Academic Qualification :*

<i>Sl No.</i>	<i>School/Board/University/Inst.</i>	<i>Exam Passed</i>	<i>Year of Passing</i>	<i>Total Marks</i>	<i>Marks Obtained</i>	<i>Percentage/Grade</i>

11 *Computer Knowledge :-*

12 *Experience :*

<i>Sl No.</i>	<i>Name of the employer</i>	<i>Name of the post held</i>	<i>Date of Joining</i>	<i>Date of leaving</i>	<i>Whether the job is temporary or permanent</i>	<i>Type of work done</i>

13 *Additional Qualification (in any):*

14

*List of Documents should be enclosed(Put Tick mark in the Box)*

Sl No.	Documents	yes	No	Sl No.	Documents	Yes	No.
1	Proof of age			6	Copies of recent passport size photograph		
2	Proof of academic qualification			7	For in Service Candidate NOC from the employer		
3	Proof of working experience			8	proof in support of computer Knowaldge (if any)		
4	Proof in support of Category(if any)						
5	Copy of Employment exchange Card(if any)						

*Declaration: I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These condition 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 service may be terminated .*

Date :

Place :

Full Signature of the Candidate
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## ADMIT CARD

WRITTEN EXAMINATION TO THE POST OF .....

Date of Written Examination:-

Time :-

Roll No. :-

Name of Examination Center :-

Attached a  
Passport size  
Photo hereof the  
Candidate with  
his/her full  
Signature.

(FOR OFFICE USE ONLY)

(TO BE FILLED IN BY THE CANDIDATE)

Name of the Candidate (In Capital letter):.....

Father's/Husband's Name :.....

Postal Address :-

Signature of the Authority

Full Signature of the Candidate

.....

## ADMIT CARD

WRITTEN EXAMINATION TO THE POST OF .....

Date of Written Examination:-

Time :-

Roll No. :-

Name of Examination Center :-

Attached a  
Passport size  
Photo hereof the  
Candidate with  
his/her full  
Signature.

(FOR OFFICE USE ONLY)

(TO BE FILLED IN BY THE CANDIDATE)

Name of the Candidate (In Capital letter):.....

Father's/Husband's Name :.....

Postal Address :-

Vill/WardNo.....P.O.....P.S.....

.Dist.....State..... .PINCODE.....

(Signature of the Authority)

(Full Signature of the Candidate )