

## OFFICE OF THE

☎ : (03452) 255164/255767  
FAX : (03452) 256600  
E-mail : guskaramunicipal@yahoo.com  
guskara.municipality@yahoo.com

# GUSKARA MUNICIPALITY

P.O. - Guskara, Dist. - Burdwan, Pin - 713128, W.B.

ESTD : 1988

1082/G.M/Estt./2016  
Memo No. ....



24/08/2016  
Dated, Guskara, the .....

## EMPLOYMENT NOTICE

Applications in prescribed format are invited from suitable candidates of Indian citizens for filling up the posts as shown in the table below for Guskara Municipality.

Sl. No.	Name & No. of the Post	Category wise No. of vacancies	Pay Band, Scale of Pay with Grade Pay	Qualification	Age Limit (As on the 1 <sup>st</sup> day of January, 2016)
1	Attendant- 01 No.	1 <sup>st</sup> Vacancy SC	Pay Band-1 Rs. 4900-16200/- Grade Pay Rs. 1700/- and other allowances as admissible	The candidate shall able to read and write Bengali and have passed Class VIII from any Govt. recognized Institution. Preference shall be given on good physique and sportsmanship.	Age limit shall be 18 to 40 years, relaxation age limit for SC, ST & OBC candidates will be as per Govt. rules
2.	Peon-02 Nos.	1 <sup>st</sup> Vacancy SC 2 <sup>nd</sup> Vacancy UR *	Pay Band-1 Rs. 4900-16200/- Grade Pay Rs. 1700/- and other allowances as admissible	The candidate shall able to read and write Bengali and have passed Class VIII from any Govt. recognized Institution. Preference shall be given on good physique and sportsmanship.	Age limit shall be 18 to 40 years, relaxation age limit for SC, ST & OBC candidates will be as per Govt. rules
3.	Majdoor- 11 Nos	(1 <sup>st</sup> +11 <sup>th</sup> +15 <sup>th</sup> ) Vacancy SC (2 <sup>nd</sup> +8 <sup>th</sup> +14 <sup>th</sup> ) Vacancy UR 4 <sup>th</sup> Vacancy ST 5 <sup>th</sup> Vacancy UR (Ex-Serviceman) 6 <sup>th</sup> Vacancy OBC-A 9 <sup>th</sup> Vacancy OBC-B 12 <sup>th</sup> Vacancy UR (Person with Disability)	Pay Band-1 Rs. 4900-16200/- Grade Pay Rs. 1700/- and other allowances as admissible	The candidate shall able to read and write Bengali and have passed Class VIII from any Govt. recognized Institution. Preference shall be given on good physique and sportsmanship.	Age limit shall be 18 to 40 years, relaxation age limit for SC, ST & OBC, Ex-serviceman and Person with Disability candidates will be as per Govt. rules

\*UR means Unreserved

### How To Apply

1. Intending candidates will have to apply in the prescribed format, which can be downloaded from the Website of Guskara Municipality ([www.guskaramunicipality.in](http://www.guskaramunicipality.in)). Non-refundable application fee for Rs. 100.00 (Rupees One hundred only) for General and OBC candidates, Rs. 70.00 (Rupees Seventy only) for SC candidates and Rs. 30.00 (Rupees Thirty only) for ST candidates will have to be deposited to the SB/A/c No- 11254337148 of SBI, Itachanda ADB Branch (Code-6193), Guskara and the **original deposit slip will have to be enclosed with application.**
2. Candidates claiming reservation of posts must have to enclose self attested copy of such relevant certificate issued by the Competent Authority.
3. Candidates who are in Govt./Quasi-Govt. Services, will have to apply through proper channel.
4. Applications must be sent to the Chairman, Guskara Municipality, P.O.- Guskara, Dist.- Burdwan, Pin-713128 by Registered Post only and applications sent through other process will not be received. **Application must be superscribed on the envelope as Employment Notice No. with date, Name of the post applied for with reservation category.**
5. Applications duly filled up in appropriate manner must be submitted alongwith the copies of the following documents duly self attested by the applicant.
  - i) Age proof certificate (ii) SC/ST/OBC/Person with Disability (PWD), Ex-serviceman certificate issued by the competent authority,
  - iii) Marksheet and/or Certificates for each examination passed (iv) Two nos. of self addressed (with Pin Code Number) envelope, size (25cmX11 cm) affixed with postal stamp of Rs.5/- each.
  - v) Voter ID Card, if available.
6. **Candidate may apply for any one of the above Posts only**, otherwise his/her candidature will be cancelled.
7. Use of mobile phones, calculators, and any kind of electronic gadgets inside the examination hall is STRICTLY PROHIBITED. Use of the same will lead to cancellation of the candidature.



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8. For all categories: Benefits of reservation of vacancies and upper age concession upto 05 years are admissible only for the SC, ST, and Ex-Serviceman candidates and upto 03 years for OBC candidates and upto 08 years for Persons with Disability (PWD) candidates having disability of 40% and above as per Government Rules.
9. Three nos. of self attested recent coloured passport size photograph (4.5cm X 3.5cm) of the candidate must be enclosed with the application (one to be pasted on the application form at appropriate space and two as enclosure alongwith application in prescribed format).
10. Canvassing in any form will disqualify the candidature.
11. Candidates may obtain the details of the post, relevant informations and application format through the Guskara Municipality's Website ([www.guskaramunicipality.in](http://www.guskaramunicipality.in)), 'Office Notice Board at Guskara Municipality'.
12. Last date of receipt of application is on 15-09-2016 upto 4:00 p.m.
13. If at any stage, even after appointment, a candidate is found is ineligible in terms of Employment Notice, his/her candidature will be cancelled.
14. The Municipal Authority reserves the discretion of conducting screening list with a view to short list of the candidates for interview in each category of the post.
15. The candidates who apply for the post should ensure that they fulfill all the eligibility conditions thereof. Their admission at the stage of Written Examination, if any as the case may be and the Interview/Viva-Voce for which they are admitted by this Authority will be purely provisional subject to their satisfying the prescribed eligibility conditions. If on verification at any time before and after Written Examination, if any as the case may be and the Interview/Viva-Voce, if it is found that they do not fulfill any of the eligibility conditions, their candidature shall stand cancelled without any notice and/or further reference.
16. Application incomplete in any form or not in prescribed format or not accompanied with prescribed fee or received after the due date is liable to be rejected summarily.
17. The candidates for the post for which Computer knowledge is desirable shall have to undergo a Computer Test for qualifying at the time of Viva-Voce.



Chairman  
&  
Guskara Municipality

Chairman of the Selection Committee

*24.8.16*  
Dated: 24/08/2016

Memo No: 1082/1(22)/G.M./Estt./2016  
Copy forwarded for information to the :-

- 1) Vice-Chairman, Guskara Municipality
- 2-4) Sri/Smt. \_\_\_\_\_, Councillor, Member-Selection Committee, Guskara Municipality.
- 5-16) Sri/Smt. \_\_\_\_\_, Councillor, Ward No \_\_\_\_\_, Guskara Municipality.
- 17) Deputy Director of Local Bodies, Burdwan Division, Pipulpati, Chinsurah, P.O+Dist.- Hooghly, Pin-712103.
- 18) District Municipal Development Officer, Burdwan, Member-Selection Committee.
- 19) Executive Officer, Guskara Municipality.
- 20) Head Clerk, Guskara Municipality.
- 21) I.T. Co-Coordinator, Guskara Municipality, with the direction to publish the Employment Notice No-1082/G.M./Estt./2016, dated 24-08-2016 and Application format in the Official Website of Guskara Municipality on 26-08-2016.
- 22) Notice Board, Guskara Municipality.

Chairman  
&  
Guskara Municipality

Chairman of the Selection Committee

Application No. \_\_\_\_\_, dated.....

To  
The Chairman,  
Guskara Municipality  
P.O.-Guskara, Dist.- Burdwan, Pin-713128  
West Bengal.

01. Name of Candidate :

[illegible]

02. Address:

[illegible]

03. Father's/Husband's Name :

04. Contact No.	(Land Line)	(Mobile No.)
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05. Date of Birth :

06. Age on 01.01.2016 :

07. Caste (please ✓) : Gen ☐ OBC-A ☐ OBC-B ☐ SC ☐ ST ☐

08. If Person with Disability : YES/NO

09. If Ex-serviceman : YES/NO

10. Sex : Male/Female

11. Educational Qualification :

[illegible]

Contd.-2

11. Details of application fee submitted : (original receipt enclosed)

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a) Date:\_\_\_\_\_

b) Issuing Bank :\_\_\_\_\_

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c) Branch :\_\_\_\_\_

d) Amount Rs.\_\_\_\_\_

I do hereby declare that all the informations stated in this application form are true. In case any of my declaration made and documents, attached herewith are found to be not true and if I fail to produce relevant documents in support of the eligibility criteria, my candidature is liable to be cancelled by the appropriate authority at any stage of the Selection / Recruitment process.

Date:

Place:

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Full Signature of the Applicant