

**OFFICE OF THE BOARD OF COUNCILLORS OF
TAKI MUNICIPALITY**

Taki, North 24-Parganas.

EMPLOYMENT NOTICE

No. 1438/T.M.

Dated: 26.02.2020

Applications are invited from eligible candidates for filling up the posts as shown in the table below under Taki Municipality.

Sl. No.	Name of the post	Group	No. of Post	Category wise No. of vacancies	Scale of Pay with Grade Pay	Qualification for the post	Age as on 01.01.2020
1	Peon	D	01	UR -1	PB-1 Rs.4900- Rs.16200/- + Grade Pay Rs.1700/-	The candidate shall have passed Class-VIII from any Govt. recognized institution. Preference shall be given on good physique and sportsmanship.	Not less than 18 years and not more than 40 years
2	Cleaner	D	01	UR - 1	PB-1 Rs.4900- Rs.16200/- + Grade Pay Rs.1700/-	The candidate shall have passed Class-VIII from any Govt. recognized institution. Preference shall be given on good physique and sportsmanship.	Not less than 18 years and not more than 40 years
3	Sweeper	D	02	SC-1 UR -1	PB-1 Rs.4900- Rs.16200/- + Grade Pay Rs.1700/-	The candidate shall have passed Class-VIII from any Govt. recognized institution. Preference shall be given on good physique and sportsmanship.	Not less than 18 years and not more than 40 years
4	Helper	D	03	SC-1 UR-1 UR(EC)-1	PB-1 Rs.4900- Rs.16200/- + Grade Pay Rs.1700/-	The candidate shall have passed Class-VIII from any Govt. recognized institution. Preference shall be given on good physique and sportsmanship.	Not less than 18 years and not more than 40 years
5	Mazdoor	D	32	SC - 4 UR - 6 UR (EC) - 6 ST - 2 UR(EX-SER - GR D POST) - 3 OBC - A - 2 SC (EC) - 2	PB-1 Rs.4900- Rs.16200/- + Grade Pay Rs.1700/-	The candidate shall have passed Class-VIII from any Govt. recognized institution. Preference shall be given on good physique and	Not less than 18 years and not more than 40 years.

				OBC - B - 2 UR (Person with disability) - 1 OBC-A(EC) - 1 OBC-B(EC) - 1 SC(EX-SER - GR D POST - 1 UR(Meritorious Sports Person) - 1		sportsmanship.	
6	Dome	D	01	UR - 1	PB-1 Rs.4900- Rs.16200/- + Grade Pay Rs.1700/-	The candidate shall be able to read and write Bengali. Preference shall be given to them, who have passed Class-IV from a school recognized by the govt. & possessing good health.	Not less than 18 years and not more than 40 years.

N.B.: Number of posts may vary depending upon further permission to fill up the additional posts to be approved by the Directorate of Local Bodies, U.D. & M.A. Deptt., Govt. of West Bengal.

How to Apply

1. Intending candidates will have to apply in the prescribed format, which can be downloaded from the website of Taki Municipality (www.takimunicipality.in). Candidates claiming reservation must have to enclose copy of relevant certificate issued by Competent Authority. Candidates, who are in Govt./Quasi-Govt. services, will have to apply through proper channel.
2. Application specially defined for the post must be dropped directly by the candidates or his/her representative into the appropriate Drop Box situated at the office chamber of Executive Officer of Taki Municipality to be addressed to the **Chairman, Taki Municipality, Taki, , Dist. North 24 Parganas** superscribing on the envelope "i) Employment Notice No. ii) Name of post applied for" so as to drop on or before the closing date. In this connection, this is to be noted that applications(s) through ordinary post or by Speed Post, Registered Post or by Courier Service will also be accepted up to the closing date i.e. on **12.03.2020 upto 4.00 p.m.**
3. **NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE & TIME OF SUBMISSION OF APPLICATION.**
4. Application duly filled up in appropriate manner must be submitted along with the copies of the following documents duly self attested by the Applicant.
 - i) Age proof certificate, ii) SC/ST/OBC-A/OBC-B/Person With Disability (PWD)/Ex-Serviceman/Meritorious Sports Person certificate issued by the competent authority, iii) Mark-sheet and / or certificates of each examination passed.
 - ii) A 100/- Rupees draft should be enclosed with the application on behalf of Chairman, Taki Municipality.

5. RESERVATION / AGE RELAXATION

A. For SC/ST candidates:-

- The benefit of reservation will be admissible to the SC/ST candidates of West Bengal only, if such reservation is notified against the post for respective category.
- The benefit of age relaxation for SC/ST candidates will be admissible to all such candidates as per relevant rules and regulations.

B. For OBC-A/OBC-B candidates:-

- The benefit of reservation will be admissible to the OBC-A/OBC-B candidates of West Bengal only, if such reservation is notified against the post for respective category.
- The benefit of age relaxation for OBC-A/OBC-B candidates will be admissible to all such candidates as per relevant rules and regulations.

SC/ST/OBC-A/OBC-B CANDIDATES OF OTHER STATES WILL BE TREATED AS UNRESERVED CANDIDATES.

C. For Ex-Servicemen candidates:-

- The benefit of reservation will be admissible to the Ex-Servicemen candidates, if such reservation is notified against the post for respective category.
- The benefit of age relaxation for Ex-Servicemen candidates will be given as per existing Govt. rules and regulations.

D. For Persons with Disabilities of at least 40% and above:-

- The benefit of reservation will be given to the candidates with disabilities of at least 40% and above, if such reservation is notified against the post for respective category.
- The benefit of age relaxation for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant rules and regulations.
- Candidates having disability of less than 40% shall be treated as unreserved candidates and therefore shall not get benefit of reservation / age relaxation.

6. Three nos. of self attested recent coloured passport size photographs (4.5 cm x 3.5 cm) 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).
7. Canvassing in any form will disqualify the candidate.
8. Candidates may obtain the details of the post, relevant information and application format through Taki Municipality's "website: (www.takimunicipality.in)."/Office Notice Board of Taki Municipality.
9. **Last date of submission of application:- on 12.03.2020 upto 4.00 p.m** If at any stage, even after appointment a candidate is found ineligible in terms of the Employment Notice, his/her candidature will be cancelled.
10. Name of intending candidates are being downloaded from Employment Bank, Govt. of West Bengal as well as from the Directorate of Employment Exchange, Exempted Category Cell, Kolkata for the candidates belonging to Exempted Category.
11. The Authority reserves the right to cancel any or all applications without assigning any reasons whatsoever.

12. 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 / Vive-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 in the Interview / Viva-Voce, if it is found that they do not fulfill any of the eligibility condition, their candidature for the examination shall stand cancelled without any notice and / or further reference.
13. Applications incomplete in any form or those not in prescribed format or received after the due date are liable to be rejected summarily.
14. Post reserved for Exempted Category as indicated above shall be considered in accordance with Govt. Order No.1432/MA/O/C-3/O-34/2001 dated 19.09.2002 read with Govt. Order No.308(100)-Emp. Dated 04/09/2002.

15. MODE OF EXAMINATION :-

A. Written Examination:-

Candidates shall have to appear at a written examination of 80 marks. Duration of written examination will be one hours. There will be 80 (Eighty) Multiple Choice Type Questions, carrying 1 (one) mark each covering the subjects as detailed below. The standard of questions for the post of Peon, Helper, Sweeper, Cleaner & Mazdoor will be of Class VIII and for the post of Dome, it will be of Class IV.

Subject	Number of questions		Total Marks	
	For the post of Peon/Helper/Sweeper/Cleaner/Mazdoor	For the post of Dome	For the post of Peon/Helper/Sweeper/Cleaner/Mazdoor	For the post of Dome
General Knowledge and current affairs	20	20	20	20
General Science	20	20	20	20
History	10	10	10	10
Geography	10	10	10	10
Mathematics	20	-	20	-
Bengali	-	20	-	20
TOTAL	80	80	80	80


- Questions will be set in English & Bengali only.
- Candidates have to mark answers in respect of Multiple Choice Objective type questions in OMR Sheet.
- There will be no negative marking for wrong answer.

B. Interview:-

The candidates shortlisted on the basis of marks obtained in the Written Examination will be called separately for document verification followed by an Interview for 20 marks.

Note: Final Merit List would be prepared on the basis of total marks obtained by the candidates in Written Examination (80 marks) and Interview (20 marks).

16. Candidates must abide by the instructions as may be given by the venue supervisor/invigilator of the examination venue. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable for expulsion from the examination hall and/or such other punishment as the Selection Committee may deem fit to impose.
17. A candidate who has been reported against by the venue supervisor of the examination venue for violating any of the instructions or for having adopted unfair means at the examination hall will be punished with cancellation of candidature and also be debarred from appearing at future examinations/selections as may be decided by the Selection Committee depending on the circumstances/gravity of the case.
18. Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall will lead to cancellation of candidature without giving an opportunity of being heard.



Chairman,
Taki Municipality &
Chairperson of
Selection Committee.

Dated: 26/02/2020

No. 1438/12/TM.

Copy to:

1. Janab Azizul Islam Gazi, Vice Chairman, Taki Municipality – Member, Selection Committee.
2. Shri Chinmoy Mondal, Councillor, Ward No.9, Taki Municipality - Member, Selection Committee.
3. Shri Mrityunjoy Rishidas, Councillor, Ward No.08, Taki Municipality - Member, Selection Committee.
4. All Councillors, Taki Municipality – for kind information.
5. Representative of DMDO., Barasat, North 24 Parganas – Member, Selection Committee.
6. The Director, D.L.B., Poura Prashasan Bhawan, 3rd & 4th Floor, DD-1, Kolkata – 700064, Member, Selection Committee.
7. The Director, Directorate of Employment, Exempted Category Cell, 67, Bentinck Street, Kolkata – 700069.
8. The Executive Officer, Taki Municipality – Member Secretary, Selection Committee
9. The Finance Officer, Taki Municipality & Member, Selection Committee
10. The IT Co-Ordinator, Taki Municipality – with the direction to publish the Employment Notice as stated and Application Format in the official web site of Taki Municipality
11. Notice Board, Taki Municipality
12. Guard File


Chairman,
Taki Municipality &
Chairperson of
Selection Committee.

11. Educational Qualification :

Examination Passed	Board/University	Year of Passing	Division/Class/Grade	Percentage of Marks/Grade obtained

12. Technical/Other Qualification, if any : _____

13. Experience, if any, please specify : _____

N.B:- For Sl.No.06 to 13 attach photo copy of certificates/testimonials duly self attested.

14. SEX (Tick the appropriate) : Male / Female

15. Nationality : _____

16. Religion : _____

I do hereby declare that all the information stated in this application form are true. In case any of my information furnished and document attached hereto is 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: _____

Full Signature of the Applicant