

BONGAON MUNICIPALITY
EMPLOYMENT NOTICE

Advertisement No.- BM/ 1589

Dated- 14.06.18

Closing Date- 03.07.2018

Applications are invited from bonafide Indian Citizen for the following Posts



Name of the Post	No. of Post
Clerk (UR-01, SC-01)	02 (Pay Band Rs. 5400/- -25200/- + Grade Pay Rs.2600/-)
Assistant Teacher (UR-01, SC-01)	02 (Pay Band Rs. 5400/- - 25200/- + Grade Pay Rs. 2300/-)

For further details - please visit our Website at www.bongaonmunicipality.org / Office Notice Board.

Essential Qualification:

1. For category of Posts of Clerk

Minimum qualification is Madhyamik or equivalent examination from any Board recognised by the Govt. Preference shall be given to them who know typing and knowledge in computer as per rule. The minimum age limit shall be 18 years .

2. For category of Posts of Assistant Teacher for Primary Schools

Minimum Qualification – Candidates have passed Madhyamik or equivalent examination from any Board recognized by the Government and shall be Junior Basic Trained from a Government recognized Institution. Untrained Candidates, having the other qualifications prescribed for the post shall be eligible to compete along with the other candidates and if any untrained candidate is selected for the post, he shall get himself trained within a period of five years from the date of his appointment to the post. The minimum age limit shall be 18 years.

Upper age limit will be determined as per notification issued by the Govt. of West Bengal time to time. There will be relaxation in age for SC/ST/OBC (i.e. 5 years for SC/ST & 3 years for OBC candidates). For OBC Category 'B'-please visit Govt. website at www.anagrasarkalyan.gov.in

How to apply :-

Applications must be submitted in the format available on the Municipal Website - www.bongaonmunicipality.org

Application must be submitted in the Drop Box kept in the Reception (first floor) of the Municipal Office.



Documents to be attached with the application

- i) Two copies of recent passport size photograph- one to be pasted on the application and one additional to be enclosed.
- ii) Self attested copies of certificates and work statements - age proof certificate (Birth Certificate, Madhyamik pass certificate issued by concerned Board, etc.) and educational qualification (issued by concerned Board & University). All original certificates will be checked at the time of interview or as and when required.
- iii) Documents in support of claim of age relaxation for SC/ST/OBC candidates.
- iv) Date of Birth will be reckoned as on 01.04.2018
- v) Two self addressed envelope (4''x9'') should be enclosed with the application.
- vi) Non-refundable fee of Rs 100.00 (One hundred) for SC/ST candidates and Rs 200.00 (Two hundred) for the categories other than SC/ST must be submitted along with the application by Bank Draft payable to Chairman, Bongaon Municipality.

Please see application format in next page.....

Chairman
BONGAON MUNICIPALITY

APPLICATION FORMAT

POST APPLIED FOR.....

Advertisement No.:BM/

Date :

To

The Chairman

Bongaon Municipality

Bongaon, North 24 Parganas

Pin – 743235

Madam,

I beg to apply for the post ofin your office and to submit the following particulars as per prescribed format:-

1. Full Name(in block letter) :.....
 2. Name of the Father / Husband ...
 3. Date of Birth (according to Christian era)...
 4. Age as on 01.04.2018 ...
 5. Sex (Male / Female) ...
 6. Nationality ...
 7. Religion ...
 8. Address (Permanent) with
Mob: No. :.....
.....
.....
 - b) Address (Present)
9. Whether belongs to
UR/SC/ST/OBC(A)/OBC(B) :.....

10. Educational Qualification

Exam	Year	Marks Obtained	Percentage (%)

11. Extra Curricular activities (If any) :

12. Please state the amount of fees
submitted along with DD No. and date:

Declaration

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature for the above recruitment is liable to be cancelled straightway.

Yours faithfully

Full signature of the candidate

Documents to be attached with the application

- vii) Two copies of recent passport size photograph- one to be pasted on the application and one additional to be enclosed.
- viii) Self attested copies of certificates and work statements - age proof certificate (Birth Certificate, Madhyamik pass certificate issued by concerned Board, etc.), educational certificates (issued by concerned Board & University) and experience certificates. All original certificates will be checked at the time of interview or as and when required.
- ix) Documents in support of claim of age relaxation for SC/ST/OBC candidates.
- x) Date of Birth will be reckoned as on 01.04.2018
- xi) Two self addressed envelope (4''x9'') should be enclosed with the application.
- xii) Non-refundable fee of Rs 100.00 (One hundred) for SC/ST candidates and Rs 200.00 (Two hundred) for the categories other than SC/ST must be submitted along with the application by Bank Draft payable to Chairman, Bongaon Municipality.

****Last date for receiving application is 03.07.2018. Applications receiving after expiry of the closing date will not be entertained.**