Ref. No. DMC/G/2166

The notice in relation to engagement in different Posts in Durgapur Municipal Corporation.

NOTICE

Applications in prescribed format are hereby invited from the eligible candidates for appointment in the different posts as mentioned below. Candidates will be selected on the basis of a written examination followed by the personality test.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the post</th>
<th>Eligibility Criteria</th>
<th>No of posts</th>
<th>Pay scale</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Minimum Qualification</td>
<td>Desirable</td>
<td>Age</td>
<td></td>
</tr>
<tr>
<td>01.</td>
<td>Sanitary Inspector</td>
<td>(i) The candidate shall be at least Higher Secondary passed from a Govt. recognized Board of Council. (ii) The candidate should also have Diploma in Sanitary Inspector ship from any Govt. recognized Institution.</td>
<td>Preference shall be given for Experience in the same field of work for 2 years.</td>
<td>Minimum age limit 18 years as on 01.01.2020. &amp; Maximum age limit 40 years as on 01.01.2020.</td>
<td>01</td>
</tr>
<tr>
<td>02.</td>
<td>P.A to Mayor</td>
<td>(i) Passed H.S or equivalent Examination from any recognized Board. (ii) Diploma in Computer Application with MS Office. (iii) Must be able to take note at a uniform speed of 100 words per minute in short hand. (iv) English typing speed of 30 words per minute.</td>
<td>(i) General Proficiency &amp; good command over English and Bengali language. (ii) Experience in the same field of work for 2 years.</td>
<td></td>
<td>01</td>
</tr>
<tr>
<td>03.</td>
<td>P.A to Commissioner</td>
<td>(i) Passed H.S or equivalent Examination from any recognized Board. (ii) Diploma in Computer Application with MS Office. (iii) Must be able to take note at a uniform speed of 100 words per minute in short hand. (iv) English typing speed of 30 words per minute.</td>
<td>(i) General Proficiency &amp; good command over English and Bengali language. (ii) Experience in the same field of work for 2 years.</td>
<td></td>
<td>01</td>
</tr>
<tr>
<td>04.</td>
<td>Building Inspector</td>
<td>(i) Diploma in Civil Engineer from the recognized Govt. Institution.</td>
<td>Experience in the same field of work for 2 years.</td>
<td></td>
<td>02</td>
</tr>
<tr>
<td>05.</td>
<td>Pump Operator</td>
<td>(i) Passed Secondary Examination. (ii) ITI (Electrical) from the Govt. recognized Institution.</td>
<td>Experience in the same field of work for 2 years.</td>
<td></td>
<td>01</td>
</tr>
</tbody>
</table>
A. INSTRUCTION TO THE CANDIDATES:-
1. Format for application is to be downloaded from the official website of Durgapur Municipal Corporation (http://www.durgapurmunicipalcorporation.org). It is to be neatly filled with black ball pen. Self attested documents as asked for in the Application Form are to be attached. Passport size photographs are to be pasted on the space marked for it duly signed by the candidate. **All testimonials in original are to be produced for verification when asked for.**

2. Application form along with requisite documents is to be submitted through Registered Post/Speed Post with AD addressing to the Commissioner, Durgapur Municipal Corporation, City Centre, Durgapur-713216. Applications submitted through any other mode other than that mentioned above will not be accepted. **Name of the post to be mentioned on the Envelope clearly.**

3. A list of shortlisted candidates based on primary scrutiny of application will be uploaded in the official website of DMC (http://www.durgapurmunicipalcorporation.org)

4. The admit card of the eligible candidates will be sent to their e-mail address within ten days before the commencement of the examination. The date of examination will be published through the Official Website shortly. If any candidate does not receive the Admit Card, he/she will have to collect the same from the Durgapur Municipal Corporation Head Office.

5. Last date of submission of application form is **10.02.2020.**

6. The venue of examination will be mentioned in the Admit Card.

7. If found later that the applicant has produced any document in contravention of the requisite document or appeared to be false then his / her candidature will summarily be rejected even after appointment in such post.

8. Carrying of any Electronic gadget, Mobile, Pager etc. will be strictly prohibited in the examination hall.

*Age limit will be relaxed as per Government norms for SC/ST/OBC/PH Candidates.*
APPLICATION FORM
(to be printed in A4 size paper only)

To,
The Commissioner
Durgapur Municipal Corporation
City Centre, Durgapur-713216
Dist.- Paschim Bardhaman
West Bengal.

Application for the post of...........................................................................................................

1) Name (IN CAPITAL LETTER)

2) Father’s/ Husband Name (IN CAPITAL LETTER)

3) Gender: (MALE/FEMALE)

4) a) Date of Birth:      b) Age as on 01.01.2020

5) Nationality:

6) Address with pin code:
   Present Address (IN CAPITAL LETTER)

7) Permanent Address (IN CAPITAL LETTER)

Space for affixing recent passport size photograph
(Self-attested)
8) Contact Number:


9) Email ID (In CAPITAL Letters):


10) Academic Qualification: (Madhyamik/10th onwards)

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>School/Board/Univ./Inst.</th>
<th>Exam Passed</th>
<th>Year of Passing</th>
<th>Total Marks</th>
<th>Marks Obtained</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11) Computer Knowledge (Auto Cad/ DOEACC ‘O’ Level/Basic knowledge):

12) Experience (if any):

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of the Employer</th>
<th>Name of the Post</th>
<th>Date of Joining</th>
<th>Date of Leaving</th>
<th>Experience in completed years</th>
<th>Type of Work Done</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13) List of documents should be enclosed (Put Tick mark in the Box)

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Documents</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Proof of age(Admit card of Madhyamik/10th or Birth Certificate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Proof of Academic Qualification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Proof of Working Experience (if any)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Copy of recent Passport size photograph</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Declaration:** I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to be me and I fulfill these conditions. The details mentioned in the application are true and I shall furnish the necessary certificate when ever 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 engagement my service may be terminated.

Date: .................................................................

Place: .................................................................

Signature of the Candidate
DURGAPUR MUNICIPAL CORPORATION
CITY CENTRE, DURGAPUR-713216
Appointment to the post of (i) Sanitary Inspector (ii) P.A. to Mayor (iii) P.A. to Commissioner (iv) Building Inspector (v) Pump Operator (vi) Pharmacist.

ADMIT CARD
(Office Copy)

1. Name of the Candidate: …………………………………………………………………………………………………………..
2. Name of the Post Applied for: ……………………………………………………………………………………………………..
3. Gender: ………………………………………………………..
4. Present Address: ……………………………………………………………………………………………………………………..
   …………………………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………………………

(For office use only)
Date and Time of Examination: …………………………………………………………………
Venue of the Examination: ………………………………………………………………………
Roll No. - ………………………………………………………………….

................................................................. .................................................................
Signature of the Issuing Authority Signature of the Candidate

DURGAPUR MUNICIPAL CORPORATION
CITY CENTRE, DURGAPUR-713216
Appointment to the post of (i) Sanitary Inspector (ii) P.A. to Mayor (iii) P.A. to Commissioner (iv) Building Inspector (v) Pump Operator (vi) Pharmacist.

ADMIT CARD
(Candidate’s Copy)

1. Name of the Candidate: …………………………………………………………………………………………………………..
2. Name of the Post Applied for: ……………………………………………………………………………………………………..
3. Gender: ………………………………………………………..
4. Present Address: ……………………………………………………………………………………………………………………..
   …………………………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………………………

(For office use only)
Date and Time of Examination: …………………………………………………………………
Venue of the Examination: ………………………………………………………………………
Roll No. - ………………………………………………………………….

................................................................. .................................................................
Signature of the Issuing Authority Signature of the Candidate