

**Kolkata Municipal Corporation**  
**5,S.N.Banerjee Road, Kolkata-700013**

**Urdu Assistant Recruitment Examination, 2013**

Applications are invited in the prescribed form (format given below) on or before **4<sup>th</sup> November, 2013 (Monday)** from the Indian citizens for recruitment to the post of **Urdu Assistant** in the Kolkata Municipal Corporation. Two panels--one main panel against clear vacancies and one supplementary panel against subsequent vacancies will be prepared in order of merit on the result of the Recruitment Examination. The panels will remain valid for one year only from the date of its publication. **Essential Qualification for Urdu Assistant** : i) Pass in Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent with Urdu as one of the subjects . **Desirable**: Degree from a recognized University with Urdu as a subject at Graduation level. ii) Basic knowledge in computer application. **Pay**: Pay Band-2. Rs. 5,400-25,200/- & Grade Pay Rs.2,600/-). **Tentative Vacancies**: Main Panel: 04 (UR-02, SC-01,ST-01) Supplementary Panel : 03 (UR-01,OBC(A)-01, OBC(B)-01). **General Instructions**: Lower and upper age limits are 18 & 40 years as on 1<sup>st</sup> January 2013 but relaxable by 5 years for S.C /S.T candidates & 3 years for O.B.C candidates. Upper age limit is also relaxable upto 45years for P.H. candidates. Candidates claiming to be S.C, S.T., P.H., and O.B.C. (Not belonging to creamy layer) must furnish along with their applications, attested copy of certificate issued by a competent authority of West Bengal, in support of their claim, failing which their claims will not be entertained. **Method of Recruitment** : The examination will be held in three successive stages viz., **Preliminary Examination** : The examination will consist of one paper of General Knowledge, Current Affairs, General Science and Mathematics etc.(Multiple Choice-Objective Type Questions) with total marks of 100 comprising 100 questions carrying 1 mark for each question. Questions will be set in English and level of Examination as per Higher Secondary syllabus and time allowed will be two hours. The examination will be a test for selection of candidates for the Main Examination. The marks obtained by the candidates in the Preliminary Examination will not be counted for the purpose of determining the final merit list. Qualifying marks for such preliminary examination will be 45 for GEN & O.B.C. categories and 40 for S.C., S.T., P.H. & Ex.S. categories. About 10 times the strength of the panel including the supplementary panel will be called on merit basis for the main examination subject to obtaining qualifying marks in the preliminary examination by the candidates. However, the Kolkata Municipal Corporation reserves the right to relax the qualifying marks. Preliminary examination may be held in one or more batches, as may be convenient. **Main Examination**: The examination will consist of 200 marks in one paper on Urdu. **Syllabus** : Translation from English into Urdu & vice-versa. Grammar, Precis writing, Letter writing, Essay writing etc. of Higher Secondary level. About 3 times the strength of the panel including the supplementary panel will be called on merit basis for the interview subject to obtaining qualifying marks in the main examination only which are 45% in aggregate for General & O.B.C categories and 40% in aggregate for S.C., S.T., P.H. and Ex.S. categories. However, the Kolkata Municipal Corporation reserves the right to relax the qualifying marks. **Interview** : Final list will be prepared on the basis of marks obtained in the main examination and interview. Full marks for the interview is 25. Final merit list will be prepared on the basis of the total marks obtained in the Main Examination and the Interview.

**How to Apply :** A Candidate intending to sit for the examination shall submit his/her application in the prescribed form addressed to **the Chief Manager (Personnel), the Kolkata Municipal Corporation, 5, S. N. Banerjee Road, Kolkata-700013** by ordinary post or in the box kept at the Office of the Kolkata Municipal Corporation at 48, Market Street, 1<sup>st</sup> floor, Kolkata – 700 087 on any working day during office hours within the last date mentioned in the advertisement. During submission of application, attested copies of the documents/certificates in support of age, caste, physically handicap, qualification, experience and status of Ex-Serviceman etc., whichever applicable, shall be submitted as supporting documents. Original certificates have to be produced whenever asked for. **Last date for submission of application: 4<sup>th</sup> November, 2013 (Monday).** Applications if received after closing date will not be entertained. The Kolkata Municipal Corporation will not be responsible for any postal delay. A Candidate now in service under Central or the State Govt., Semi-Government, Local/Statutory body must send his/her original application through proper channel. Such candidates may submit an advance copy of the application in the prescribed format duly filled in the candidate's own handwriting along with his/her recent photograph affixed in the appropriate places. This application should be marked "ADVANCE COPY" and submitted to the Kolkata Municipal Corporation within due date of the submission. However, this advance copy will not be considered valid unless the original application submitted through proper channel reaches the Kolkata Municipal Corporation's office on or before the date of the Interview. **Canvassing:** Canvassing in any form will disqualify the candidature. **Miscellaneous:** Candidates shall be responsible for whatever information is submitted in the application. If any of the statements made by a candidate in the application form be subsequently found to be false or cannot be proved by him/her, his/her candidature will be liable to cancellation, and even if he or she is appointed to a post on the basis of results of this examination, his/her service will be liable to be terminated, apart from taking other legal actions. Willful suppression of any material fact will also be similarly dealt with. Candidates should take particular note that entries in their application forms submitted to the Kolkata Municipal Corporation must be made correctly against all the items which will be treated as final and no alteration or addition in this regard shall be entertained after submission of the application form. The candidates who have fulfilled the advertised terms will receive an Admit Card for the examination. No candidates shall be allowed to enter the examination hall unless he/she holds valid Admit Card. Admission to the Examination will be deemed provisional subject to determination of his/her eligibility. If at any stage a candidate is found ineligible for admission in terms of conditions of eligibility for this examination, his/her candidature will be cancelled without further reference to him/her. **Application form** is obtainable through the Kolkata Municipal Corporation's **Website at www.kmcgov.in** **NOTE:** The Kolkata Municipal Corporation reserves the right to rectify errors and omissions, if any, in the process of holding the examination and final declaration of result.

  
**Municipal Commissioner**

**THE KOLKATA MUNICIPAL CORPORATION**  
**5, S.N.Banerjee Road, Kolkata-700 013**

**APPLICATION FORM**

**FOR OFFICE USE ONLY**

**Application No. :**

.....

**Roll No. :**

.....

Space  
For  
Attested  
Photograph

1. NAME OF THE POST APPLIED FOR : \_\_\_\_\_

2. Advertisement No. : \_\_\_\_\_

3. Name of the Candidate (In Capital letters) : \_\_\_\_\_

3.a) 1<sup>st</sup> language (Bengali/Hindi/Urdu/Nepali): \_\_\_\_\_

4. Sex (Male/Female) : \_\_\_\_\_

5. Father's /Husband's Name : \_\_\_\_\_

6. Nationality : \_\_\_\_\_

7. Date of Birth (In Christian era) : \_\_\_\_\_

8. Age (as on 1<sup>st</sup> January, in the year  
of advertisement) : \_\_\_\_\_

9. Address for Communication : \_\_\_\_\_  
(PIN CODE must be mentioned)  
\_\_\_\_\_  
\_\_\_\_\_

10.(i) Do you belong to S.C./S.T./O.B.C.-A/O.B.C.-B  
Of West Bengal ? (State 'Yes' or 'No') : \_\_\_\_\_

(ii) If yes, specify the Category  
(Put tick mark in appropriate box)

SC	ST	OBC-A	OBC-B
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(iii) Mention the name of sub-caste/Tribe/Community: \_\_\_\_\_

11. Whether Physically Handicapped [State 'Yes' or 'No'] : \_\_\_\_\_

12. If yes, specify the Category : \_\_\_\_\_

13. Whether belongs to Ex. Serviceman [Stae 'Yes' or 'No']: \_\_\_\_\_

14. Details of experience (if any) as per advertisement: \_\_\_\_\_

15. Educational Qualification (Madhyamik examination onwards)

Name of the Examination	Year of Passing	Division/ Class	Percentage of marks obtained	Subjects taken	Board/University

16. If employed previously or at present, the details thereof:

Name of the Organization (s)	Position/Designation held	Name of duty (ies)	Period of Service	
			From	To

17. List of attested documents enclosed: (i) \_\_\_\_\_ (ii) \_\_\_\_\_

(iii) \_\_\_\_\_ (iv) \_\_\_\_\_

(v) \_\_\_\_\_ (vi) \_\_\_\_\_

#### **DECLARATION**

I solemnly declare that (a) All statements made in this application are true, complete and correct (b) Original documents will be produced on demand (c) I agree to take the examination on the condition that the Kolkata Municipal Corporation may cancel my candidature if I am found any time ineligible for admission to the examination and (d) I have submitted no other application for this examination.

\*\* I have informed the head of my Office or Department in writing that I am applying for this examination (\*\* Strike off this sentence if the candidate is not in service of Government or Local or Statutory Body).

Place:

Date:

Signature of the candidate in full