

MUNICIPAL SERVICE COMMISSION
149, A.J.C. Bose Road, Kolkata – 700 014.

Advertisement No. 1 of 2014

Recruitment Examination, 2014 for the posts of Assistant Engineer (Electrical) & Sub-Assistant Engineer (Electrical) under the Kolkata Municipal Corporation

Applications are invited in prescribed form on or before **28.02.2014** (4.00 P.M.) from the Indian citizens for Recruitment to the post of Assistant Engineer (Electrical) & Sub-Assistant Engineer (Electrical) in the Kolkata Municipal Corporation. Details of each category of the vacancies are given below :-

1. Assistant Engineer (Electrical)

Essential Qualification:

i) A degree in Electrical Engineering of a recognized University or its equivalent.

Desirable Qualification :

- i) One year's post graduate practical training or study or research or practical engineering experience.
- ii) Passing the examination of "O" level in computer application approved by AICTE.

Pay : Pay Band - 4A, Rs.15,600/-42,000/-, Grade Pay 5400/-.

Tentative vacancies : Main Panel : Total – 07 (Gen-04, S.C.-02, OBC(A)-01). Supplementary Panel Total -04 (Gen-02, ST-01, Gen (PH)-01).

For PH candidates having hearing impairment upto maximum 50% on medical terms are eligible for the post.

Age: Lower and upper age limits are 18 & 37 (for General) years as on 1st January 2014. Relaxation of age for S.C /S.T/OBC and P.H candidates is available as per rule.

* the upper age limit for Kolkata Municipal Corporation's working and eligible employees will be relaxed upto 50 years as on 01.01.2014.

2. Sub-Assistant Engineer (Electrical)

Essential Qualification:

i) A diploma in Electrical Engineering from the State Council for Engineering or Technical Education or its equivalent.

ii) One year's practical training or study or practical engineering experience in Municipal Engineering work.

Desirable Qualification :

Working knowledge in computer is preferable.

Pay : Rs. 9000/- 40,500/- + Grade Pay Rs.4400/-

Tentative vacancies : Main Panel : Total – 15 (Gen-07, S.C.-05, OBC(A)-01 OBC (B)-02).
Supplementary Panel : Total -08 (Gen-04, Gen (PH)-01,SC-01,ST-01, OBC (A)-01)

For PH candidates having hearing impairment upto maximum 50% on medical terms are eligible for the post.

Age: Lower and upper age limits are 18 & 37 (for General) years as on 1st January 2014. Relaxation of age for S.C /S.T/OBC & P.H candidates is available as per rule.

* Educational qualification and experience must have been acquired on or before the date of advertisement.

Method of Recruitment : The Commission will conduct Preliminary Test, Written Test and interview as the case may be. The scheme and syllabus of the screening test/written test etc. will be given on the Commission's website later on.

Application Fee (Non-Refundable) : Application fee of Rs. 150=00 (Rupees One hundred & fifty) only and processing charge of Rs. 50/- (Rupees fifty) only shall be collected through all branches of United Bank of India and deposited to **A/C No. 0088050006323** vide challan specially designed and available at Commission's website www.mscwb.org. One part of the challan meant for Commission will have to be attached with the application form, failing which the application will be rejected. **No application fee shall be paid by the candidates belonging to S.C., S.T. and P.H. category, though however processing charge of Rs. 50/- shall be collected from applicants belonging to S.C., S.T. and P.H. category** and they will have to enclose self attested photocopies of the requisite **S.C., S.T. and P.H.** certificate in support their claim along with the application.

Note : The Bank will charge of Rs. 20/- per transaction including Service Tax from the applicants.

A candidate can submit only one application for each category. In case of submission of more than one application in same category all the applications of the concerned candidate will be cancelled.

How to Apply : A Candidate intending to apply shall submit his/her application in the prescribed form addressed to the Secretary, Municipal Service Commission by ordinary post or may drop in the box kept at Commission's Office at the above mentioned address on any working day during office hours within the last date and time mentioned in the advertisement. The envelope containing the application forms and documents must bear the name of the post applied for and category of the candidate. Self-attested photocopies of the documents/certificates in support of age, caste, qualification and experience (if any) etc., whichever are applicable, to be submitted as supporting documents along with the application. One part of the Challan meant for the Commission as already mentioned in para relating to Application Fee, shall also to be enclosed with the application. Original certificates have to be produced whenever asked for. Candidates should fill in the Application Form in his/her own hand writing. Incomplete Application or Application with defects in any respect or without requisite documents will be summarily rejected.

Last Date for submission of application : 28.02.2014 (up to 4 p.m.). Applications received after closing date and time will not be entertained. The Commission will not be responsible for any postal delay. A Candidate now in service under Central or the State Government, Semi Government, Local/Statutory Body shall have to ensure that No Objection Certificate (N.O.C.) from his/her present employer reaches the Office of the Municipal Service Commission before seven preceding days from the date of Personality Test / Interview, otherwise he/she will be considered not eligible for the Personality Test/ Interview .

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 for cancellation, and even if he or she is appointed to a post on the basis of results of selection process, his/her service will be liable to be terminated, apart from taking other legal actions. Wilful 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 Commission 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. Admit Cards for the examination will be sent to the eligible candidates. No candidate shall be allowed to enter the examination hall unless he/she holds valid Admit Card. Admission to the examination will be deemed to be provisional subject to determination of his/her eligibility. If at any stage a candidate is found ineligible, his/her candidature will be cancelled without further reference to him/her.

Application Form and Bank Challan Form are obtainable through the Commission's Website at www.mscwb.org.

NOTE : The Municipal Service Commission reserves the right to rectify errors and omissions, if any, in the process of recruitment and final declaration of result.

Dated, Kolkata, the 1st February, 2014

Secretary
Municipal Service Commission.

MUNICIPAL SERVICE COMMISSION
149, A.J.C. Bose Road, Kolkata-700 014
(Landmark: R.Ahmed Dental College, Near Moulali)

Application Form

<u>TO BE FILLED UP BY THE CANDIDATE</u>
Name of United Bank of India Branch where fee/ and processing charge deposited
Amount.....
Date.....
Transaction ID No.....

<u>FOR OFFICE USE ONLY</u>
Application No :
Roll No. :

Paste a passport size recent Photograph of the Candidate duly signed by him/her on the front side of the photograph.
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1. NAME OF THE POST APPLIED FOR : _____
2. Advertisement No. : _____
3. Name of the Candidate (In Capital letters) : _____
4. Sex (Male/ Female) : _____
5. Father's/Husband's Name : _____
6. Nationality : _____
7. Date of Birth : _____
8. Age (as on 1st January, in the) : _____
year of advertisement
9. Address for Communication : _____
(PIN CODE must be mentioned)

_____ Pin

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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 : _____
(As the case may be)

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

12. If yes, specify the Category : _____

Contd....P/2

13. Whether fees/processing charges deposited in the relevant Bank account number as mentioned in the advertisement [write 'Yes' or 'No'] : _____

14. Educational Qualifications (Madhyamik examination onwards)

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

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

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

16. List of self 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 Commission may cancel my candidature if at any time I am found 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. I shall submit the required NOC in due time as mentioned in the advertisement, failing which the commission may debar me from appearing for the examination/interview. (**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

Bank seal

Bank Branch Copy

**Bank Challan Form
(For General / OBC candidates)**

UNITED BANK OF INDIA

Name : Municipal Service Commission
Account No. **0088050006323**
Home Branch : Entally (0088)
MSC Advertisement No. 6 of 2013 for recruitment to the post of
Junior Assistant under Kolkata Municipal Corporation & Municipal
Service Commission.

UBI Branch where depositedDate

Applicant's Name

Father's /Husband's Name

Date of birth

Category [General / OBC(A) / OBC (B)]

Application fee Rs.150.00

Processing charge Rs. 50.00

Service charge for bank..... Rs. 20.00

Total Rs. 220.00

(Rupees two hundred twenty) only

Transaction ID to be
noted by receiving official

Signature of depositor

Signature of receiving official

Bank seal

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Category [SC/ ST / PH].....

Application fee NIL

Processing charge..... Rs. 50.00

Service charge for bank..... Rs. 20.00

Total Rs. 70.00

(Rupees seventy) only

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