

Municipal Service Commission
149, A.J.C.Bose Road, Kolkata-700 014
(Opposite R.Ahmed Dental College & Hospital near Maula Ali)

Advertisement No. 6 of 2013

**Recruitment Examination, 2013 for the post of Junior Assistant in the
Kolkata Municipal Corporation & Municipal Service Commission**

Applications are invited in the prescribed form on or before **28th January, 2014 (4.00 p.m.)** from the Indian citizens for recruitment to the post of **Junior Assistant** in the Kolkata Municipal Corporation & Municipal Service Commission. 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. Only main panel will be prepared for recruitment under Municipal Service Commission.

Essential Qualification : (i) Pass in Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent .

Desirable: Working knowledge in computer applications.

Pay: Pay Band-2. Rs. 5,400-25,200/- & Grade Pay Rs.2,600/-).

Tentative Vacancies: Main Panel: Total : 100 (UR-52, UR (PH)-03, SC-22, ST-06, OBC(A)-06, OBC(B)-07) for Kolkata Municipal Corporation. Main Panel : 04 (UR-2, ST-01, OBC(A)-01) for Municipal Service Commission. Supplementary Panel : 50 (UR-26, UR(PH)-01, SC-11, ST-03, OBC(A)-05, OBC(B)-04) for Kolkata Municipal Corporation.

Age: Lower and upper age limits are 18 & 40 years as on 1st January 2013. Relaxation for S.C /S.T& P.H etc. is available as per rule. Candidates claiming to be S.C, S.T. P.H. and O.B.C.- (A) & (B) (Not belonging to creamy layer) must furnish along with their applications, self-attested photocopy of certificate issued by a competent authority of West Bengal, in support of their claim, failing which their applications will not be entertained.

Method of Recruitment: The recruitment examination will be held in two stages viz., (i) OMR based written examination consisting of multiple choice, objective type 100 questions of General Knowledge, Current Affairs, Science, Mathematics, reasoning etc. carrying 2 (two) marks each. There will be negative marking and 1 (one) mark will be deducted for each wrong / incorrect answer. Questions will be set in English and time allowed will be 2½ (two and half) hours. (ii) Personality Test/ Interview : Candidates about 3 (three) times of the vacancy, will be called on merit basis for Personality Test / Interview. Subject to obtaining qualifying marks @ 45% for General candidates, @ 40% OBC (A) & OBC (B) candidates and @ 35% for SC,ST and PH candidates. Full marks for the interview will be 40 (forty). Final merit list will be prepared on the basis of the total marks obtained in the written examination & Personality Test / Interview. However, the Commission reserves the right to relax the qualifying marks for all or any category of candidates.

Application Fee (Non-Refundable) : An application fee of Rs.150=00 (Rupees One Hundred & Fifty) and processing charge of Rs.50/- (Rupees fifty) 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 application will be rejected. **No application fee shall be paid by the candidates belonging to S.C., S.T. & P.H.**

category, however processing charge of Rs.50/- shall be collected from applicants belonging to S.C., S.T. & P.H. category, who will have to enclose self-attested photocopies of the requisite SC/ST/PH certificates in support of their claim along with the application .

Note : The bank will charge Rs.20 per transaction including service tax from the applicants.

How to Apply : A Candidate intending to sit for the examination shall submit his/her application addressed to the Secretary, Municipal Service Commission in the prescribed form by ordinary post or in the box kept at Commission's Office at the above mentioned address on any working day during office hours within the last date mentioned in the advertisement. The envelope containing the application must bear the category of the candidate e.g. General/ SC/ ST/ OBC (A)/ OBC(B)/ PH etc. Self-attested photocopies of the documents/certificates in support of age, caste, qualification, and experience (if any) etc., whichever applicable, shall 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 should also be enclosed with the application. Original certificates have to be produced whenever asked for. Candidate should fill in the Application Form in his/her own handwriting. Incomplete Application or Application with defect in any respect or without requisite documents will be summarily rejected.

Last date for submission of application: 28th January, 2014 (up to 04.00 P.M.). Applications if received after closing date will not be entertained. The Commission will not be responsible for any postal delay. A Candidate now in service under Central or the State Govt., Semi-Government, Local/Statutory body shall have to ensure that No objection Certificate (NOC) from his/her present employer reach the office of Municipal Service Commission within seven proceeding 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 furnished in their 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 rejection, and even if he or she is appointed to a post, on the basis of results of this 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 candidates 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 for admission in terms of conditions of eligibility for this examination, his/her candidature will be rejected 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 holding the examination and final declaration of result.

Dated: Kolkata, the 28th December, 2013.

SECRETARY
Municipal Service Commission

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

Application Form for Recruitment to the post of
Junior Assistant in the Kolkata Municipal Corporation &
Municipal Service Commission

TO BE FILLED UP BY THE CANDIDATE

Name of United Bank of India Branch where
fee/ and processing charge deposited
in a/c No. 0088050006323

Amount.....

Date.....

Transaction ID No.....

FOR OFFICE USE ONLY

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.

1. Name of the Candidate (In Capital letters) : _____
2. Sex (Male/ Female) : _____
3. 1st language(Bengali/Hindi/Urdu/Nepali) : _____
4. Father's/Husband's Name : _____
5. Nationality : _____
6. Date of Birth(In Christian era) : _____
7. Age (as on 1st January, 2013) : _____
8. Address for Communication : _____
(Pin code must be mentioned)

_____ Pin

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

9. (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)

10. (a) Whether Physically Handicapped [State 'Yes' or 'No'] : _____

(b) If yes, specify the Category : _____

11. Whether belongs to Ex. Serviceman [State 'Yes' or 'No'] : _____

12. Educational Qualifications (Madhyamik examination onwards)

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

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

| Name of the Organization (s) | Position/Designation held | Period of Service | | Remarks if any |
|------------------------------|---------------------------|-------------------|----|----------------|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

14. 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 undergo the selection process on the condition that the Commission may cancel my candidature if I am found ineligible at any stage and (d) I have submitted no other application for the concerned post.

** I have informed the head of my Office or Department in writing that I am applying for this post (**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

Applicant's Copy

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Applicant's Name

Father's /Husband's Name

Date of birth.....

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

Transaction ID to be
noted by receiving official

Signature of depositor

Bank seal

Signature of receiving official

Applicant's Copy

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