



WEST BENGAL MUNICIPAL SERVICE COMMISSION

149, A.J.C. Bose Road, Kolkata- 700014

Web: www.mscwb.org

E-MAIL: mscwb2015@gmail.com

Contact no. 033-22657920

Advertisement No. 06 of 2023

Recruitment Examination, 2023 for the post of Sub-Assistant Engineer (Civil), Accountant, Sanitary Inspector, Cashier, Clerk, Sanitary Assistant and Work Sarkar under Buniadpur Municipality.

Online applications are invited through our website www.mscwb.org from the Citizens of India for recruitment to the post of **Sub-Assistant Engineer (Civil), Accountant, Sanitary Inspector, Cashier, Clerk, Sanitary Assistant and Work Sarkar** under the BUNIADPUR MUNICIPALITY on and from **08.01.2024** in reference of approval by Government of West Bengal and conveyed through Department of Urban Development & Municipal Affairs, the Govt. of West Bengal vide no. 216-UDMA-25011(11) /126/2021-LSG SEC dated 31.05.2023.

Sl. No.	Name of the Post	No. of Vacancy	Category wise Vacancy Position	Scale of Pay	Prescribed Qualification & Age
1.	Sub-Assistant Engineer (Civil)	01 (One)	UR – 1	Pay Level – 12 of the Pay Matrix of ROPA-2019.	<p>a) Essential:-The Candidate having Diploma in Civil Engineering from recognized University or any Institution approved by AICTE. Candidate having higher qualification in Civil Engineering may also apply.</p> <p>b) Desirable:- The Candidate having experience in Civil Engineering shall be given preference.</p> <p>c) Minimum age limit shall be 24 years on the 1st January of the year of Advertisement.</p> <p>d) Age not more than 40 years on the 1st January of the year of Advertisement.</p> <p>*Subject to Age relaxation as mentioned below.</p> <p>N.B.: Age as recorded only in the Madhyamik or equivalent certificate will be accepted.</p>
2.	Accountant	01 (One)	UR – 1	Pay Level – 06 of the Pay Matrix of ROPA-2019.	<p>a) Essential:- The Candidate shall be a Graduate in Commerce from any University recognized by the Government.</p> <p>b) Desirable:- The Candidate having experience in accounting and working with computer will get preference.</p> <p>c) Minimum age limit shall be 18 years on the 1st January of the year of Advertisement.</p> <p>d) Age not more than 40 years on the 1st January of the year of Advertisement.</p> <p>*Subject to Age relaxation as mentioned below.</p> <p>N.B.: Age as recorded only in the Madhyamik or equivalent certificate will be accepted.</p>

3.	Cashier	01 (One)	UR – 1	Pay Level – 06 of the Pay Matrix of ROPA- 2019.	<p>a) Essential:- The Candidate must have passed Madhyamik or equivalent from any Board recognized by the Government having Two (02) years experience in accounting.</p> <p>b) Desirable:- The candidate having good knowledge in computer and accounting software will get preference.</p> <p>c) Minimum age limit shall be 21 years on the 1st January of the year of Advertisement.</p> <p>d) Age not more than 40 years on the 1st January of the year of Advertisement.</p> <p>*Subject to Age relaxation as mentioned below.</p> <p>N.B.: Age as recorded only in the Madhyamik or equivalent certificate will be accepted.</p>
4.	Sanitary Inspector	01 (One)	UR – 1	Pay Level – 09 of the Pay Matrix of ROPA- 2019.	<p>a) Essential:- The Candidate shall be at least higher secondary passed from any Board or Council recognized by the Government and also having Diploma or Certificate in Sanitary Inspector ship from any Institution recognized by the Govt. The Departmental candidates having requisite qualification and fulfilling other criteria for direct recruitment, working in the pay scales below to that of Sanitary Inspector, shall be eligible to compete along with other candidates.</p> <p>b) Desirable:- Experience in respective field will get preference.</p> <p>c) Minimum age limit shall be 21 years on the 1st January of the year of Advertisement.</p> <p>d) Age not more than 40 years on the 1st January of the year of Advertisement.</p> <p>*Subject to Age relaxation as mentioned below.</p> <p>N.B.: Age as recorded only in the Madhyamik or equivalent certificate will be accepted.</p>
5.	Sanitary Assistant	01 (One)	UR – 1	Pay Level – 06 of the Pay Matrix of ROPA- 2019.	<p>a) Essential:- The Candidate must have passed Madhyamik or equivalent from any Board recognized by Govt. For appointment to the post, successful completion of a pre-service training shall be compulsory. The time and manner of such training shall be such as may be determined by the Board of Councillors of Buniadpur Municipality.</p> <p>b) Desirable:- Experience in respective field will get preference.</p> <p>c) Minimum age limit shall be 18 years on the 1st January of the year of Advertisement.</p> <p>d) Age not more than 40 years on the 1st January of the year of Advertisement.</p> <p>*Subject to Age relaxation as mentioned below.</p> <p>N.B.: Age as recorded only in the Madhyamik or equivalent certificate will be accepted.</p>

6.	Clerk	02 (Two)	SC – 01 UR – 01	Pay Level – 06 of the Pay Matrix of ROPA- 2019.	<p>a) Essential:- The Candidate must have passed Madhyamik or equivalent from any Board recognized by Govt.</p> <p>b) Desirable:- Preference will be given to those candidates who have knowledge of Typing and Computer.</p> <p>c) Minimum age limit shall be 18 years on the 1st January of the year of Advertisement.</p> <p>d) Age not more than 40 years on the 1st January of the year of Advertisement.</p> <p>*Subject to Age relaxation as mentioned below.</p> <p>N.B.: Age as recorded only in the Madhyamik or equivalent certificate will be accepted.</p>
7.	Work Sarkar	01 (One)	UR – 1	Pay Level – 03 of the Pay Matrix of ROPA- 2019.	<p>a) Essential:- The Candidate must have passed / studied at Class IX in any Institution recognized by the Government and have experience in road measurement.</p> <p>b) Minimum age limit shall be 18 years on the 1st January of the year of Advertisement.</p> <p>c) Age not more than 40 years on the 1st January of the year of Advertisement.</p> <p>*Subject to Age relaxation as mentioned below.</p> <p>N.B.: Age as recorded only in the School or equivalent certificate will be accepted.</p>

N. B. Both men & women are eligible to apply for above posts.

Uploading of documents and Certificate:

Document regarding Essential Qualifications, Desirable Qualification, Age, Caste, PWD certificate must be scanned and uploaded along with online application. **Bonafide Certificates issued by competent authorities must be obtained within the closing date of Advertisement.**

***Age Relaxation:**

The upper age-limit shall be relaxable for Schedule Castes, Scheduled Tribes candidates of West Bengal by 5 years and relaxable for Other Backward Classes (OBC-A & OBC-B) candidates of West Bengal by 3 years. In the case of Persons with Disabilities of 40% and above as per Govt. rules, the upper age-limit shall be relaxable up to 45 years. **Scheduled Castes, Scheduled Tribes & Other Backward Classes candidates of other States shall be treated as General Candidates.**

Application Fee/ Processing charges: (Non-Refundable, Payable to WBMSC by online mode only)

- 1) Application fee for U.R. & O.B.C candidates are Rs. 150=00 (**Rupees One hundred and fifty**) plus Processing Charges Rs. 50=00 (**Rupees Fifty**) i.e., Rs. 200=00 (Rupees Two hundred) only.
- 2) For SC, S.T. & P.W.D candidates only Processing Charges Rs. 50=00 (**Rupees Fifty**) to be paid.
- 3) **NO EXEMPTION OF FEE IS AVAILABLE TO SC/ST/OBC CANDIDATES OF OTHER STATES.**
- 4) The application fees plus processing charges as mentioned in Paras (1) and (2) above shall be collected by On-line payment method only through **Indiaideas.com Limited (Bill Desk)** as mentioned at our website www.mscwb.org.

Method of Recruitment & Syllabus:

B. Mode of Examination:

The Examination will be held in **Kolkata center only** and in two successive stages, viz. **(1) Written Test (Multiple choice Objective type) (2) Personality Test**, as detailed below:

(3) Written Test: 200 marks

The OMR based Written Examination of **200 marks** consisting of **100 multiple choices**, objective type questions carrying 02 (two) marks each will be conducted. There will be negative marking of 01 (one) mark each for every incorrect / wrong answer. Question will be set in English and time allowed will be **1 & 1/2 (One and half) hours**.

(4) Personality Test: 40 marks

The Personality test will be held at the **Commission's office in Kolkata**. Based on merit, candidates of 4 (four) times the number of vacancies, will be called for verification of original documents subject to obtaining qualifying marks @ 45% for General Candidates, @ 35% for S.C. candidates (for clerk post). After the said verification, eligible candidates of 3 (three) times the number of vacancies will be called on merit basis for Personality Test. The Commission shall have discretion to relax qualifying marks of the examination.

Final merit list will be prepared on the basis of total marks obtained by the candidates in the written examination and Personality test.

Results of the Examination:

The names of the candidates called for Personality Test and those recommended for appointment will be published provisionally subject to determination of eligibility of the candidates in all respects and verification of original certificates etc. If at any stage of such verification or later on any candidate is found ineligible, his / her candidature / allotment / recommendation / appointment will be cancelled.

B. Syllabus:

Syllabus will be notified later on in our web site www.mscwb.org.

Miscellaneous:

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 West Bengal Municipal Service Commission within 7 (Seven) days preceding the date of verification of original documents. Otherwise, he / she will not be considered eligible for the Personality Test. **If at any stage a candidate is found ineligible for admission in terms of condition of eligibility for this Examination, his / her candidature will be rejected without further reference to him / her.**

Last Date:

Last date for Registration for online application and **the process of submission of Application must be completed by 07.02.2024.**

Caution:

Bag & Baggage, Mobile phones, Calculator, Smart watches, Pagers or any other electronic or communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations. Candidates are advised in their own interest not to bring any of above banned items to the venue of the examination, as arrangement for safe-keeping cannot be assured. There will be arrangements for frisking of the candidates at entry points of venues – separately for male and female candidates so that candidates with above mentioned banned articles may not enter the venue.

Submission of more than one application for one particular post is strictly prohibited. The candidature of a candidate who submits more than one application for admission to the selection procedure, will be cancelled even if he/she is admitted to the same.

Candidates are also requested to be cautious for putting his/her exact e-mail id and mobile no. during filling up of online application.

Canvassing:

Any attempt on the part of a candidate to enlist support for his / her application through persons, officials of Government, or agencies will disqualify him / her for appointment. Spontaneous recommendations from persons interested in the candidates, or otherwise known to them, will be disregarded and will render the candidates' ineligible.

NOTE:

The West Bengal 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.

For update / corrigendum/ Notice candidates are advised to follow our official website www.mscwb.org on regular basis.

Dated, the Kolkata
28.12.2023

DRS 28/12/23
Secretary

West Bengal Municipal Service Commission

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149, A.J.C. Bose Road, Kolkata-700014