



# Office of the Councillors

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Jhargram Municipality

Jhargram :: Dist- Jhargram

Memo no:- 2619/1G-5

Date:- 12.10.2017

## EMPLOYMENT NOTICE

Applications are invited in the prescribed format for filling up one post of **Clerk ( SC Category)** under **Jhargram Municipality** in P.B-2 Scale Rs 5400 to 25200 with G.P Rs 2600/- . Other terms and conditions will be applicable as per existing Municipal Recruitment rules 2005.

Application Form and other details regarding Qualification, Eligibility, Experience, age etc. can be downloaded from the Municipality Website “[www. Jhargrammunicipality.org](http://www.Jhargrammunicipality.org)”.

Interested candidate may send their application in the prescribed format along with relevant documents.

**LAST DATE FOR SUBMISSION OF APPLICATION ON 09.11.2017 AT 3.00 P.M .**

*Chairman*  
*Jhargram Municipality*

# APPLICATION PROFORMA

Self  
Attested  
Stamp Size  
Photograph

## APPLICATION FOR THE POST OF CLERK

1. NAME (IN BLOCK LETTERS)

2. FATHER'S / HUSBAND NAME

3. PERMANENT ADDRESS

P I N

4. ADDRESS FOR CORRESPONDENCE

P I N

5. DATE OF BIRTH

6. AGE AS ON 01.01.2017

7. CONTACT NO

8. E.MAIL

9. RELEGION

10. EMPLOYMENT EXCHANGE REGISTRATION NUMBER (IF ANY)

11. DETAILS OF EDUCATIONAL QUALIFICATION :

	SCHOOL/UNIVERSITY	YEAR OF PASSING	% OF MARKS OBTAINED

12. DETAILS OF EXPERIENCE

I)

II)

III)

13. DO YOU POSSESS THE ESSENTIAL EDUCATIONAL QUALIFICATIONS AS REQUIRED FOR THE POST APPLIED FOR :

YES  / NO

14. DETAILS OF COMPUTER KNOWLEDGE :

COURSE NAME	INSTITUTE/UNIVERSITY	YEAR OF PASSING	GRADE

15. ADDITIONAL INFORMATION, IF ANY WHICH YOU WOULD LIKE TO MENTION IN SUPPORT OF YOUR SUITABILITY FOR THE POST.

I)

II)

III)

16. COPIES OF CERTIFICATES /TESTIMONIALS ENCLOSED. (Y / N)

a) AGE PROOF       b) ADDRESS PROOF       c) QUALIFICATION   
d) DATE OF BIRTH       e) COMPUTER SKILL       f) E.E. Regn. No.   
g) EXPERIENCE

### DECLARATION

I hereby declare that all the statements made in this application are true complete and correct to the best of my knowledge and belief. In the event of any information being found incorrect before/ after written test / interview or even after appointment, my appointment will stand automatically cancelled.

*Date :*

*Signature of the Candidate*

*Place:*

## **METHOD OF RECRUITMENT AND QUALIFICATION**

1. **Minimum age Limit for such recruitment shall be 18 years and maximum age limit 40 years as on 01.01.2017. Relaxation of upper age limit will be followed in accordance of the existing rules of the Government.**
2. **The Candidate has passed Madhyamik or equivalent examination from any board recognized by the Government . Preference shall be given to them who have knowledge of typing & computer**
3. **Application should be filled in Capital letters in English Language only and Address to the "Chairman Jhargram Municipality, P. o + P.s- Jhargram, Dist- Jhargram, West Bengal.**
4. **Candidate should mention correct and active e-mail Id and contact number. All communication to the candidate will take place through e-mail I.D and contact no.**
5. **Recruitment process for the post is based on verification of original documents, written test and interview.**
6. **Self attested copies of certificates in proof of Age, Qualification, Experience, Computer skill etc., two copies of passport size color photographs should be firmly attached with the application.**
7. **No TA/ DA will be admissible for attending written test and Interview.**
8. **Applications should be submitted either speed post or Drop Box at Municipality Office.**
9. **Municipality will not be responsible for any postal delay.**
10. **Municipality reserve the right to reject the candidature of any applicant at any stage, if any irregularity / deficiency is noticed in the application.**
11. **Municipality also reserves the right to cancel part or whole of the recruitment process without assigning any reason thereof.**
12. **Candidates are to bring their Original Certificates at the time of interview for Verification.**
13. **After scrutiny of the application, documents etc. Call letter / Admit card will be issued to the eligible Candidates and send either by e-mail or speed post.**
14. **Application received after closing date, without self attested photograph, not in the prescribed format will be similarly rejected.**
15. **Closing date for submission of application is 09.11.2017 AT 3.00 p.m.**

**Chairman  
Jhargram Municipality**