

OFFICE OF THE  
**BALURGHAT MUNICIPALITY**



SOVA MAJUMDER SARANI  
BALURGHAT : DAKSHIN DINAJPUR

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Memo: 836 /G-8 (NUHM)

Date: 16.06.17

**Employment Notice**

Applications are invited from the candidates of Balurghat Municipal area towards recruitment to the post of Group-C (clerk) and Group-D (Peon) etc. on purely contractual basis as support staff of UPHCS under NHM of Project of Balurghat Municipality

| Name of Post     | Vacancy                                   | Remuneration        | Qualification   | Desirable curricular                                    | Marks  |
|------------------|---|---------------------|---|---|--|
| Group -C (Clerk) | Total - 3<br>SC - 1<br>UR - 1<br>UREC - 1 | Rs.9000/- per month | Graduate for any recognized university                  | Computer Knowledge in MS Office Package, Internet       | Computer test - 20<br>Educational Qualification- 10<br>Experience - 10<br>Walk-In-Interview - 10 |
| Group - D (Peon) | Total - 3<br>SC - 1<br>UR - 1<br>UREC - 1 | Rs.5000/- per month | Madhyamik or equivalent from any Govt. recognized Board | Knowledge in reading and writing in Bengali and English | Educational Qualification - 10<br>Experience - 10<br>Walk-In-Interview - 10                      |

\* SC = Schedule Caste , UR = Un-reserved , UREC - Un-reserved exempted category.

Age Limit : - 18 to 40 Years as on 01.06.2017 and relaxation of age for reservation will be allows as per norms

Application to be submitted as per specified form in sealed envelop either Register Post or Courier favoring to The Chairman, Balurghat Municipality, Sova Majumder Sarani, P.O. & P.S. Balurghat, Dist. Dakshin Dinajpur.PIN - 733101. and superscription to be made by the Words "Application for the Post of - on the top of the Envelop. one candidate can apply for only one post"

Copies of the following documents with self attestation to be enclosed with the application form for both Posts: -

- 1) Certificate of Madhyamik Exam.
- 2) Mark Sheet of Madhyamik (Group -D) and Graduation (Group - C)
- 3) Computer Certificate (Group - C)
- 4) Cast Certificate for both posts.
- 5) Experience Papers for both posts.
- 6) Exempted Category for both posts.
- 7) Voter ID (EPIC) for both posts.
- 8) Residential Certificate.

No TA, DA will be allowed. The decision of the appointing authority or selection committee will be final. The application should have to be reached to the Balurghat Municipality within 30<sup>th</sup> June 2017. The recruitment process can be cancelled / postponed / suspended at any time without assigning any reason from the part of municipal authority. The incomplete / illegible / In-illegible application will be deemed invalid reject without intimation to the candidate. The Walk-In-Interview for the post of Group-C (Clerk) will be conducted after the computer test. The qualified candidates will be called for Walk-In-Interview only. The cut of marks of computer Test to call the candidates in Walk-in-Interview will be decided by the selection committee according to situation.



Chairman,  
Balurghat Municipality

P.T.O

*[Signature]*  
16/6/2017

Memo: 836 /1(5)/G-8 (NUHM)

Copy for information and necessary action to :-

Date: 16.06.17

- 1) The District Magistrate, Dakshin Dinajpur, Balurghat.
- 2) The District Information Officer, N.I.C, Dakshin Dinajpur (uploading to the District website).
- 3) The District Information and Cultural Officer, Dakshin Dinajpur, Rabindra Bhawan, Balurghat.
- 4) The Chief Medical Officer or Health, Dakshin Dinajpur, Balurghat.
- 5)

*Shil*  
Chairman,

Balurghat Municipality

Memo: 836 /2(12)/G-8 (NUHM)

Copy for information and necessary action to :-

Date: 16.06.17

- 1) The Vice-Chairman, Balurghat Municipality, Balurghat.
- 2) Shri Bratamoy Sarkar / Debjit Rudra, M.C.I.C, Balurghat Municipality.
- 3) The Executive Officer, Balurghat Municipality.
- 4) The Head Clerk / The Accountant, Balurghat Municipality.
- 5) Shri Amitava Chanda, Matrisadan, Balurghat Municipality
- 6) The Municipal Notice Board.
- 7) The Notice Board of Balurghat Poura Hospital & Matrisadan.
- 8)

*Shil*  
Chairman,

Balurghat Municipality

Photo

To  
The Chairman,  
Balurghat Municipality  
Balurghat, Dakshin Dinajpur.

Sub: - Application for the post of \_\_\_\_\_

Sir,

I beg to offer myself as a candidate for the post of \_\_\_\_\_, Vide your  
Employment notice no. \_\_\_\_\_ dated \_\_\_\_\_ and details particular furnishing  
below for your kind action.

- 1) NAME OF THE CANDIDATE:
- 2) FATHERS / HUSBAND NAME:
- 3) DATE OF BIRTH:
- 4) SEX: MALE [ ] FEMALE [ ] COMMON [ ]
- 5) CORRESPONDENCE ADDRESS:
- 6) PERMANENT ADDRESS
- 7) NATIONALITY :

8) CATEGORY:

| SC | UR | UREC |
|----|----|------|
|    |    |      |

8) EDUCATIONAL QUALIFICATION:

| Sl. No. | Name of the Examination | Year of Passing | Stream | Name of the Board / University | Full Marks | Marks obtained | Percentage |
|---------|-------------------------|-----------------|--------|--------------------------------|------------|----------------|------------|
| 1       | Madhyamik / Equivalent  |                 |        |                                |            |                |            |
| 2       | Higher Secondary        |                 |        |                                |            |                |            |
| 3       | Graduation              |                 |        |                                |            |                |            |

9) Experience :

10) Computer Qualification :

Certified that the particulars mentioned in the application form are correct and true to the best of my knowledge and belief. In the event of any information is being found false/incorrect or ineligibility being detected before or after the recruitment, my service may be terminated without notice.

Thanking you

Yours faithfully,