

**OFFICE OF THE MUNICIPAL COUNCILLORS**  
**OLD MALDA MUNICIPALITY, MALDA.**  
**EMPLOYMENT NOTICE NO.02/GEN/OMM/2019-2020.**

Memo No 3335/OMM/2019-2020

Dated the 22<sup>nd</sup> January. of 2020

Applications in the "Prescribed Format" are invited from Indian citizens are eligible by the Government of India for recruitment to the under mentioned Permanent Post for Old Malda Municipality, Malda. As shown in table below:-

Sl No.	Name of posts	PAY & ALLOWANCE PAY BAND & GP+ other allowance as per ROPA Rules, 2009	No. of Post	Qualification required for the post	Minimum Age limit [as on 01 <sup>st</sup> day of January 2020]
1	Sub-Assistant Engineer (CIVIL)	PAY BAND=4 (Rs.9000-Rs.40500) Grade Pay Rs.4400 plus other admissible allowances.	Total= 01 (One)  UR=01	The Candidates have Diploma in Civil Engineering from any Institution recognized by the Government Preference shall be given to them having experience in the Civil Engineering. Any permanent employee with the education qualification of direct recruitment, with at least five years experience may also apply.	24 years [Upper age limit as per existing Govt. rules.]

**GENERAL INFORMATION:**

- 1) **How to apply:** The candidate should apply in the "Prescribed Application Form" only. The prescribed "Application Form" will be available from website of the Old Malda Municipality ([www.omm.org.in](http://www.omm.org.in)).
- 2) **The last date for submission of filled in Application Form:** 07-02-2020 i.e. no Application will be received after 4-00 PM of 07-02-2020.
- 3) **Applications received without proper documents and required postage stamp, as asked for, will be treated as incomplete and summarily rejected.**
- 4) **Documents to be submitted:** (i) Photocopies of all Certificates/Marks Sheet (Academic & Technical and any other), Proof of Age and Caste. (Duly signed by the candidate/ Self Attested) (ii) Two recent Coloured pass port size photograph, one copy should be pasted in the Application Form (Duly signed by the candidate). (iii) One self addressed (24cmX11 cm) envelope with postage stamp of Rs.40/ (Rupees Forty Only.) each.
- 5) The envelope, containing the duly filled in application along with the required documents should be super scribed by the words "Application for Recruitment to the post of.....(name of the post applied for)". "Employment Notice No. 02/GEN/OMM/2019-2020 dated 22<sup>nd</sup> January,2020, Category of the Candidate "SC/ST/OBC-A/OBC-B/EC/Other" (Please write the appropriate word only).
- 6) The application along with the required documents should be sent to the Chairman, Old Malda Municipality, Malda, District Malda, Pin-732128 (W.B) by Speed post or should be dropped in the Box, kept at the Municipality by the stipulated date and time.
- 7) **Mode of selection:** Candidates will be selected through the Written Examination as well as Personality Test. However the decision of the Selection Committee will stand final in this respect.
- 8) **Syllabus for the Written Examination:** The Multiple Choice type questions will be set for the written Exam. The questions for written Examinations and will be Madhyamik standard in respect of General English , Mathematics. GK and Current Affairs .The questions for Technical knowledge will be set from Diploma in Civil Engineering questions would be set in English. There would be no negative marking for wrong answer. A list of candidate qualified for interview in the ratio of 1:5 would be prepared on the basis of marks obtained in the written Exam.
- 9) Use of Mobile Phone, Calculators and any kind of Electronic Gadgets inside the examination hall will lead to cancellation of candidature without giving an opportunity of being heard.

Chairman  
Old Malda Municipality

22-1-2020

Memo No 3335/OMM/2019-2020

dated 22/1/2020.

Copy forwarded for information and necessary action to:-

1. The District Magistrate, Malda [He is requested to display the Notice on his "Notice Board" for wide publicity].
2. The Executive Engineer, MED, Malda Division, Atul Market [He is requested to display the Notice on his "Notice Board" for wide publicity].
3. The Employment Exchange Officer – District Employment Exchange, Malda. [He is requested to display the Notice on his "Notice Board" for wide publicity].
4. The Executive Officer, Old Malda Municipality, Malda.
5. The Copy for Notice Board of Old Malda Municipality, Malda.
6. The District Information Officer, NIC,
7. The Head Clerk (acting), Old Malda Municipality,
8. The C.A. to Chairman, Old Maslda Municipality,
9. Guard File, Old Malda Municipality.

Chairman  
Old Malda Municipality  
Malda

**OFFICE OF THE MUNICIPAL COUNCILLORS**

**OLD MALDA MUNICIPALITY, MALDA**

**RECRUITMENT EXAMINATION, 2020**

**APPLICATION FORM**

**[Employment Notice No. 02/GEN/OMM/2019-2020]**

**[Closing date for receipt of Application: the 7<sup>th</sup> February, 2020]**

<b>ROLL NO.</b>	<b><u>CAUTION.</u></b>				Space for pasting recent passport size			
(Space for office use)	<p>(i)The candidate is advised to fill up all the items correctly in the Application Format and duly furnish all the required particulars/documents.</p> <p>(ii)If any item(s) of the application is considered inapplicable to the candidate, he/she should write NOT APPLICABLE or (NA) against the particular item(s) and in no case no item of the application should remain unfilled.</p> <p>(iii)Correction/overwriting, if any should be accompanied by signature of the candidate.</p> <p>(iv)In case the application is not filled in accordance with the above instructions or any of the required documents is not enclosed; it will be treated as incomplete/defective and summarily rejected.</p>				<div style="border: 2px solid black; width: 150px; height: 100px; margin: 0 auto;"></div> <p><b>PHOTOGRAPH</b></p> <p>of the Candidate with his/her full signature thereon.</p>			
1	Name of the post applied for			[In block Letters]				
2	Name of the Candidate (In Block Letters)	First Name		Middle Name		Surname		
3	Father's / Husband's Name	First Name		Middle Name		Surname		
4	Date of birth	Day		Month		Year		
4 (A)	Age as on 01.01.2020							
5	The address for communication in detail is to be given in the appropriate box in Block Letters.	(Present & Permanent)						
		<u>Permanent Address:</u>						
		PIN						
		<u>Address for Communication:</u>						
		PIN						
		State						
Mobile Number								
Mail address (if any) :								



6	Mention the category to which you belong [Put "Tick" mark below the appropriate box]	SC	ST	EC	UR	OBC		Ex-Serviceman
						OBC-A	OBC-B	
7(a)	Name of the Sub-Caste [in block letters]				7(b) Religion			
8	Academic Qualifications : [Attested photocopies of certificates/Marks-sheet should be attached to the application along with other documents. Self attestation is allowed]							
	Examinations passed	Year of passing	Board / Council/Institution/ University			Total marks obtained	% of marks obtained	
9	Are you employed? If yes, please give in details about your employment in the box (below):							
	Name of the employer		Date of joining		Name of post		Whether the job is temporary or permanent	
(i)								
(ii)	Full address of the employer							
10	List of documents are to be enclosed (Put Tick mark in the Box)							
Sl. No.	Documents	Yes	No	Sl. No.	Documents	Yes	No.	
(i)	Proof of age			(V)	Copy of the Employment Exchange Card (if any)			
(ii)	Proof of academic Qualifications			(VI)	Two copies of recent passport size photograph duly signed			
(iii)	Proof of Caste & Sub Caste			(VI)	One self addressed envelopes with postage stamp of Rs 40/ each.			
(IV)	Proof in support of category i.e. EC, Ex-SM etc.			(VIII)	Certificate of experience (if any)			

#### DECLARATION

I solemnly declare that (a) all statement 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 condition that the Chairman of the Selection Committee, constituted for Old Malda Municipality may cancel my candidature at any time if I am found ineligible for admission to the Examination.

**\*\*I have informed the head of my office or Department in writing that I am applying for this Examination. [Applicable to those who are already employed anywhere. Please strike out if not applicable]**

Place :

Date :

.....

Full signature of the Candidate