

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

Advertisement No. – 3 of 2014.

**Recruitment Examination, 2014 for the post of Accounts Assistant
under the Kolkata Metropolitan Development Authority.**

On-line applications are invited from the Citizens of India for recruitment to the posts of Accounts Assistant under the Kolkata Metropolitan Development Authority.

Essential Qualification: Must be Commerce Graduate from any recognized University.

Desirable: Knowledge of Computer in Accounting Package.

Pay: Pay Band – 3, Rs. 7,100 – 37,600/- + Grade Pay – Rs. 3,600/- plus other admissible allowances.

Tentative Vacancy: 40 (Forty), U.R. – 21, S.C – 10, S.T. – 03, O.B.C. (A) – 01, O.B.C. (B) – 03, U.R.(PWD) (Person with disability) - 02.

Age: Lower and Upper age limit are 18 years and 40 years respectively as on 1st January, 2014. Upper age concession upto 5 years is admissible only to S.C., S.T. and PWD (Person with disability) candidates and up to 3 years to O.B.C. candidates Category (A & B) of West Bengal.

Method of Recruitment: The method of recruitment will be notified later on in our website www.mscwb.org.

Application Fee: (Non refundable) An Application Fee of Rs. 150/- (Rupees One hundred and fifty) only and processing charge of Rs. 50/- (Rupees Fifty) shall be Collected through all Branches of United Bank of India and deposited to **Account No. – 0088050006798** vide Challan generated after registration for on-line application at our website www.mscwb.org. Such fees / charges will be deposited after two working days of registration / generation of Challan. **No application fee shall be paid by the candidates belonging to S.C., S.T. and PWD category, however processing charge of Rs. 50/- shall be collected from the applicants belonging to S.C., S.T. and PWD category in the same manner.**

N.B. : Bank will charge Rs. 20/- (Rupees Twenty) only for each transaction.

How to apply: Application must be submitted on line through our website www.mscwb.org. After registration and completion of data submission for on-line application, a Challan will be generated which will have to be printed and taken to any branch of U.B.I. The Bank will receive in cash the application fee and or processing charges as the case may be plus Bank Charges printed therein. After deposition of the fee / processing charges, the application will be deemed to be submitted. SMS / E-mail alert will be sent to the registered Mobile No. / E-mail minimum after two working days.

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 Municipal Service Commission within 7 (Seven) days preceding the date of Personality Test / Interview. Otherwise he / she will be considered not eligible for the Personality Test / Interview.

Last Date: Last date for Registration for on-line application is **20.03.2014** and **application fee along with processing charges must be deposited to the Bank by 25.03.2014.**

Miscellaneous: Admit Card for the Examination will have to be downloaded from the website. No candidate shall be allowed to enter the Examination Hall unless he / she holds valid Admit Card. 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.

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
The2014.

Secretary
Municipal Service Commission.