

Municipal Service Commission
149, A.J.C.Bose Road, Kolkata-700 014
(Opposite R.Ahmed Dental College & Hospital near Maula Ali)

Advertisement No. 3 of 2013

**Recruitment Examination, 2013 for the post of Transport officer
& Sergeant in the Kolkata Municipal Corporation**

Applications are invited in the prescribed form on or before **5th December, 2013** from the Indian citizens for recruitment to the post of **Transport Officer & Sergeant** in the Kolkata Municipal Corporation. Two panels--one main panel against clear vacancies and one supplementary panel against subsequent vacancies will be prepared in order of merit on the result of the Recruitment Examination for Kolkata Municipal Corporation. The panels will remain valid for one year only from the date of its publication.

(A) Transport Officer

Vacancies: Main Panel: 01 (Unreserved) Supplementary Panel : 01 (Unreserved)

Pay for Transport Officer : Pay Band-4. Rs. 9,000-40,500/- & Grade Pay Rs.4,800/-).

Essential Qualification

- (i) Diploma in Mechanical Engineering as Automobile Engineering.
- (ii) 3 years experience in repairing, maintenance of light & heavy vehicles in an institute of repute.
- (iii) Wide experience in Administrative Control / Operation of Garage / Workshop meant for Ambulance services / Light vehicles.

Age: Lower and upper age limits are 18 & 37 (for General) years as on 1st January 2013. Relaxable by 5 years for S.C & S.T and 3 years for O.B.C-(A) & (B) category candidates. Candidates claiming to be S.C, S.T. and O.B.C.-(A) & (B) (Not belonging to creamy layer) must furnish along with their applications, self-attested photocopy of certificate issued by a competent authority of West Bengal, in support of their claim, failing which their applications will not be entertained.

For departmental candidates of the Kolkata Municipal Corporation:

- (i) A degree from a recognized university or its equivalent.
- (ii) Having 10years technical and administrative experience of running ambulance service with background of holding vehicular license of driving.
- (iii) Age will be relaxable upto 45years. The eligible departmental candidate will have to apply to Municipal Service Commission through Kolkata Municipal Corporation for selection test.

Method of Recruitment : The Commission will conduct Preliminary Test, Written Test, Skill Test and interview as the case may be. The scheme and syllabus of the screening test/written test etc. will be given on the Commission's website later on.

(B) Sergeant

Vacancies: Main Panel: 20 (UR-10, SC-05, ST-01, OBC(A)-02, OBC(B)-02). Supplementary Panel : 10 (UR-05, SC-02, ST-01, OBC(A)-01, OBC(B)-01).

Pay : Pay Band-3. Rs. 7,100-37,600/- & Grade Pay Rs.4,100/-).

Essential Qualification :

- (i) Only male candidate are eligible.
- (ii) H.S. Examination Pass certificate from the council of Higher Secondary Education, West Bengal or its equivalent.
- (iii) Height 5'7", Chest-34" (Bare body with arms down).
- (iv) Preference will be given to Ex- Military / Ex-Armed Police / Ex-National volunteer Force Personnel.

Desirable :

- (i) Minimum 50% marks in H.S or its equivalent.
- (ii) Basic knowledge in Computer Application.
- (iii) Fire fighting certificate from Competent Authority.

Age: Lower and upper age limits are 18 & 37 (for General) years as on 1st January 2013. Relaxable by 5 years for S.C & S.T and 3 years for O.B.C-(A) & (B) category candidates. Candidates claiming to be S.C, S.T. and O.B.C.-(A) & (B) (Not belonging to creamy layer) must furnish along with their applications, self-attested photocopy of certificate issued by a competent authority of West Bengal, in support of their claim, failing which their applications will not be entertained.

Method of Recruitment : The Commission will conduct Preliminary Test, Written Test, Skill Test and interview as the case may be. The scheme and syllabus of the screening test/written test etc. will be given on the Commission's website later on.

Application Fee (Non-Refundable) : An application fee of Rs.150=00 (Rupees One Hundred & Fifty) and processing charge of Rs.50/- (Rupees fifty) shall be collected through all branches of United Bank of India and deposited to A/C No.0088050006323 vide challan specially designed and available at Commission's website www.mscwb.org. One part of the challan meant for Commission will have to be attached with the application form, failing which application will be rejected. **No application fee shall be paid by the candidates belonging to S.C. & S.T. category, however processing charge of Rs.50/- shall be collected from applicants belonging to S.C. & S.T. category, they will have to enclose self-attested photocopies of the requisite SC/ST certificate in support of their claim along with the application .**

Note : The bank will charge Rs.20 per transaction including service tax from the applicants.

A candidate can submit only one application for each category. In case of submission of more than one application in same category all the applications of the concerned candidate will be cancelled.

How to Apply : A Candidate intending to sit for the examination shall submit his/her application in the prescribed form by post or in the box kept at Commission's Office at the above mentioned address on any working day during office hours within the last date mentioned in the advertisement. Self-attested photocopies of the documents/certificates in support of age, caste, qualification, and experience (if any) etc., whichever applicable, shall be submitted as supporting documents along with the application. One part of the challan meant for the Commission as already mentioned in para relating to Application Fee should also be enclosed with the application. Original certificates have to be produced whenever asked for. Candidate should fill in the Application Form in his/her own handwriting. Incomplete Application or Application with defect in any respect or without requisite documents will be summarily rejected.

Last date for submission of application: 5th December, 2013 (up to 04.00 P.M.). Applications if received after closing date will not be entertained. The Commission will not be responsible for any postal delay. A Candidate now in service under Central or the State Govt., Semi-Government, Local/Statutory body shall have to ensure that No objection Certificate (NOC) from his/her present employer reach the office of Municipal Service Commission before the date of Main Examination.

Canvassing: Canvassing in any form will disqualify the candidature.

Miscellaneous: Candidates shall be responsible for whatever information is submitted in the application. If any of the statements made by a candidate in the application form be subsequently found to be false or cannot be proved by him/her, his/her candidature will be liable for cancellation, and even if he or she is appointed to a post on the basis of results of this selection process, his/her service will be liable to be terminated, apart from taking other legal actions. Wilful suppression of any material fact will also be similarly dealt with. Candidates should take particular note that entries in their application forms submitted to the Commission must be made correctly against all the items which will be treated as final and no alteration or addition in this regard shall be entertained after submission of the application form. Admit Cards for the examination will be sent to the eligible candidates. No candidates shall be allowed to enter the examination hall unless he/she holds valid Admit Card. Admission to the Examination will be deemed provisional subject to determination of his/her eligibility. If at any stage a candidate is found ineligible for admission in terms of conditions of eligibility for this examination, his/her candidature will be cancelled without further reference to him/her.

Application form and Bank Challan Form are obtainable through the Commission's **Website** at www.mscwb.org.

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, the 09.11.2013.

SECRETARY
Municipal Service Commission

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

Application Form for Recruitment to the post of Transport Officer
& Sergeant in the Kolkata Municipal Corporation

TO BE FILLED UP BY THE CANDIDATE

Name of United Bank of India Branch
where fee/ and processing charge deposited
.....

Amount.....

Date

Transaction ID No.....

FOR OFFICE USE ONLY

Application No :
.....

Roll No. :
.....

Paste a passport
size recent
Photograph of the
Candidate duly
signed by him/her
on the front side of
the photograph.

1. NAME OF THE POST APPLIED FOR : _____
 2. Advertisement No. : _____
 3. Name of the Candidate (In Capital letters) : _____
 4. Sex (Male/ Female) : _____
 5. Father's/Husband's Name : _____
 6. Nationality : _____
 7. Date of Birth(In Christian era) : _____
 8. Age (as on 1st January, in the) : _____
year of advertisement
 9. Address for Communication : _____
(PIN CODE must be mentioned)

- _____PIN

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10. (i) Do you belong to S.C./S.T./O.B.C.-A/ O.B.C.-B
of West Bengal ? (State 'Yes' or 'No') : _____
- (ii) If yes, specify the Category
(Put tick mark in appropriate box)

SC	ST	OBC-A	OBC-B
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- (iii) Mention the name of sub-caste/Tribe/Community : _____
(As the case may be)

11. Whether belongs to Ex. Serviceman [State 'Yes' or 'No'] : _____

12. Details of experience , if any : _____

13. Educational Qualifications (Madhyamik examination onwards)

Name of the Examination	Year of Passing	Division/ Class	Percentage of marks obtained	Subjects taken	Board/University

14. If employed previously or at present, the details thereof :

Name of the Organisation (s)	Position/Designation held	Nature of duty (ies)	Period of Service	
			From	To

15. List of attested documents enclosed : (i)_____ (ii)_____

(iii)_____ (iv)_____

(v)_____ (vi)_____

DECLARATION

I solemnly declare that (a) All statements 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 the condition that the Commission may cancel my candidature if I am found any time ineligible for admission to the examination and (d) I have submitted no other application for this examination.

** I have informed the head of my Office or Deptt. in writing that I am applying for this examination (**Strike off this sentence if the candidate is not in service of Govt.or Local or Statutory Body).

Place :

Date :

Signature of the Candidate in full

Bank Branch Copy

**Bank Challan Form
(For General / OBC candidates)**

UNITED BANK OF INDIA

Name : Municipal Service Commission
Account No. **0088050006323**
Home Branch : Entally (0088)
MSC Advertisement No. 3 of 2013 for recruitment to the post of
Transport Officer & Sergeant under Kolkata Municipal Corporation.

UBI Branch where depositedDate

Applicant's Name

Father's /Husband's Name

Date of birth

Category [General / OBC(A) / OBC (B)]

Application fee Rs.150.00

Processing charge Rs. 50.00

Service charge for bank Rs. 20.00

Total Rs. 220.00

(Rupees two hundred twenty) only

Transaction ID to be
noted by receiving official

Signature of depositor

Bank seal

Signature of receiving official

Applicant's Copy

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UBI Branch where depositedDate

Applicant's Name

Father's /Husband's Name

Date of birth

Category [General / OBC(A) / OBC (B)]

Application fee Rs.150.00

Processing charge Rs. 50.00

Service charge for bank Rs. 20.00

Total Rs .220.00

(Rupees two hundred twenty) only

Transaction ID to be
noted by receiving official

Signature of depositor

Bank seal

Signature of receiving official

**Bank Challan Form
(For General / OBC candidates)**

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Processing charge Rs. 50.00

Service charge for bank Rs. 20.00

Total Rs .220.00

(Rupees two hundred twenty) only

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Bank Branch Copy

**Bank Challan Form
(For S.C / S.T candidates only)**

UNITED BANK OF INDIA

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Account No. **0088050006323**
Home Branch : Entally (0088)
MSC Advertisement No. 3 of 2013 for recruitment to the post of
Transport Officer & Sergeant under Kolkata Municipal Corporation.

UBI Branch where depositedDate

Applicant's Name

Father's /Husband's Name

Date of birth.....

Category [SC/ ST / PH].....

Application fee NIL

Processing charge..... Rs. 50.00

Service charge for bank..... Rs. 20.00

Total Rs. 70.00

(Rupees seventy) only

Applicant's Copy

**Bank Challan Form
(For S.C / S.T candidates only)**

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UBI Branch where depositedDate

Applicant's Name

Father's /Husband's Name

Date of birth.....

Category [SC/ ST/ PH].....

Application fee NIL

Processing charge..... Rs. 50.00

Service charge for bank..... Rs. 20.00

Total Rs. 70.00

(Rupees seventy) only

MSC's Copy

**Bank Challan Form
(For S.C / S.T candidates only)**

UNITED BANK OF INDIA

Name : Municipal Service Commission
Account No. **0088050006323**
Home Branch : Entally (0088)
MSC Advertisement No. 3 of 2013 for recruitment to the post of
Transport Officer & Sergeant under Kolkata Municipal Corporation.

UBI Branch where depositedDate

Applicant's Name

Father's /Husband's Name

Date of birth.....

Category [SC / ST/ PH].....

Application fee NIL

Processing charge..... Rs. 50.00

Service charge for bank..... Rs. 20.00

Total Rs. 70.00

(Rupees seventy) only

Transaction ID to be
noted by receiving official

Signature of depositor

Transaction ID to be
noted by receiving official

Signature of depositor

Transaction ID to be
noted by receiving official

Signature of depositor

Bank seal

Signature of receiving official

Bank seal

Signature of receiving official

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Signature of receiving official