

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

**Advertisement No. 4 of 2013**

**Recruitment Examination, 2013 for the different posts of Asansol Durgapur Development Authority**

Applications are invited in the prescribed form on or before **5<sup>th</sup> December, 2013** for Recruitment to the following posts under Assansol Durgapur Development Authority from the Indian citizens. Details of each category of the vacancies are given below.

Sl. No	Name of the post	Group	No. of vacancy	Educational Qualification	Experience	Age as on * 01.01.2013
1	Assistant Engineer (Electrical) Scale 15600-42000 Grade Pay : 5400	A	Total-01 U.R.-01	Bachelor degree in Electrical Engineering or equivalent with at least 60% marks or equivalent grade from any recognized university.	One year work experience in design/construction/ Project Management/Operation & maintenance in any company of repute/Govt. or Semi Govt. organization.	18 to 32 yrs.
2	Sub-Assistant Engineer (Electrical) Scale 9000-40500 Grade Pay : 4400	A	Total-01 S.C.-01	Diploma in Electrical Engineering with at least 60% marks or equivalent grade from any Polytechnic Institution approved by AICTE.	One year work experience in design/construction/ Project Management/Operation & maintenance in any company of repute/Govt. or Semi Govt. organization.	18 to 32 yrs.
3	Cashier Scale 5400-25200 Grade Pay : 2600	C	Total-02 U.R.-01 S.C.-01	(1) B.Com or equivalent with at least 50% marks or equivalent grade from any recognized university and (2) six months' computer course in financial accounting from any recognized institute.	One year work experience in accounts work in any company of repute/Govt. or Semi Govt. organization.	18 to 40 yrs.
4	Work Assistant Scale 5400-25200 Grade Pay : 2600	C	Total-05 U.R.-02 S.C.-01 S.T.01 OBC(A)- 01	Higher Secondary (Science Stream) or equivalent with at least 50% marks or equivalent grade.		18 to 40 yrs.
5	Survey Assistant Scale 4900-16200 Grade Pay : 1800	D	Total-05 U.R.-02 S.C.-01 S.T.01 OBC(A)- 01	Madhyamik or equivalent with at least 50% marks or equivalent grade.		18 to 40 yrs.

6	Assistant Accountant Scale 7100 -37600 Grade Pay : 3600	B	Total-01 U.R.-01	Essential (1) B.Com(Hons.) or equivalent with at least 50% marks or equivalent grade from any recognized university . (2) One year computer course in financial accounting from any recognized institute. Desirable : CA (Inter) /ICWAI (Inter).	One year work experience in accounts work in any company of repute/Govt. or Semi Govt. organization.	18 to 32 yrs.
7	Sub-Assistant Engineer (Civil) Scale 9000-40500 Grade Pay : 4400	A	Total-04 U.R.-02 S.C.-01 S.T.01	Diploma in Civil Engineering with at least 60% marks or equivalent grade from any Polytechnic / Institution approved by AICTE.	One year work experience in design/construction/ Project Management/Operation & maintenance in any company of repute/Govt. or Semi Govt. organization.	18 to 32 yrs.
8	Surveyor (Civil) Scale 7100 -37600 Grade Pay : 3600	B	Total-06 U.R.-02 S.C.-01 S.T.01 OBC(A)- 01 OBC(B)- 01	(1) 3 years' Diploma in Survey from any recognized institute and (2) Course in Auto Cad from any recognized institute.		18 to 32 yrs.
9	LDA Scale 5400-25200 Grade Pay : 2600	C	Total-02 U.R.-02	(1) Graduate or equivalent with at least 50% marks or equivalent grade from any recognized university and (2) Six months certificate course in Computer Applications from any recognized institute.		18 to 40 yrs.
10	Town Planner Scale 15600-42000 Grade Pay : 5400	A	Total-01 S.C.-01	(1) Bachelor Degree in Architecture with at least 60% marks or equivalent grade from any recognized university and (2) Master Degree in Town Planning / Regional Planning/ Urban Planning/ Housing / Town & /Regional Planning from any recognized university.	One year work experience in any company of repute/ Govt. or Semi Govt. organization.	18 to 32 yrs.
11	CA-cum-Stenographer Scale 7100 -37600 Grade Pay : 3600	B	Total-01 S.C.-01	(1) B.A.(English Hons.) or equivalent with at least 50% marks or equivalent grade from any recognized university and (2) course in Stenography from any recognized institute.		18 to 32 yrs.

\* Educational qualification and experience must have been acquired on or before the date of advertisement.

\* Relaxation in age for SC/ST/OBC/PH candidates is available as per rule.

**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) :** 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.0088050006781 of UBI Entally Branch vide challan specially designed and available at Commission's website [www.mscwb.org](http://www.mscwb.org). One part of the challan meant for Commission will have to be attached with the application form, failing which the application will be rejected. **No application fee shall be paid by the candidates belonging to S.C., S.T. & P.H. category, however processing charge of Rs.50/- shall be collected from applicants belonging to S.C., S.T. & P.H. category,** they will have to enclose self-attested photocopies of the requisite SC/ST/PH 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 apply 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. The envelope containing the application forms and documents must bear the name of the post applied for and category of the candidate. Self-attested photocopies of the documents/certificates in support of age, caste, qualification, and experience (if any) etc., whichever are 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 shall 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: 5<sup>th</sup> December, 2013 (up to 04.00 P.M.).** Applications if received after closing date and time 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 reaches 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 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. If at any stage a candidate is found ineligible, 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](http://www.mscwb.org).

**NOTE:** The Municipal Service Commission reserves the right to rectify errors and omissions, if any, in the process of recruitment and final declaration of result.

Dated: Kolkata, the 09.11.2013.

SECRETARY  
Municipal Service Commission

**Application form & Challan at next page**

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

**Application Form For Recruitment to the post of**  
..... under the **Asansol Durgapur Development Authority**

**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. : 4 of 2013

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 01.01.2013) : \_\_\_\_\_

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

(iii) Mention the name of sub-caste/Tribe/Community : \_\_\_\_\_  
(As the case may be)

11. Whether Physically Handicapped [State 'Yes' or 'No'] : \_\_\_\_\_

12. If yes, specify the Category : \_\_\_\_\_

13. Whether belongs to Ex. Serviceman [State 'Yes' or 'No'] : \_\_\_\_\_

14. Educational Qualifications (Madhyamik examination onwards)

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

15. 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

16. 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 undergo the selection process on the condition that the Commission may cancel my candidature if I am found ineligible at any stage and (d) I have submitted no other application for the concerned post.

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

Place :

Date :

Signature of the Candidate in full

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

**UNITED BANK OF INDIA**

Name : Municipal Service Commission  
Account No.0088050006781  
Home Branch : Entally (0088)  
MSC Advertisement No. 4 of 2013 for recruitment to the post of  
.....  
under Assansol Durgapur Development Authority.

UBI Branch where deposited .....Date .....

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

Signature of receiving official

Bank seal

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Bank Branch Copy

**Bank Challan Form  
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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

Signature of receiving official

Bank seal

Applicant's Copy

**Bank Challan Form  
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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

Signature of receiving official

Bank seal

MSC's Copy

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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  
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Signature of depositor

Signature of receiving official

Bank seal