

MUNICIPAL SERVICE COMMISSION

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

Advertisement No. – 5 of 2013.**Recruitment Examination, 2013 for the different Technical posts under the Kolkata Metropolitan Development Authority**

Applications are invited in prescribed form on or before **12.12.2013** for Recruitment to the following posts under the Kolkata Metropolitan Development Authority from the Indian citizens. Details of each category of the vacancies are given below:-

Sl. No.	Name of the post	No. of tentative vacancy	Minimum Educational Qualification with Experience*	Age as on** 01.01.2013
1.	Assistant Engineer (Civil) P.B.-4, Rs.9,000-40,500/-, Grade Pay- Rs.5,400/-	Total-20 U.R.-08 U.R (PWD)-01 SC-05 ST - 02 O.B.C.(A)-03 O.B.C.(B)-01	Bachelor Degree in Civil Engineering or its equivalent from a recognized University or Institute approved by AICTE with a minimum of 60% marks or equivalent grade with at least 1 (one) year experience in Design/Construction/Project Management/O & M/a Post Graduate Degree.	18 to 32 years
2.	Assistant Engineer (Electrical) P.B.-4, Rs.9,000-40,500/-, Grade Pay- Rs.5,400/-	Total -03 U.R. -01 S.T. – 01 O.B.C.(A)-01	Bachelor Degree in Electrical Engineering or its equivalent from a recognized University or Institute approved by AICTE with a minimum of 60% marks or equivalent grade with at least 1 (one) year experience in Design/Construction/Project Management/O & M/a Post Graduate Degree.	18 to 32 years
3.	Assistant Engineer (Mechanical) P.B.-4, Rs.9,000-40,500/-, Grade Pay- Rs.5,400/-	Total – 02 U.R. - 01 S.T. –01	Bachelor Degree in Mechanical Engineering or its equivalent from a recognized University or Institute approved by AICTE with a minimum of 60% marks or equivalent grade with at least 1 (one) year experience in Design/Construction/Project Management/O & M/a Post Graduate Degree.	18 to 32 years
4.	Assistant Planner P.B.-4, Rs.9,000-40,500/-, Grade Pay- Rs.5,400/-	Total - 09 U.R. – 03 U.R.(PWD)-01 SC – 03 ST- 01 O.B.C.(A)- 01	(i) Post Graduate Degree or Diploma in Town /Regional/Transportation Planning and (ii) Bachelor's Degree in Architecture/Civil Engineering or its equivalent from a recognized University or Institute approved by AICTE with a minimum of 60% marks or equivalent grade.	18 to 32 years
5.	Technical Assistant (Civil) P.B.-4, Rs.9,000-40,500/-, Grade Pay- Rs.4,400/-	Total – 104 U.R.-51 U.R.(PWD)-03 SC – 27 ST – 06 O.B.C.(A)-10 O.B.C.(B)-07	Diploma in Civil Engineering from any recognized Polytechnic/Institution approved by AICTE with a minimum of 60% marks or equivalent grade with at least 1 (one) year experience in Construction/Supervision/Management/O & M after obtaining Diploma.	18 to 32 years
6.	Technical Assistant (Electrical) P.B.-4, Rs.9,000-40,500/-, Grade Pay- Rs.4,400/-	Total -05 U.R. – 02 U.R.(PWD)-01 SC – 01 O.B.C.(A) -01	Diploma in Electrical Engineering from any recognized Polytechnic/Institution approved by AICTE with a minimum of 60% marks or equivalent grade with at least 1 (one) year experience in Construction/Supervision/Management/O & M after obtaining Diploma.	18 to 32 years

Sl. No.	Name of the post	No. of tentative vacancy	Minimum Educational Qualification with Experience*	Age as on ** 01.01.2013
7.	Technical Assistant (Mechanical) P.B.-4, Rs.9,000-40,500/-, Grade Pay- Rs.4,400/-	Total -04 U.R.(PWD)-01 SC – 02 O.B.C.(B) -01	Diploma in Mechanical Engineering from any recognized Polytechnic/Institution approved by AICTE with a minimum of 60% marks or equivalent grade with at least 1 (one) year experience in Construction/Supervision/Management/O & M after obtaining Diploma.	18 to 32 years

* 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 website later on.

Application Fee (Non-Refundable) : Application fee of Rs. 150=00 (Rupees One hundred & fifty) only and processing charge of Rs. 50/- (Rupees fifty) only shall be collected through all branches of United Bank of India and deposited to A/C No. **0088050006798** of UBI Entally Branch 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 the application will be rejected. **No application fee shall be paid by the candidates belonging to S.C., S.T. and P.H. category, however processing charge of Rs. 50/- shall be collected from applicants belonging to S.C., S.T. and P.H. category** and they will have to enclose self attested photocopies of the requisite S.C., S.T. and P.H. certificate in support their claim along with the application.

Note : The Bank will charge of 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 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. Candidates should fill in the Application Form in his/her own hand writing. Incomplete Application or Application with defects in any respect or without requisite documents will be summarily rejected.

Last Date for submission of application : 12.12.2013 (up to 4 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 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 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**.

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 16.11.2013.

Secretary
Municipal Service Commission.

APPLICATION FORM 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 Kolkata Metropolitan Development Authority

TO BE FILLED UP BY
THE CANDIDATE

Name of United Bank of India Branch where fee/ and processing charge deposited in account No.0088050006798

Amount.....Date.....

Transaction ID No.
.....

FOR OFFICE USE

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.

Spl Attention :

Fee /charges be deposited In UBI account No. 0088050006798 otherwise application may not be entertained

1. NAME OF THE POST APPLIED FOR : _____

2. Advertisement No. : 5 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
<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 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 Branch Copy

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

UNITED BANK OF INDIA

Name : Municipal Service Commission
 Account No. **0088050006798**
 Home Branch : Entally (0088)
 MSC Advertisement No. 5 of 2013 for recruitment to the post of

 under Kolkata Metropolitan Development Authority.

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

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

UNITED BANK OF INDIA

Name : Municipal Service Commission
 Account No. **0088050006798**
 Home Branch : Entally (0088)
 MSC Advertisement No. 5 of 2013 for recruitment to the post of

 under Kolkata Metropolitan Development Authority.

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)**

UNITED BANK OF INDIA

Name : Municipal Service Commission
 Account No. **0088050006798**
 Home Branch : Entally (0088)
 MSC Advertisement No. 5 of 2013 for recruitment to the post of

 under Kolkata Metropolitan Development Authority.

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 Branch Copy

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

UNITED BANK OF INDIA

Name : Municipal Service Commission
Account No. **0088050006798**
Home Branch : Entally (0088)
MSC Advertisement No. 5 of 2013 for recruitment to the post of
.....
under Kolkata Metropolitan Development Authority.

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

Bank seal

Signature of receiving official

Applicant's Copy

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

UNITED BANK OF INDIA

Name : Municipal Service Commission
Account No. **0088050006798**
Home Branch : Entally (0088)
MSC Advertisement No. 5 of 2013 for recruitment to the post of
.....
under Kolkata Metropolitan Development Authority.

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

Bank seal

Signature of receiving official

MSC's Copy

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

UNITED BANK OF INDIA

Name : Municipal Service Commission
Account No. **0088050006798**
Home Branch : Entally (0088)
MSC Advertisement No. 5 of 2013 for recruitment to the post of
.....
under Kolkata Metropolitan Development Authority.

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

Bank seal

Signature of receiving official