

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

**Advertisement No. 2 of 2013**

**Recruitment Examination, 2013 for the different posts of West Bengal Valuation Board**

Applications are invited in the prescribed form on or before **18.11.2013** for Recruitment to the following posts under West Bengal Valuation Board from the Indian citizens. Details of each category of the vacancies are given below.

Total tentative vacancies-10

Sl.No.	Name of the post	No. of vacancy	Minimum Educational Qualification	Duties / Job requirements	Age
1	Junior Assistant P.B.-2 Rs. 5,400-25,200/- Grade Pay : Rs. 2600/-	Total-3 U.R.-1, S.T.-1, OBC(A)-1	Passed in Madhyamik Examination/ School Final from the West Bengal Board of Secondary Education or its equivalent	Clerical job	Upper age limit 40 yrs. as on 01.01.2013. Relaxation for SC/ST/OBC/PH as per rule
2	Bench Clerk P.B.-2 Rs. 5,400-25,200/- Grade Pay : Rs. 2600/-	S.C.-1	Passed in Madhyamik Examination/ School Final from the West Bengal Board of Secondary Education or its equivalent	Clerical job	Upper age limit 40 yrs. as on 01.01.2013. Relaxation for SC/ST/OBC/PH as per rule
3	Data Assistant P.B.-2 Rs. 5,400-25,200/ Grade Pay : Rs. 2600/-	S.T.-1	Passed in Madhyamik Examination/ School Final from the West Bengal Board of Secondary Education or its equivalent	Data entry and Clerical job	Upper age limit 40 yrs. as on 01.01.2013. Relaxation for SC/ST/OBC/PH as per rule
4	Typist P.B.-2 Rs. 5,400-25,200/- Grade Pay : Rs. 2600/-	U.R.-1	Passed in Madhyamik or equivalent examination from any Board recognized by the State Govt. and shall have minimum English typing speed of 30 words per minute.	Typing and Clerical job	Upper age limit 40 yrs. as on 01.01.2013. Relaxation for SC/ST/OBC/PH as per rule
5	Investigator Gr.II P.B.-3 Rs. 7,100-37,600/- Grade Pay : Rs. 3900/-	Total-2 U.R.-1, OBC(A)-1	Passed in minimum two years certificate course in Surveying from any recognized technical institute approved by the West Bengal State Council for Technical Education/ I.T.I	Technical Field worker on valuation under different ULBs (W .B)	Upper age limit 32 yrs. as on 01.01.2013. Relaxation for SC/ST/OBC/PH as per rule

6	Assistant Surveying Valuer P.B.-3 Rs. 7,100-37,600/- Grade Pay : Rs. 3900/-	S.C.-1	Must possess a Diploma in Civil Engineering from a recognized Institute approved by the West Bengal State Council for Technical Education/State Government.	Technical Field worker on valuation under different ULBs (W.B)	Upper age limit 32 yrs. as on 01.01.2013. Relaxation for SC/ST/OBC/PH as per rule
7	Field Officer P.B.-3 Rs. 7,100-37,600/- Grade Pay : Rs. 3900/-	S.C.-1	Must possess a Diploma in Civil Engineering from a recognized Institute approved by the West Bengal State Council for Technical Education/State Government.	Technical Field worker on valuation under different ULBs (W.B)	Upper age limit 32 yrs. as on 01.01.2013. Relaxation for SC/ST/OBC/PH as per rule

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

**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.0088050006491 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: 18.11.2013 (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 19.10. 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**  
**..... under the West Bengal Valuation Board**

<b><u>TO BE FILLED UP BY THE CANDIDATE</u></b>
Name of United Bank of India Branch where fee/ and processing charge deposited .....
Amount.....
Date.....
Transaction ID No.....

<b><u>FOR OFFICE USE ONLY</u></b>
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.
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1. NAME OF THE POST APPLIED FOR : \_\_\_\_\_

2. Advertisement No. : 2 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

Branch Copy

Applicant's Copy

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

**UNITED BANK OF INDIA**

Name : Municipal Service Commission  
Account No. **0088050006491**  
Home Branch : Entally (0088)  
MSC Advertisement No. 2 of 2013 for recruitment to the post of  
.....  
under West Bengal valuation Board

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

Bank seal

Signature of receiving official

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

**UNITED BANK OF INDIA**

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Account No. **0088050006491**  
Home Branch : Entally (0088)  
MSC Advertisement No. 2 of 2013 for recruitment to the post of  
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under West Bengal valuation Board

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 be 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. **0088050006491**  
Home Branch : Entally (0088)  
MSC Advertisement No. 2 of 2013 for recruitment to the post of  
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under West Bengal valuation Board

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 be receiving official

Signature of depositor

Bank seal

Signature of receiving official

Bank Branch Copy

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

**UNITED BANK OF INDIA**

Name : Municipal Service Commission  
Account No. **0088050006491**  
Home Branch : Entally (0088)  
MSC Advertisement No. 2 of 2013 for recruitment to the post of  
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under West Bengal valuation Board

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

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/ P.H candidates only)**

**UNITED BANK OF INDIA**

Name : Municipal Service Commission  
Account No. **0088050006491**  
Home Branch : Entally (0088)  
MSC Advertisement No. 2 of 2013 for recruitment to the post of  
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under West Bengal valuation Board

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

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 be receiving official

Signature of depositor

Bank seal

Signature of receiving official

MSC's Copy

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

**UNITED BANK OF INDIA**

Name : Municipal Service Commission  
Account No. **0088050006491**  
Home Branch : Entally (0088)  
MSC Advertisement No. 2 of 2013 for recruitment to the post of  
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under West Bengal valuation Board

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

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 be receiving official

Signature of depositor

Bank seal

Signature of receiving official