

# Office of the Councillors of Santipur Municipality

(ESTD-1853)

P.O.- Santipur, Dist.- Nadia.

Memo:- 11/7/5E

Dated:- 29 JUN 2018

## Notice

Applications are invited for filling up the vacant posts of Santipur Municipality. Detailed number of vacant post with categories of vacancy is mentioned below.

Sl. No	Name of the Post	Scale of Pay	Total Number of posts
1	Clerk-Cum-Typist	Rs. 5400/- - 25200 Grade Pay – Rs. 2600/-	UR-1

### A) Qualification

#### i) Educational Qualification

Sl. No.	Name of the Post	Required Educational Qualification
1	Clerk-Cum-Typist	Candidate will be passed Madhyamik or equivalent examination from any Board recognized by the Government.

#### ii) Other Qualification

Sl. No.	Name of the Post	Other Essential Qualification
1	Clerk-Cum-Typist	English typing speed of 30 words per minute and Bengali typing speed of 20 words per minute and knowledge of working with computers.

### B) Age

i) 18 years to 40 years as on 01.07.2018.

ii) Relaxation of age will be admissible as per Government Rule for the candidate belonging to Schedule Caste & Scheduled Tribe & Physically Challenged (Locomoto Disability) for 5 years and for Candidates belonging to Other Backward Classes for 3 years.

Application should be submitted in sealed envelope with superscribing on the envelope **“Post Applied for Clerk-Cum-Typist”** and to be dropped in the “SEALED BOX”, which will be kept in the office of the Santipur Municipality.

1. Following documents will have to be submitted along with the application.

i. Application should be submitted in **plain paper by own handwriting/Typed** and **addressed to the Chairman, Santipur Municipality, N.S Road, P.O.+ P.S. -Santipur, Dist.-Nadia.**

ii. **Self attested Photocopies** of the documents in support of **Age, Educational Qualification, Caste Certificate issued by appropriate authority (in support of age relaxation) and other Extra Qualification.**

iii. **Two recent passport size photographs with self attestation.**

iv. One self addressed vacant envelope (25x11 cms) affixing postage stamp of Rs. 40.00(forty) only on it.


2. Applications should be dropped/submitted in SEALED BOX, which will be kept in the office of the Santipur Municipality on every working day from **01.07. 2018 to 16.07.2018 during office hours from 11-00 A.M to 3-00 P.M** and on **Saturday from 11-00 A.M to 1-00 P.M** or the application may be sent by post addressed to the **Chairman, Santipur Municipality, N.S road, P.O + P.S. Santipur, Dist.- Nadia.** But all application should reach the office of the Santipur Municipality **within 3:00 P.M of 16.07.18 and any application dropped /received after 3:00 P.M of 16.07.18 will be treated as cancelled.**

3. During scrutiny incomplete applications will be cancelled without any correspondence.

4. **The Municipality reserves the right to cancel any application or cancel the entire process of this recruitment without assigning any reason.**

**NO APPLICATION WILL BE DROPPED/RECEIVED AFTER 3-00 P.M OF 16.07.2018.**



  
Chairman

Santipur Municipality