



# OFFICE OF THE MUNICIPAL COUNCILLORS

ENGLISHBAZAR MUNICIPALITY, MALDA.

Netaji Subhas Road, Malda. Pin-732101

E-mail : englishbazarmunicipality@gmail.com ■ website : www.englishbazarmunicipality.com ■ Office : (EPABX) : 03512-252029 ■ Fax : 03512-253329

Memo No. ....

Date. ....

## NOTIFICATION

No.01/EBM/UPHC/2015

Memo No. 1420 /I-08/2015-16

dated the 4<sup>th</sup> day of September, 2015

Applications in the prescribed format are invited from the eligible Indian Citizen for the Post of Clerk and Class IV staff for UPHC under English Bazar Municipality, Malda. Total number of post of Clerk= 04 (01 post reserved for SC & ST respectively, 02 post unreserved). Total number of post of Class IV staff = 04 (01 post reserved for SC & ST respectively, 02 post unreserved).

(1). Minimum qualification for the post of Clerk is **Graduate from any recognised University and must have Knowledge of Computer in M.S. Office and Internet**. Minimum qualification for the **post of Class IV Staff is Madhyamik or equivalent examination passed** from any recognised School/Institution.

(2) Maximum age as on **01-09-2015** for both the post is 40 years. Relaxation of 5 years of age is applicable for SC and ST only for both the post.

(3) Consolidated remuneration for the post of Clerk is Rs.9000 (Rupees Nine thousand) per month.

(4) Consolidated remuneration for the post of Class IV staff is Rs.5000 (Rupees Five thousand) per month.

(5) The last date for submission of application is 22-09-2015 up to 05-00 PM.

(6) How to apply: Application Form is available at [www.englishbazarmunicipality.com](http://www.englishbazarmunicipality.com). The Candidate has to download the same form the website. Indian Postal Order/Bank Draft of Rs.100 for unreserved candidates and Rs.50 for SC and ST candidates [payable to the **Chairman, English Bazar Municipality, Malda**] should be enclosed with application along with other required documents. The candidate has also to enclose the documents in support of his/her age, qualification and Caste, Two passport size Photographs; one self-addressed envelope with postage stamp of Rs.40/.

(7) The application should be addressed to the Chairman, English Bazar Municipality, N.S. Road, Malda-732101 and be sent through **Speed post only**.

Chairman

English Bazar Municipality  
Malda

Memo No. 1420 /I-08/2015-16

dated the 4<sup>th</sup> day of September, 2015

Copy forwarded for information and necessary action to:-

1. The District Magistrate, Malda with request to display the Notice for wide circulation
2. The Vice-Chairman, English Bazar Municipality, Malda
3. The Councillor-In-Charge, NUHM, English Bazar Municipality, Malda
4. The Chief Medical Officer of Health, Malda with request to display the Notice for wide circulation
5. The Executive Officer, English Bazar Municipality, Malda
6. The Finance Officer, English Bazar Municipality, Malda
7. The Nodal Officer, NUHM, English Bazar Municipality, Malda
8. Copy for display in the Notice Board, English Bazar Municipality, Malda
9. The General Section-in-Charge, English Bazar Municipality, Malda

Chairman

English Bazar Municipality  
Malda

O/e

**OFFICE OF THE MUNICIPAL COUNCILLOS.**


**ENGLISH BAZAR MUNICIPALITY, MALDA**

**RECRUITMENT EXAMINATION, 2015**

**APPLICATION FORM**

[Employment Notice No. 01/EBM/UPHC/2015 Dt. 04-09- 2015]

**[Closing date for receipt of Application: the 22<sup>nd</sup> September, 2015.]**

<b>ROLL NO.</b>	<b><u>CAUTION.</u></b>						Space for pasting recent passport size				
(Space for office use)	(i).The candidate is advised to fill up all the items correctly in the Application Format and duly furnish all the required particulars/documents. (ii).If any item(s) of the application is considered inapplicable to the candidate, he/she should write NOT APPLICABLE or (NA) against the particular item(s) and in no case no item of the application should remain unfilled. (iii).Correction/overwriting, if any should be accompanied by signature of the candidate. (iv).In case the application is not filled in accordance with the above instructions or any of the required documents is not enclosed; it will be treated as incomplete/defective and summarily rejected.										
							of the Candidate with his/her full signature thereon.				
1	Name of the post applied for [In block Letters]										
2	Name of the Candidate (In Block Letters)	First Name		Middle Name		Surname					
3	Father's / Husband's Name	First Name		Middle Name		Surname					
4	Date of birth of the Candidate	Day		Month		Year					
5	Address for communication in details is to be given in the appropriate box in Block Letters.	Present/Permanent [in Block Letters]									
		Address									
		Post Office									
		District					PIN				
		State									
		Mobile / Phone No. (If any)									
		E-mail address									
6	Mention the category to which you belong [write "Yes" below the appropriate box]	SC	ST	Others	OBC		Exempted Category [E.C.]				
					OBC-A	OBC-B					

7	Name of the Sub-Caste [in block letters]							
8	Details of IPO/Bank Draft enclosed		No. of IPO/Bank Draft		Name of Post Office/Bank	Amount in Rs.		
9	Examinations passed	Year of passing	Board / Council/Institution/ University		Total marks obtained	% of marks obtained		
(i)								
(ii)								
(iii)								
(iv)								
10	Are you employed? If yes, please give in details about your employment in the box (below)							
	Name of the employer		Date of joining	Name of post	Whether the job is temporary or permanent			
(i)								
(ii)	Full address of the employer							
11	List of documents enclosed (Put Tick mark in the Box)							
Sl. No.	Documents		Yes	No	Sl. No.	Documents	Yes	No.
(i)	Proof of age				(iv)	Proof of Computer knowledge		
(ii)	Proof of academic Qualifications				(V)	Two copy of recent pass port size coloured photographs duly signed		
(iii)	Proof of Caste & Sub Caste				(Vi)	Oneself-addressed envelope with postage stamp of Rs 40/ each.		

**DECLARATION**

I solemnly declare that (a) all statement 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 condition that the Chairman of the Selection Committee, constituted for English Bazar Municipality may cancel my candidature at any time if I am found ineligible for admission to the Examination.

\*\*I have informed the head of my office or Department in writing that I am applying for this Examination. [Applicable to those who are already employed anywhere. Please strike out if not applicable]

Place.....

Date.....

.....

**Full signature of the Candidate**