

THE KOLKATA MUNICIPAL CORPORATION
5, S.N. BANERJEE ROAD, KOLKATA – 700013

Advertisement No. -

As per Calcutta Burial Boards Act, 1889, Applications are invited from the Muslim Candidates for engagement of one post of “Secretary, MBB (Health Deptt.)” as mentioned below:

Essential qualification(s) :-

1. Graduate from a recognized University of India.
2. Knowledge of Urdu Language is desirable.
3. Must be conversant with Bengali Language.

Age (as on 01.01.2018):- Age not more than 35 years but relaxable for a well-qualified candidate.

Remuneration:- Pay Band: PB-4A, GP-6600/-.(Equivalent to the post of Engineer under KMC Engineering Service or the post of Manager under KMC General Service)

- Eligibility criteria:**
1. Candidate should be a Muslim.
 2. Graduate from a recognized University of India.
 3. Knowledge of Urdu Language is desirable.
 4. Must be conversant with Bengali Language.
 5. Age not more than 35 years but relaxable for a well-qualified candidate.

Mode of selection:- Selection will be done based on merit, written examination and interview. Applications will be first shortlisted based on the marks obtained in the final highest qualifications as desired. The Selection will be done vide the following guidelines.

- A) Personal-vitae (Academic Qualifications) -50 marks ,
- B) Written questions - 20 marks &
- C) Interview - 30 marks.

The eligible candidates are requested to submit their applications **ONLINE at the e-mail address (cmhomail@gmail.com) and / or** at the **CMHO-Office** of the **Kolkata Municipal Corporation at 5, S.N. Banerjee Road, Kolkata – 700013** in the prescribed Format. They are also requested to carry a signed photocopy of the filled-in Application-Format.

The date and time of submission of application:- (excluding holidays): From 26.02.2018 to 10.03.2018.
Time :- 10:30 am to 5:00 pm (Monday to Friday), 10:30 am to 2:00 pm (Saturday)

The interested candidates are requested to visit the official website of the KMC (www.kmcgov.in) to download the Application format and other necessary guidelines.

MUNICIPAL COMMISSIONER



5, S.N. Banerjee Road
Kolkata – 700013

The Kolkata Municipal
Corporation

PHOTO

APPLICATION FORMAT

1. Name in full (Block Letters) :
2. Guardian's Name:
- 3(a) Date of birth according to Birth Certificate :
or Madhyamik or equivalent examination
Certificate
4. Are you physically handicapped:
5. Caste: MUSLIM
6. Permanent Address (in CAPITAL LETTERS),
to which communications should be sent
(mentioning Sub-Division, District and
Pincode):
7. Contact No.:
8. E-mail Address:
9. Present Address (if any,
other than Permanent Address):
10. Whether Citizen of India: YES / NO
(if NO, submit details)

11. Educational Qualifications:

Name of the Exam.	Name of the Board / University	Full Marks	Marks obtained	% of Marks	Division / Grade	Chances taken to Pass	Year of passing

12. Professional / other Qualifications / Specialization:

Name of the Exam.	Name of the Board / University	Full Marks	Marks obtained	% of Marks	Division / Grade	Chances taken to Pass	Year of passing

13. Whether have proficiency in Urdu
(Reading / Writing / Speaking):
14. Whether have proficiency in Bengali
(Reading / Writing / Speaking):

DECLARATION:

I do hereby declare that all the statements given above by me are true and correct in all respect. If any statement found false at the time of examination / interview of after my appointment then my candidature will liable to be cancelled or my service will terminate automatically.

Place:

Full Signature of the Candidate

Date