

**STAFF RECRUITMENT COMMITTEE
MALDA ZILLA PARISHAD
COURT COMPOUND, MALDA, PIN- 732101**

EMPLOYMENT NOTIFICATION NO: - 2344/VI/Estt./R&P/MZPSRC/F-1/MZP/2016

DATE:-08 /12/2016

RECRUITMENT TO VARIOUS POSTS AT MALDA ZILLA PARISHAD

Applications in prescribed format are invited from Indian citizens as defined in Part-II of the Constitution of India for recruitment to different posts at Malda Zilla Parishad. Willing candidates may apply through online in the website <https://www.malda.gov.in> on or before the closing date i.e. 23rd December, 2016 up to 5.00 p.m. The relevant particulars like name of the post, qualification, age limit, scale of pay and vacancy position under each category of posts are stated in the following paragraphs. A candidate must go through the instructions thoroughly and carefully before submitting online application. Any omission/suppression of information/material fact shall lead to rejection of application or candidature at any stage of the process without any further intimation. Names of eligible candidates will also be sought from the Employment Exchange Office/Competent Authority in respect of vacancies reserved for Exempted Category.

The conditions so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by the Malda Zilla Parishad Staff Recruitment Committee. All appointments will initially be made on a temporary basis.

Sl. No.	Name of the post	Eligibility Criteria			No. of vacancies with Reservation Status	Scale of Pay
		Essential	Desirable	Age		
1	Sub-Assistant Engineer (Civil)	Diploma in Civil Engineering from any Council or Board recognized by the State Govt.	Knowledge of Computer	18-40 Years As on 01/01/2017 (Age relaxation admissible as per Govt. order in force)	1-(ST)	Pay Band-4 (Rs. 9000-40500/-)+Grade Pay Rs. 4400/- and other allowances will also be admissible as per Govt. Order in force
2	Stenographer to Karmadhakshya, Malda Zilla Parishad	Bachelor degree from a recognized University and ability to take dictation -at a speed of at least eighty words per minute and typing speed of at least forty words per minute, for vacancy of English & at least seventy words per minute and typing speed of at least thirty words per minute, for vacancy of Bengali	Knowledge of Computer	18-40 Years As on 01/01/2017 (Age relaxation admissible as per Govt. order in force)	Bengali-1-(UR-EC) English-1-(UR)	Pay Band-3 (Rs. 7100-37600/-)+Grade Pay Rs. 3600/- and other allowances will also be admissible as per Govt. Order in force



3	Typist (Bengali)	1) Passed Madhyamik or equivalent examination having secured at least 50% marks in aggregate of any recognized Board, Council or University 2) Have typing speed of at least thirty words per minute in Bengali	Knowledge of Computer	18-40 Years As on 01/01/2017 (Age relaxation admissible as per Govt. order in force)	1-(ST)	Pay Band-2 (Rs. 5400-25200/-)+Grade Pay Rs. 2600/- and other allowances will also be admissible as per Govt. Order in force
4	Additional Accountant	Bachelors Degree in Commerce from any recognized University	Knowledge of Computer	18-40 Years As on 01/01/2017 (Age relaxation admissible as per Govt. order in force)	1-(UR)	Pay Band-2 (Rs. 5400-25200/-)+Grade Pay Rs. 2900/- and other allowances will also be admissible as per Govt. Order in force
5	Assistant Cashier	Passed Madhyamik or equivalent examination having secured at least 50% marks in aggregate of any recognized Board, Council or University	Knowledge of Computer	18-40 Years As on 01/01/2017 (Age relaxation admissible as per Govt. order in force)	1-(UR)	Pay Band-2 (Rs. 5400-25200/-)+Grade Pay Rs. 2600/- and other allowances will also be admissible as per Govt. Order in force
6	Lower Division Assistant	Passed Madhyamik or equivalent examination having secured at least 50% marks in aggregate of any recognized Board, Council or University	Knowledge of Computer	18-40 Years As on 01/01/2017 (Age relaxation admissible as per Govt. order in force)	UR-2 UR-EC-1 UR-PWD-1(Visually Handicapped) OBC-A-EC-1 OBC-B-EC-1 SC-2 SC-Ex-S in Gr-C post-1 Total 9 (Nine) posts	Pay Band-2 (Rs. 5400-25200/-)+Grade Pay Rs. 2600/- and other allowances will also be admissible as per Govt. Order in force
7	Group-D	Passed at least Class VIII from a School recognized by a Board, Council or University	Nil	18-40 Years As on 01/01/2017 (Age relaxation admissible as per Govt. order in force)	UR-2 UR-EC-2 UR-PWD-1(Visually Handicapped) OBC-B-EC-1 SC-Ex-S in Gr-D post-1 ST-1 Total 8 (Eight) posts	Pay Band-1 (Rs. 4900-16200/-)+Grade Pay Rs. 1700/- and other allowances will also be admissible as per Govt. Order in force

(* UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, Ex. S--Ex-Serviceman, EC-Exempted Category, PWD-Person With Disabilities, VH-Visually Handicapped)

:: NOTE:

Conditions of recruitment will be guided by the provisions of the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997 vide Notification No:-2247/PN/O/3R-2/96 Dated 20/05/1997 of the P & RD Department, Govt. of West Bengal and subsequent amendments thereof.

Qualification(s) as stated above must be possessed by the candidate on or before the date of publication of the advertisement. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his/her candidature shall be summarily rejected.

RESERVATION

The benefits of reservation of vacancies and age relaxation for SC, ST, OBC-A, and OBC- B candidates are admissible to SC, ST, OBC-A, and OBC-B candidates of West Bengal only. Such benefits are also admissible for Ex-Serviceman candidates, wherever applicable.

Before final selection, short listed candidates belonging to the SC, ST, OBC-A, and OBC- B category will be directed to furnish, original certificates issued by a competent authority of West Bengal as laid down in the West Bengal Scheduled Castes and Scheduled Tribes (Identification) Act, 1994 and SC and Tribal Welfare Department order no. 261-PWIEC/MR-103/94 dated 06/04/1995., for verification of testimonials in support of their claims.

SC, ST, OBC-A, and OBC-B candidates of other states will be treated as Unreserved candidates.

The Ex-Serviceman candidates shall have to produce relevant documents, in original, in support of their claim in reservation as well as age relaxation at the time of verification.

No claim for being a member of SC/ST/OBC-A/OBC-B or Ex-Serviceman shall be entertained at any time after submission of application.

Particulars and certificates required

A candidate claiming to be SC / ST / OBC-A / OBC-B must have, in support of his/her claim, a certificate from a competent authority as specified below:

Certificate regarding Exempted Category:

All applicants belonging to exempted category shall have to obtain required certificate from the competent authority. However, in case eligible and suitable candidate not available for being selected in the final merit list, the vacancies reserved for exempted category in respect of each caste/category shall be de-reserved from exempted category and accordingly reserved for the corresponding caste/category/ (ies).

For Persons With Disabilities:

All terms and conditions regarding eligibility under this category will be followed under the Persons With Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995. The vacancy reserved under this category (vacancy no-12th as per 100 point roster in respect of both LDA and Group-D) shall be filled up by persons suffering from Blindness or Low vision as per Clause No-2 of Notification No:-50-Emp/1M-25/98 Dated:-01/03/2011 of the Government of West Bengal in the Labour Department.

For SC/ST/OBC-A/OBC-B candidates:

[i] In the District, the Sub-Divisional Officer of the Sub-Division concerned,

[ii] In Kolkata, the District Magistrate, South 24 Parganas or such Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas, on his behalf.

For Ex-Serviceman Candidates: Names of Ex-Serviceman shall be obtained both from Zilla Sainik Board, as well as through online application for filling up the vacancies meant for Ex-Serviceman.

For Exempted Category Candidates: Names of Exempted Category Candidates shall be obtained by Malda Zilla Parishad Staff Recruitment Committee directly from the Exempted Category Cell under the Directorate of Employment, West Bengal to fill up the vacancies meant for Exempted Category candidates in terms of the provisions of Para no. 6 as laid down in the Notification issued Labour Department vide No. 50-Emp/1M-25/98 dated, Kolkata, the 1st March, 2011.

Age-relaxation will be available as per government rules and orders in force to Persons With Disabilities having disability of 40% or more.

MODE OF APPLICATION**Online Registration**

1. All applicants shall apply for any post by submitting their applications in the website <https://www.malda.gov.in> through online submission.
2. An application form along with a unique registration number will be generated thereafter automatically. No form without the unique registration number shall be accepted by the Committee.
3. This registration number shall be preserved for any future reference and generation of Admit Card etc.
4. Candidate will be able to submit application through <https://www.malda.gov.in> by filling up their basic information and uploading scanned photograph and full signature.
5. Photocopies of the testimonial of the candidate need not be attached with the application format.
6. Last date of online submission of the application 23.12.2016 up to 5.00 p.m.
7. Separate online application may be made by the willing candidate for each type of post, but a candidate shall apply only one time for a particular type of post. He/she shall not apply two/multiple times for a particular type of post.
8. There shall be no provision for receiving of hard copy of the application form by this office. But self attested photo copies of relevant testimonials must be submitted by the eligible candidates at the time of viva-voce.

Grounds of Rejection of Application Form:

1. Any application form without the signature and photograph of the applicant shall be rejected.
2. Any application form without the unique registration number shall be rejected.
3. Any application form which is incomplete in nature shall be rejected.

Generation of Admit Card

1. The Malda Zilla Parishad Staff Recruitment Committee will publish a notification stating the date and time of Written Examination and it will be available in the website <https://www.malda.gov.in>. Admit Card will not be dispatched directly to the candidate.
2. As soon as the said notification is published, the applicant will have to generate the Admit Card by putting his/her auto generated Registration Number along with his/her date of birth in the respective place.
3. After generation of the Admit Card, a print out is to be taken out.
4. The lower part of the Admit Card is to be signed by the applicant in presence of the invigilator on the day of examination and to be handed over to the invigilator.
5. The candidate shall have to bring with him/her any photo identity document viz. EPIC, PAN Card, Passport, Admit Card/Certificate of Madhyamik or equivalent examination with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. Authority.
6. Candidate without Admit Card and any photo identity document as mentioned above shall not be allowed to enter the examination hall.

MODE OF EXAMINATION

1. Candidates will be shortlisted for Viva-Voce test from the list prepared in descending order of the marks obtained by the candidates in written examination subject to fulfillment of minimum qualifying marks in written examination (including practical test wherever applicable) as fixed by the Malda Zilla Parishad Staff Recruitment Committee.
2. The successful candidates in the written examination will be called for appearing in the Viva-Voce test in 1:5 ratio against the total number of vacancies in a particular post.
3. The successful candidates for the posts for which computer knowledge / Type test is essential or desirable, shall have to undergo a Computer Test / Type test in Computer.

DISTRIBUTION OF MARKS

Name of the Post	Distribution of Marks			
	Written Examination	Practical Test	Viva-Voce	Total Marks
Sub-Assistant Engineer (Civil)	85	Nil	15	100
Stenographer to Karmadhakshya	60	25	15	100
Typist	60	25	15	100
Additional Accountant	85	Nil	15	100
Assistant Cashier	85	Nil	15	100
Lower Division Assistant	85	Nil	15	100
Group-D	43	Nil	7	50

SYLLABUS FOR PART - I (WRITTEN EXAMINATION)

Name of the post	Syllabus for Written Examination
Sub-Assistant Engineer (Civil)	Engineering (Civil)(Diploma Standard-LCE)-65 marks, English-15 marks & General Knowledge-5 marks
Stenographer to Karmadhakshya	English-15, Bengali-15, Arithmetic -15- Madhyamik or equivalent standard, & General Knowledge-15 marks
Typist	English-15, Bengali-15, Arithmetic -15- Madhyamik or equivalent standard, & General Knowledge-15 marks
Additional Accountant	English-15, Bengali-15, Arithmetic -15- Madhyamik or equivalent standard, General Knowledge-15 marks & Accountancy-25 marks
Assistant Cashier	English-20, Bengali-20, Arithmetic -20- Madhyamik or equivalent standard, & General Knowledge-25 marks
Lower Division Assistant	English-20, Bengali-20, Arithmetic -20- Madhyamik or equivalent standard, & General Knowledge-25 marks
Group-D	English-10, Bengali-13, Arithmetic -10- Madhyamik or equivalent standard, & General Knowledge-10 marks(All Class-VIII standard)

IMPORTANT DATES:

SL No	Event	Date
1	Period of Online submission of Application	From 08/12/2016 to 23/12/2016 up to 5.00 pm.
2	Tentative date of publication of list of candidates - whose application is found valid	Follow our website https://www.malda.gov.in
3	Notice for generation of Admit Card from the Website and Date of Written Examination	Will be published in due time in an English and in a Bengali Newspaper.
4	Tentative date of Examination	On 05/02/2017 (Sunday)

GENERAL CONDITIONS FIXED BY THE COMMITTEE:

- Application shall be submitted through online mode only.
- Candidates shall not REPEAT shall not submit any documents at the time of submitting online application.
- Defective/ incomplete applications will be summarily rejected.
- Admission to the examination will be purely provisional subject to verification of eligibility at a later stage. Therefore, candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearing at the examination.

• Candidates must bring a photo identity card recognized by the Govt. to prove their identity in order to get entrance into the examination venue. Any deviation in this regard may straightaway lead to non admission of candidate into the examination venue and rejection of candidature' without giving him/her opportunity of being heard.

The photo identity cards which will be accepted by the Committee for the said purpose as follows:

- Elector's Photo Identity Card (EPIC).
 - Passport.
 - UIDAI CARD(AADHAR CARD)
 - Admit Card/Certificate of Madhyamik or equivalent examination with photograph.
 - PAN Card.
 - Driving License.
 - Bank Pass Book containing photograph of the candidate.
 - Any other photo identity card issued by a competent Govt. authority
- Only short listed candidates will be asked to produce all relevant original certificates along with the self attested photo copies for verification, failing which their candidature shall be rejected.
 - Candidates must abide by the lawful instructions as may be given by the supervisor/invigilator of the examination centre. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable for expulsion from the examination hall and/or such other punishment as the Committee may deem fit to impose.
 - A candidate who has been reported against by the supervisor/invigilator of the examination centre for violation of the norms of examination hall shall be punished with cancellation of candidature and debarment from appearing at future examinations/selections or with such other measures as may be decided by the Committee, depending upon the circumstances/gravity of the case.
 - Submission of more than one application for a particular type of post is strictly forbidden.
 - The candidature of a candidate, who submits more than one application for a particular type of post for admission to the examination, will be cancelled even he/she is eligible for the same.
 - Use of mobile phones, calculators and any kind or electronic gadgets inside the examination hall is STRICTLY PROHIBITED. Use of the same will lead to cancellation of candidature without giving an opportunity of being heard.
 - Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlist support for his/her application through persons; officials of Government, or agencies will disqualify him/her for appointment. Specific recommendations from persons interested in the candidates, or otherwise known to them will be disregarded and will render the candidates ineligible.
 - The final merit list will be prepared on the basis of total marks obtained in the written examination including practical test (wherever applicable) and the Viva- Voce test.

PARTICULARS WHICH ARE TO BE VERIFIED BY THE AUTHORITY:


- **For Date of Birth** of the candidate: Admit Card of Madhyamik or Equivalent Examination or Certificate of Madhyamik or Equivalent Examination.
- **For Academic Qualification** of the Candidate: Mark sheet/Certificate of passing of examination by the candidate issued by the recognized School/Board/Council / University in original is to be verified.
- **For Technical Qualification(s)** of the Candidate: Mark sheet/Certificate of the candidate issued by recognized Board/ Council/ University/any institute recognized by the State or Central Government or State Council of Technical Education or All India Council of Technical Education.
- **For Attestation of Photograph:** Any photo identity document, viz. EPIC, PAN Card, Passport, Admit Card/Certificate of Madhyamik or equivalent examination with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. Authority.
- **For Caste:** Caste Certificate issued by the SDO concerned in all districts and in respect of Kolkata, the District Magistrate, South 24 Parganas or such Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas, on his behalf.
- **For Ex-Servicemen:** The Identity Card issued by the respective Zilla Sainik Board and Pension Payment Order.
- **For Persons With Disabilities:** Certificate issued by the Medical Board constituted at Government Medical Hospitals, District Hospitals and Sub-Divisional Hospitals.

For Certificate regarding Exempted Category: Certificate issued by the competent authority. However, in case eligible and suitable candidate not available for being selected in the final merit list, the vacancies reserved for exempted category in respect of each caste/category shall be de-reserved from exempted category and accordingly reserved for the corresponding caste/category/ (ies).

Help Desk:

There will be a Help Desk at the Office of the Malda Zilla Parishad from 11.00 a.m up to 5:00 p.m. on all working days (except Saturday, Sunday and other holidays) at the office chamber of Secretary, Malda Zilla Parishad (PHONE No. 03512-252423).

Note: If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with the notification, the same will be brought to the notice of the candidates by publication through the website <https://www.malda.gov.in> and/ or in such other manner as may be decided by the Malda Zilla Parishad Staff Recruitment Committee.


 Secretary
 08/12/16

Malda Zilla Parishad &
 Member-Convenor
 Malda Zilla Parishad Staff Recruitment Committee