

**MURSHIDABAD ZILLA PARISHAD,
PANCHANANTALA, P.O. BERHAMPORE, DIST. MURSHIDABAD.**

Memo. No. 1691(2)ZP dt. 16.07.2010

Applications are invited for the posts of Sub Assistant Engineer, Lower Division Assistant, Data Entry Operator and Group 'D' to be posted at Murshidabad Zilla Parishad.

Name of the Post	Sub Assistant Engineer(Civil)	Lower Division Assistant	Data Entry Operator	Group 'D'
No. of vacancies with category-wise break up	01 ST-01	05 SC(EC)-01, ST-01, UR(EC)-02, SC-01	01 UR-01	02 OBC-01 SC-01
Educational Qualification	Diploma in Civil Engineering from any Council or Board recognized by the State Government.	Passed Madhyamik or equivalent Examination, having secured at least fifty per cent marks in aggregate, of any recognized University, Board or Council.	(i) Have passed the Madhyamik or its equivalent examination from any recognized University or Board or Council and having a minimum typing speed of thirty words per minute in English and twenty words per minute in Bengali. (ii) At least three months formal training in using personal computer from any Institute recognized by the State Government or the Central Government or State Council of Technical Education or All India Council of Technical Education. (iii) Have a minimum speed of data entry of 6000 key depressions per hour.	Passed at least Class VIII examination of any recognized school.
Desirable		Knowledge of Type writing	One year experience of data entry operation in personal computer.	
Pay Scale	PB-4, Scale Rs.9,000-40,500/-, Grade Pay Rs.4,400/-, Entry Pay Rs.13,400/-	PB-2, Scale Rs.5,400-25,200/-, Grade Pay Rs.2,600/-, Entry Pay Rs.8,840/-	PB-2, Scale Rs.5,400-25,200/-, Grade Pay Rs.2,600/-, Entry Pay Rs.8,840/-	PB-1, Scale Rs.4,900-16,200/-, Grade Pay Rs.1,700/-, Entry Pay Rs.6,600/-
Age	18 to 37 years as on 01.01.2010 for all the above posts. The age limit shall be relax able for SC/ST/OBC and exempted category in terms of rules and orders issued by the Government of West Bengal from time to time.			
Essential Qualification	The candidate must be citizen of India as defined in Part II of the Constitution of India.			
	1. In case of huge numbers of applications the same may be short listed on the basis of marks secured by candidates in the examination for attaining minimum qualification required for the post and accordingly candidates with poor marks may not be allowed to sit in the written examination. 2. Candidates qualified for interview except Group 'D' will have to appear in a practical test through computer.			
Documents to be submitted with Application Form	Attested copy of proof of educational qualification along with copies of marks sheet, age proof certificate, SC/ST/OBC certificate from appropriate authority/Exempted Category (whichever is applicable) certificate, residential certificate from Gram Panchayat Pradhan/Chairman of Municipality, one copy of passport size recent photographs duly attested (to be pasted in the application form) and one self addressed envelop bearing postage stamp worth Rs.5/-.			
	Last date of submission of filled up Application Form by hand or post in the office of the Executive Officer, Murshidabad Zilla Parishad, Panchanantala, P.O. Berhampore, Dist. Murshidabad, PIN 742101 is 30.07.2010 up to 05.30 p.m. except Saturday, Sunday and Holidays. Specimen of Application Form may be seen in the Notice Board of Murshidabad Zilla Parishad and also may be available in the District Website at http://www.murshidabad.gov.in			
	Name of the post applied for and reservation category if any, should be written clearly on the top of the envelop containing the application. Separate application for separate post should be submitted in separate envelop.			

**Additional Executive Officer,
Murshidabad Zilla Parishad.**

APPLICATION FORM

To
The Executive Officer
Murshidabad Zilla Parishad
Panchanantala, P.O. Berhampore,
Dist. Murshidabad, Pin : 742101

Roll No:
(To be filled by office)

Affix passport
size photograph
duly attested by
Gazetted Officer

Sub : Application for the post of
Ref : Your Advt. Memo No. 1691(2)ZP dated 16.07.10

Sir,

With reference to your advertisement published in the daily newspaper "....." I beg to apply myself as one of the candidates for the post mentioned above. The details of my candidature are furnished below.

1. Name of the applicant (in Capital letters) :
2. Father's/Husband's Name :
3. Present Address :
4. Permanent Address :
5. Telephone No. (if any) :
6. Nationality :
7. Date of Birth (dd/mm/yy) :
8. Age (as on 01.01.2010) :
9. Whether belongs to : SC[] ST[] OBC[] Other[] specify
10. Educational Qualification :

Name of Exam.	Year of Passing	Board/University	Stream	Marks Obtained	% of Marks	Division / Class

11. Other Qualification(if any) :
12. Working Experience(if any) :

DECLARATION

I do hereby declare that the above particulars as given by me are true and correct to the best of my knowledge and belief. My candidature is liable to be rejected if it is found defective and erroneous in any aspect.

Yours faithfully,

Date :
Place :

.....
(Signature of the Applicant)