



# SILIGURI MUNICIPAL CORPORATION

Memo No. 1884/Estt./SMC

Date.26/11/2012

## NOTIFICATION

Applications in the prescribed format are invited for direct recruitment to the following different posts in the Siliguri Municipal Corporation. Number of posts may increase or decrease on the availability of vacant posts.

1.	<b>Name of the Post: Mazdoor, (Group-D)</b>	Post Code : <b>MDR</b>
Pay Band Scale: ` 4900-16200/- Grade Pay:` 1700/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : <b>09</b> <b>UR - 03, SC – 01, ST- 01, OBC(Category-A) – 01, OBC(Category-B)- 01,</b> <b>UR(Ex-service man Gr. D post)-01, SC (Ex-serviceman D post) -01</b>		
Qualification: Passed the Class VIII from any Institute recognised by the Govt. Preference shall be given on good physique and sportsman ship.		

2.	<b>Name of the Post: Guard, (Group-D)</b>	Post Code : <b>GRD</b>
Pay Band Scale: ` 4900-16200/- Grade Pay:` 1700/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : <b>06</b> <b>UR - 01, SC – 02 OBC (Category-B)- 01, UR(Ex-service man Gr. D post)-01,</b> <b>SC (Ex-serviceman D post) -01.</b>		
Qualification: Passed the Class VIII from any Institute recognised by the Govt. Preference shall be given on good physique and sportsman ship and shall be able read & write Bengali & Nepali.		

3.	<b>Name of the Post: Mate, (Group-D)</b>	Post Code : <b>MT</b>
Pay Band Scale: ` 4900-16200/- Grade Pay:` 1800/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : <b>01</b> <b>UR (Person with disability)</b>		
Qualification: Passed the Class VIII from any Institute recognised by the Govt.		

4.	<b>Name of the Post: Care-Taker, (Group-C)</b>	Post Code : CT
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 1900/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : 01 <b>UR -01</b>		
Qualification: Passed the Class VIII from any Institute recognised by the Govt. Preference shall be given MP appear & able to write English		

5.	<b>Name of the Post: Electric Mistri, (Group-C)</b>	Post Code : EM
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2100/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : 01 <b>UR -01</b>		
Qualification: Passed the Class VIII from any Institute recognised by the Govt. & D certificate in electrical maintenance.		

6.	<b>Name of the Post: Driver, (Group-C)</b>	Post Code : DVR
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2300/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : 08 <b>UR - 03, SC – 01, ST- 01, OBC (Category-A) – 01, OBC (Category-B)- 01, UR(Ex-service man Gr. C post) - 01.</b>		
Qualification: Passed the Class VIII from any Institute recognised by the Govt. Have heavy driving license and at least 5 years experience.		

7.	<b>Name of the Post: Work supervisor, (Group-C)</b>	Post Code : WSV
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2600/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : 06 <b>UR - 01, ST- 01, OBC (Category-A) – 01, OBC (Category-B)- 01, SC (Ex-service man Gr. C post) - 01, UR (Persons with disability)-01.</b>		
Qualification: Passed the MP or equivalent from any Institute recognised by the Govt. And shall have experience road & drain measurement.		

8.	<b>Name of the Post: Sub-overseer, (Group-C)</b>	Post Code : SOV
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2600/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : 01 <b>UR -01</b>		
Qualification: Passed the MP or equivalent from any Institute recognised by the Govt. And complete the ITI course in Civil Work.		

<b>09.</b>	<b>Name of the Post: Steno-Typist, (Group-C)</b>	Post Code : <b>STP</b>
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2600/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : <b>01</b> <b>UR -01</b>		
Qualification: Passed the MP or equivalent from any Institute recognised by the Govt. Stenography speed 80 words per minute. English typing speed 30 words per minute. Bengali typing speed 20 words per minute & knowledge in computer work.		

<b>10.</b>	<b>Name of the Post: Collecting Sarkar, (Group-C)</b>	Post Code : <b>CS</b>
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2600/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : <b>08</b> <b>UR - 03, SC – 01, ST- 01, OBC (Category-A) – 01, OBC (Category-B)- 01, UR(Ex-service man Gr. C post) -01.</b>		
Qualification: Passed the MP or equivalent examination at least 2 <sup>nd</sup> Division from any Institute recognised by the Govt.		

<b>11.</b>	<b>Name of the Post: Typist, (Group-C)</b>	Post Code : <b>TYP</b>
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2600/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : <b>02</b> <b>UR -01, SC-01</b>		
Qualification: Passed the MP or equivalent from any Institute recognised by the Govt. English typing speed 30 words per minute. Bengali typing speed 20 words per minute & knowledge in computer work.		

<b>12.</b>	<b>Name of the Post: L.D. Clerk, (Group-C)</b>	Post Code : <b>LDC</b>
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2600/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : <b>03</b> <b>UR - 01, ST- 01, UR (Ex-service man Gr. C post) -01.</b>		
Qualification: Passed the MP or equivalent from any Institute recognised by the Govt. English typing speed 30 words per minute. & knowledge in computer work.		

13.	<b>Name of the Post: Clerk-Cum-Typist, (Group-C)</b>	Post Code : CCT
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2600/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : <b>02</b> <b>UR - 01, ST- 01.</b>		
Qualification: Passed the MP or equivalent from any Institute recognised by the Govt. English typing speed 30 words per minute. Bengali typing speed 20 words per minute & knowledge in computer work.		

14.	<b>Name of the Post: Asst. Cashier, (Group-C)</b>	Post Code : ACH
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2600/-		
Age Limit : 18-40 years as on 01.11.2012		
No. of Vacancy : <b>01</b> <b>UR -01</b>		
Qualification: Passed the MP or equivalent examination at least 2 <sup>nd</sup> Division from any Institute recognised by the Govt. Experience in accounting & in computer work.		

15.	<b>Name of the Post: Asst. Assessment Insp. (Group-C)</b>	Post Code: AAI
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2600/-		
Age Limit : 25-40 years as on 01.11.2012		
No. of Vacancy : <b>01</b> <b>UR -01</b>		
Qualification: Diploma in Surveyor ship.		

16.	<b>Name of the Post: Market Inspector, (Group-C)</b>	Post Cod: MI
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2900/-		
Age Limit : 21-40 years as on 01.11.2012		
No. of Vacancy : <b>02</b> <b>UR -01, SC-01.</b>		
Qualification: Graduate & experience in accounting and computer work.		

17.	<b>Name of the Post: Vehicles Superintendent, (Group-C)</b>	Post Code : VS
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2900/-		
Age Limit : 21-40 years as on 01.11.2012		
No. of Vacancy : <b>01</b> <b>UR -01.</b>		
Qualification: Diploma in Automobile Engineer.		

18.	<b>Name of the Post: Asst. Tax-Collector, (Group-C)</b>	Post Code : ATC
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2900/-		
Age Limit : 21-40 years as on 01.11.2012		
No. of Vacancy : <b>01</b> <b>ST -01.</b>		
Qualification: B.Com Graduate. Experience in accounting and computer work		

19.	<b>Name of the Post: Assessment Inspector, (Group-C)</b>	Post Code : AI
Pay Band Scale: ` 5400-25200/- Grade Pay: ` 2900/-		
Age Limit : 25-40 years as on 01.11.2012		
No. of Vacancy : <b>01</b> <b>UR -01.</b>		
Qualification: Diploma in Surveyor Ship.		

N: B:

1. In all cases the candidate must be a Citizen of India.
  2. Age limit is relaxed able for reserved posts as per Rules.
  3. Qualifications described above must be obtained from recognized Board/Council/University of State or Central Govt. Or any Institute recognised by the State Govt. Of Central Govt. Or State Council of Technical Education or All India Council of Technical education etc. as the case may be.
-

## APPLICATION FORMAT

**Office Use Only**

**Post Code No.....**

**Roll No.....**

To  
The Commissioner  
Siliguri Municipal Corporation  
Siliguri.

Affix one recent  
passport sized  
photograph duly  
signed by the  
candidate

1. Post Applied for:

	Code No.
--	----------

2. Name of the Candidate (in Block Letters):

3. Father's / Guardian's Name:

4. (a). Corresponding Address :

(b). Permanent Address:

5. Date of Birth: ...../...../..... (DD/MM/YYYY)

(As recorded in School leaving Certificate / Birth Certificate / M.P. or equivalent  
Certificate & enclosed attested copy of the certificate)

6. As age on 01.11.2012:.....

7. Caste & Categories: (Put tick-mark in the appropriate box)

SC	ST	OBC-A	OBC-B	PH	OTHERS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Enclosed attested copy of certificate, if applicable)

8. Sex..... 09. Nationality.....

10. Religion.....

9. Academic Qualification : (Class VIII / Madhyamik on wards)

(Enclosed attested copy of the respective certificates)

Examination Passed	Board/University	Year of Passing	Marks Obtained	Out of Total Marks	% of Marks


13. Computer / Type Qualification:

Course Name	Name of the Institute	Affiliated by	Course Duration	Passing Year	Course contains	Percentage / Grade

(Enclosed attested copy of respective certificates)

14. Registration No. in Employment Exchange:

Declaration

I do hereby declare that the particulars furnished above by me in the application format are complete, correct and true to the best of my knowledge and belief and in case any information is found to be incorrect, my candidature shall be liable to be rejected.

\*\*I have informed the head of my office or Deptt. In writing that I am applying for this examination on the condition that if any communication is received from my employer raising any objection to my applying for the job or releasing from my present assignment on being selected, my application will be rejected.

(\*\* Strike off the Para if not applicable.)

Date:

Place:

\_\_\_\_\_  
(Full Signature of the Candidate)

**IMPORTANT NOTES:**

1. Attested copies of all Certificates / Testimonials are required to be attached along with the Application form. Original Certificates / Testimonials will have to be produced before Interview, failing which, candidature will be rejected straightway. Candidates acquiring required Educational Qualification after the date of application are not eligible.

2. One copy of the self signed photograph of the candidate is to be pasted on the application form in the space provided for and two self-addressed envelopes (4”x10”) with requisite Stamps of ` 5.00 are to be sent along with the application in the following manner:  
**“APPLICATION FOR THE POST OF (Name of the post & Code no.)”**
3. Name of the Post for which applied must be mentioned on the cover of the application form.
4. Admit Cards intimating the date of Written Test will be sent to the candidates individually by post in due course.
5. Bankers Cheque / Demand Draft amounting of ` 100/- (Rupee one hundred) for Group –‘C’ posts (exemption SC/ST/PH categories) and amounting of ` 50/- (Rupees fifty) for Group- ‘D’ posts (exemption SC/ST/PH categories) should be sent along with the each Application Form **(One application form should be used for single post).**

Properly filled in application form in own hand writing and with full signature of the candidate and the photo pasted on the application form in the specified space along with the self addressed stamped envelopes and all other enclosures should reach at the following address on or before **22nd December, 2012 by 1:30 p.m.**

The Commissioner  
Siliguri Municipal Corporation  
Baghajatin Road,  
P.O. Siliguri,  
Dist. Darjeeling  
Pin code no. 734001

Website: [www.siligurismc.com](http://www.siligurismc.com)

**Commissioner,  
Siliguri Municipal Corporation**