

Office of the Councillors of Mal Municipality
PO: Mal, Dist: Jalpaiguri,

MM/C/693/ Staff /2018-19

23.08.2018

NOTICE

Applications are invited from the intending candidates for the posts, mentioned below, for Mal Municipality. Details of qualification are given against the posts in columns no. 4 for information. Age of the applicants will be 40 years as on 01.01.2018 & relaxable as per Govt. rules. Pay band & Grade Pay are applicable as per govt. rules. Incomplete applications will be cancelled without any reference. Details of the Posts, Educational Qualification, Category etc are available in our Official Website' www.malmunicipality.org, Office Notice Board and also at Mal Municipality Office.

Sl No.	Name of the Posts.	No of posts & Reservation	Qualification	Minimum age limit
(1)	(2)	(3)	(4)	(5)
1	Typist	01 (UR)	Madhyamik or equivalent examination from any Board recognized by Govt. Knowledge in typing (both English and Bengali) in computer is essential. Preference to be given to candidates having knowledge of typing and computers	18 years as on 01.01.2018

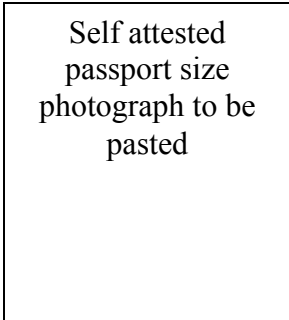
Term & Conditions

1. Application format is available in our official website www.malmunicipality.org and also in the Office of the undersigned.
2. Self attested photocopies of all relevant testimonials, certificates, typing certificate and certificate of age proof etc. should be furnished with the application.
3. Candidate should enclose 1 (one) copy of self attested recent passport size photo on the space provided in the application format.
4. One Bank Draft of Rs. 100.00 in the name of Mal Municipality along with one self addressed envelope with stamp of Rs. 40 must be enclosed with the application.
5. Name of the post for which applied for must be mentioned on the envelope as “**Application for the post of Typist under Mal Municipality**”.
6. Application should reach at the following address through register post only.
7. Application should reach at the following address on or before 08-09-2018 up to 1:00 p.m.

The Chairman,
Mal Municipality
PO+Ps: Mal,
Dist: Jalpaiguri
Pin: 735221



Chairman
Mal Municipality



To,
The Chairman
Mal Municipality
Mal
Sir,

Application for the post of TYPIST at Mal Municipality

- 1. Name (In Capital Letters).....
- 2. Father's / Husband's Name (in Capital letters)
- 3. Gender : Male /Female (Please tick in the appropriate box)
- 4. Date of Birth:/...../..... (DD/MM/YYYY)
- 5. Nationality :
- 6. Address:
 - a. Address for correspondence:
.....
.....
Town/city/village.....Dist:.....
State:.....
Pin:.....
 - b. Permanent Address:
.....
.....
Town/city/village.....Dist:.....
State:.....
Pin:.....
- 7. Contact :
 - a. Mobile no.:.....
 - b. Residence no.:.....
 - c. E-mail id :.....

8. Academic Qualification

Sl. No.	School/Board/University	Degree	Year of Passing	Percentage of Marks Obtained

9. Additional Qualification (If any):.....

10. Present Occupation (If any): Designation

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Name & Address of Employer

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Organization

.....

11. Experience :

Sl. No.	Name of Organization	Name of the Post	Experience		Nature of Work done	Experience Certificate Enclosed (Y/N)
			Year	Month		

12. Language Known:

Language	Reading	Writing	Speaking

Declaration : I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. The details mentioned in the application are true and I shall furnish the necessary documents in original whenever required.

If any information / details found to be incorrect / false at any stage of the selection process or detected even after appointment, my engagement likely to be terminated.

Date:

Place:

.....

(Full Signature of Candidate)