

Advertisement No. – 4 of 2017.

**Recruitment Examination, 2016 for different
category of posts under Burdwan Development Authority.**

On-line applications are invited through our website www.mscwb.org from the Citizens of India for recruitment to different category of posts under **Burdwan Development Authority on and from 08.04.2017.**

Sl. No.	Name of the Post	No. of Vacancy	Category wise Vacancy Position	Scale of Pay & Grade Pay	Age as on 01.01.2017.
1.	Assistant Engineer (Civil)	1 (One)	Unreserved	PB – 4A Rs. 15,600 – 42,000/- GP – Rs. 5,400/-	18yrs. to 40yrs.
<u>Minimum Educational Qualification with Experience</u>					
Essential : Bachelor Degree in Civil Engineering or its equivalent from a recognized University or Institute approved by AICTE with a minimum of 60% marks or equivalent grade. Candidates having higher qualification in Civil Engineering or equivalent may also apply					
Desirable: 3 (three) Years' experience in Design / Construction / Project Management/O&M work related to water, sewerage, roads, building and bridges. In addition thorough knowledge of Auto CAD, Staad and MS-Office.					
2.	Assistant Town Planner	1 (one)	SC	PB – 4A Rs. 15,600 – 42,000/- , GP – Rs. 5,400/-	18yrs. to 40yrs.
<u>Minimum Educational Qualification with Experience</u>					
Essential : Bachelor degree in Architecture or its equivalent from a recognized University or Institute approved by AICTE with a minimum of 60% marks or equivalent grade. Candidate having higher qualification in Architecture or Post Graduate degree in Urban / Town / City / Regional / Country planning or equivalent may also apply.					
Desirable: 3 years' experience in similar nature of work. Knowledge of Auto-CAD, 3-D Modeling Software, Arc-GIS, Adobe Photoshop, SPSS or other statistical analysis software, and thorough knowledge of M.S. Office. Corporate membership of recognized professional Institutions, knowledge of modern techniques of comprehensive planning, published papers / articles in the relevant fields with good report writing and presentation skills.					
3.	Sub-Assistant Engineer (Civil)	2 (two)	SC-1; Unreserved – 1	P.B. 4 Rs. 9,000 – 40,500/-, GP – Rs. 4,400/-	18yrs. to 40yrs.
<u>Minimum Educational Qualification with Experience</u>					
Essential : Diploma in Civil Engineering with minimum 60% marks from recognized polytechnic institute approved by AICTE. Candidates having higher qualification in civil engineering may also apply.					
Desirable: 3 Years' experience in design or construction of work related to water, sewerage, roads, buildings and bridges. Computer knowledge (Auto CAD) and M.S. Office.					
4.	Sub-Assistant Engineer (Electrical)	1 (one)	Unreserved	P.B. 4 Rs. 9,000 – 40,500/-, GP – Rs. 4,400/-	18yrs. to 40yrs.
<u>Minimum Educational Qualification with Experience</u>					
Essential : Diploma in Electrical Engineering with minimum 60% marks from recognized polytechnic institute approved by AICTE. Candidate having higher qualification in Electrical Engineering may also apply.					
Desirable: 3 years' experience in construction / maintenance / design and supervision in the field of electrical works. Working experience in Power Corporations or State Electricity Boards / Corporation. Computer knowledge in Auto cad and M.S. office.					

Sl. No.	Name of the Post	No. of Vacancy	Category wise Vacancy Position	Scale of Pay & Grade Pay	Age as on 01.01.2017.
5.	Junior Assistant Town Planner	3 (Three)	Unreserved – 1 S.C.-1 S.T.-1	PB – 4 Rs. 9,000 – 40,500/- , GP – Rs. 4,400/-	18yrs. to 40yrs.
<u>Minimum Educational Qualification with Experience</u>					
<p>Essential: Diploma in Architecture with minimum 60% marks from recognized institution or equivalent approved by AICTE. Candidate having higher qualification in Architecture or Graduate Degree holder in Regional and Urban planning or Town and Country Planning or City planning or Regional Planning or Urban Design or Transportation planning or equivalent from recognized University or Institute, may also apply.</p> <p>Desirable: 3 Years' experience in Architecture and planning. In addition, Knowledge of Auto-CAD, 3-D modeling, Software, Adobe Photoshop and knowledge of M.S. office. Experience in relevant fields of work and computer aided architectural drawing and urban design and planning principles with special reference to dealing with spatial data on Geo Information system with good report writing and presentation skills. Knowledge in Arc GIS.</p>					
6.	Surveyor	2 (Two)	Unreserved – 1 S.C.-1	PB – 3 Rs. 7,100 – 37,600/- , GP – Rs. 3,600/-	18yrs. to 40yrs.
<u>Minimum Educational Qualification with Experience</u>					
<p>Essential: Madhyamik Pass or equivalent with Diploma in Survey Engineering with minimum 60% marks or equivalent grade from the West Bengal Survey Institute (Bandel or Raniganj).</p> <p>Desirable: 3 years' job experience. Computer knowledge – Autocad, Arc-GIS, working knowledge of Total-Station and Theodolite. Knowledge of Records of Rights', land Deeds, Well Conversant with mouza maps.</p>					
7.	Draftsman	1 (One)	Unreserved	PB – 3 Rs. 7,100 – 37,600/- , GP – Rs. 3,600/-	18yrs. to 40yrs.
<u>Minimum Educational Qualification with Experience</u>					
<p>Essential: Madhyamik pass or equivalent with diploma in Draftsmanship with 60% marks or equivalent grade from NCVT accredited recognized Institution- ITI / Engineering.</p> <p>Desirable: 3 years experience in similar nature of work. Computer knowledge in AutoCAD, 3D modeling software. Photo Shop, Revit Architecture etc.</p>					
8.	Cashier	1 (One)	Unreserved	PB – 2 Rs. 5,400 – 25,200/- , GP – Rs. 2,600/-	18yrs. to 40yrs.
<u>Minimum Educational Qualification with Experience</u>					
<p>Essential: Higher Secondary pass or equivalent with commerce with 50% marks. Computer certificate in MS Office from Government registered institution.</p> <p>Desirable: 1 year experience in any Commercial firm / Bank / government office / Statutory body / Local Self-Government office and knowledge in Accounting package like Tally, Busy, Sap etc.</p>					
9.	L.D. Assistant	2 (Two)	Unreserved – 1 S.C.-1	PB – 2 Rs. 5,400 – 25,200/- , GP – Rs. 2,600/-	18yrs. to 40yrs.
<u>Minimum Educational Qualification with Experience</u>					
<p>Essential: Higher Secondary pass or equivalent with 50% marks and computer typing Speed of 30 W.P.M. in English. Knowledge of MS-Office.</p> <p>Desirable: Bengali computer typing. 1 year working experience in any Govt. / Pvt. Organization.</p>					

Sl. No.	Name of the Post	No. of Vacancy	Category wise Vacancy Position	Scale of Pay & Grade Pay	Age as on 01.01.2017.
10.	Work Assistant	1 (One)	Unreserved	PB – 2 Rs. 5,400 – 25,200/- , GP – Rs. 2,600/-	18yrs. to 40yrs.
<u>Minimum Educational Qualification with Experience</u>					
Essential: Higher Secondary pass or equivalent with minimum 50% marks and certificate in computer course (MS Office) from Govt. registered institute.					
Desirable: 1 year experience in Government / PSU / Local Self- Government office / Statutory Body / Pvt. Organisation in measurement and assistance to the Engineering section.					
11.	Typist	1 (One)	Unreserved	PB – 2 Rs. 5,400 – 25,200/- , GP – Rs. 2,600/-	18yrs. to 40yrs.
<u>Minimum Educational Qualification with Experience</u>					
Essential: Higher Secondary pass or equivalent with minimum 50% marks and certificate course in computer (MS Office) from Govt. registered institution. Minimum speed 40 w.p.m. in English.					
Desirable: Knowledge in Bengali typing. 1 (one) year work experience in an Commercial firm / Bank / Government Office / Undertaking.					

Age: Upper age relaxation up to 5 (five) years is admissible only to S.C., S.T. & P.H. candidates and up to 3 years to O.B.C. (A & B) candidates of West Bengal.

Method of Recruitment & Syllabus: The method of recruitment and Syllabus will be notified later on in our website www.mscwb.org.

Application Fee: (Non-Refundable)

1) Application fee for U.R. & O.B.C. (A & B) candidates is Rs. 150=00 (Rupees One hundred and fifty) plus Processing Charges Rs. 50=00 (Rupees Fifty) plus Rs. 20=00 (Rupees Twenty) towards Bank Charges for Challan deposit.

2) For S.C., S.T. & P.H. candidates only Processing Charges Rs. 50=00 (Rupees Fifty) plus Rs. 20=00 (Rupees Twenty) towards Bank Charges for Challan deposit.

3) The application fees plus Processing charges as mentioned in Para's (1) and (2) above shall be collected by all the branches of the **United Bank of India and the same to be deposited to Account No. 0088010367936** through Challan generated after submission of On-line Application at our website www.mscwb.org.

4) Besides above, a candidate may opt. for On-line payment of aforesaid fees and charges through **Indiaideas.com Limited (Bill Desk)**.

Miscellaneous: A candidate now in service under Central or the State Government / Semi Government / Local / Statutory Body shall have to ensure that No-Objection Certificate (N.O.C.) from his / her present Employer reaches the Office of the Municipal Service Commission within 7 (Seven) days preceding the date of Personality Test / Interview. Otherwise he / she will be considered not eligible for the Personality Test / Interview.

Last Date: Last date for Registration for on-line application and generation of challan is **10.05.2017** and **application fee along with processing charges must be deposited to the Bank by 11.05.2017** and the process of submission of Application must be completed by **12.05.2017**.

NOTE: The Municipal Service Commission reserves the right to rectify errors and omissions, if any, in the process of holding the Examination and final declaration of result.

Dated, Kolkata
TheApril, 2017.

Secretary
Municipal Service Commission.