



WEST BENGAL MUNICIPAL SERVICE COMMISSION

149, A.J.C. Bose Road, Kolkata- 700014

Web: www.mscwb.org

E-MAIL: mscwb2015@gmail.com

Contact no. 033-22657920

WBMSC/web/১৫... / Direct-I Dated-23-02-2024

Advertisement No. – 01 of 2024

Recruitment Notification to the post of Sub-Registrar under Kolkata Municipal Corporation

On-line applications are hereby invited through our website <https://www.mscwb.org> from the Citizens of India for recruitment to the permanent post of **Sub-Registrar** under the Health Department of KOLKATA MUNICIPAL CORPORATION in reference of approval by Department of Urban Development & Municipal Affairs, the Govt. of West Bengal vide no. 15-UDMA-25011(11) /8/ 2021-LSG SEC dated 12.02.2024.

NAME OF THE POST	SUB-REGISTRAR
DEPARTMENT	KOLKATA MUNICIPAL CORPORATION under Health Department
PAY LEVEL	LEVEL 14 OF ROPA 2019 + other allowances as per Rules.
PRESCRIBED QUALIFICATIONS (ESSENTIAL)	<ol style="list-style-type: none">1. A Degree / Diploma in Homeopathic medicine like BHMS / DHMS / DMS from a recognized University / Institution.2. 5 (five) years of experience of working in similar nature of post, either on permanent or contractual basis, in Burning Ghats / Burial Grounds / Mortuary etc. in the Government / Semi- Government / Local Authorities / Statutory Bodies / Urban Local Bodies.
AGE	Age not more than 45 years on the 1 st January of the year of Advertisement. Provided that the upper age limit shall be relaxable for the candidates belonging to the categories of Scheduled Castes, Scheduled Tribes / Other Backward Classes as per Government orders / rules etc. for the time being in force. Provided further that the upper age limit shall be relaxable by 05 (five) years for candidates who are working in a similar nature of post, either on permanent or contractual basis, in Burning Ghats / Burial Grounds / Mortuary etc. for at least 05 (five) years in the Government / Semi- Government / Local Authorities / Statutory Bodies / Urban Local Bodies.
VACANCIES	11 (ELEVEN)
CATEGORY WISE VACANCY	UR- 04, SC- 03, ST- 02, OBC (B) - 02

- NOTE:** (a) The Qualification prescribed in the Advertisement are as per the notified Recruitment Rules issued by Kolkata Municipal Corporation vide Municipal Commissioner's Notification dated 27.12.2023.
(b) Age as recorded only in the Madhyamik or Equivalent certificate will be accepted, subject to Age relaxation as mentioned below.
(c) Candidates must fulfil the essential qualifications by the closing date.
(d) In case of candidates obtaining same mark in the merit list, the elder candidates will be placed before the younger one at the time of preparation of panel.

১৫/২/২৪ Page

Secretary

West Bengal Municipal Service Commission
149, A.J.C. Bose Road, Kolkata-700014

Uploading of documents and Certificate:

Document regarding Essential Qualifications, Age, Caste, Experience, PWD certificate (if any) must be scanned and uploaded along with online application. **Bonafide Certificates issued by competent authorities must be obtained within the closing date of Advertisement and no claim in this regard will be entertained afterwards.**

Submission of Bond:

Candidates called for personality Test will have to submit a Bond on Rs. 50/- Non- Judicial Stamp Paper to the effect that in case of the appointment they will arrange for temporary lodging / shelter for doing emergency duties as and when may be required by the Kolkata Municipal Corporation Authorities.

Age Relaxation:

The upper age-limit shall be relaxable for Schedule Castes, Scheduled Tribes candidates of West Bengal by 5 years and relaxable for Other Backward Classes (OBC-A & OBC-B) (Non- Creamy Layer) candidates of West Bengal by 3 years. In the case of Persons with Disabilities of 40% and above as per Govt. rules, the upper age-limit shall be up to 45 years. **Scheduled Castes, Scheduled Tribes & Other Backward Classes candidates of other States may apply for unreserved vacancies and shall be treated as General Candidates.**

A candidate claiming to be SC, ST, OBC (NON- CREAMY LAYER) or persons with disabilities (40% and above) must have a certificate in support of his/her claim from a competent authority of West Bengal.

Application Fee/ Processing charges: (Non-Refundable, Payable to WBMSC by online mode only)

- 1) Application fee for U.R. & O.B.C candidates are Rs. 150=00 (**Rupees One hundred and fifty**) plus Processing Charges Rs. 50=00 (**Rupees Fifty**) i.e., Rs. 200=00 (Rupees Two hundred) only.
- 2) For SC, S.T. & P.W.D candidates only Processing Charges Rs. 50=00 (**Rupees Fifty**) to be paid.
- 3) **NO EXEMPTION OF FEE IS AVAILABLE TO SC/ST/OBC CANDIDATES OF OTHER STATES.**
- 4) The application fees plus processing charges as mentioned in Para's (1) and (2) above shall be collected by On-line payment method only through **Indiaideas.com Limited (Bill Desk)** as mentioned at our website www.mscwb.org.

Method of Recruitment & Syllabus:

The method of recruitment , Syllabus and Date of Examination / Interview will be notified later on in our website www.mscwb.org.

Miscellaneous:

A candidate now in service under Central or the State Government / Semi Government / Local Authorities / Statutory Body / Urban Local Bodies shall have to ensure that No-Objection Certificate (N.O.C.) from his / her present Employer reaches the Office of the West Bengal Municipal Service Commission within 7 (Seven) days preceding the date of Interview / Personality Test. Otherwise, he / she will not be considered to eligible for the Personality Test. **If at any stage a candidate is found ineligible for admission in terms of condition of eligibility for this Examination, his / her candidature will be rejected without further reference to him / her.**

Important Date:

Online applications are to be submitted at <https://www.mscwb.org> according to the following schedule:

Commencement of online applications	7 th March, 2024
Closing date for submission of Online application	6 th April, 2024

Caution:

1. *Submission of more than one application for one particular post is strictly prohibited.* The candidature of a candidate who submits more than one application for admission to the selection procedure, will be cancelled even if he/she is admitted to the same.
2. OBC (A & B) candidates must submit their current revalidated OBC certificate about the Non-Creamy Layer at the time of Interview / verification of original documents.
3. Candidates are requested to be cautious about input his/her exact e-mail ID and working Mobile number during filling up of online application for future communication purpose.

Canvassing:

Any attempt on the part of a candidate to enlist support for his / her application through persons, officials of Government, or agencies will disqualify him / her for appointment. Spontaneous recommendations from persons interested in the candidates, or otherwise known to them, will be disregarded and will render candidates' ineligible.

NOTE:

The West Bengal 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.

For update / corrigendum/ Notice candidates are advised to follow our official website www.mscwb.org on regular basis.

Dated, the Kolkata
23rd February, 2024



23/2/24
Secretary
West Bengal Municipal Service Commission
Secretary
West Bengal Municipal Service Commission
149, A.J.C. Bose Road, Kolkata-700014