

Phone / FAX : 2286 0043

# Municipal Service Commission

149, Acharya Jagadish Chandra Bose Road. Kolkata – 700 014

e.mail : mscwb2015@gmail.com

Memo No. 272 MSC/ID-5/2018

Date: Kolkata , the 24th May, 2018

**From :** The Secretary,  
Municipal Service Commission.

**To**  
The Chief Executive Officer,  
WEBEL Technology Limited,  
(A Govt. of West Bengal undertaking)  
Plot – 5, Block-BP, Sector-V,  
Salt Lake City,  
Kolkata – 700091.

Sub : Work order for pre & post processing job in connection with  
recruitment to the posts of Medical Officer (General) under  
The Kolkata Municipal Corporation.

Sir,

I am directed to inform you that the Municipal Service Commission is going to issue advertisement for recruitment to the posts of Medical Officer (General) under The Kolkata Municipal Corporation through on-line application system. Necessary eligibility criteria are furnished below for developing on-line application system through our website [www.mscwb.org](http://www.mscwb.org).

## Advertisement No. – 13 of 2018.

Recruitment Examination, 2018 for the post of Medical Officer (General), Under The Kolkata Municipal Corporation.

On-line application through our website [www.mscwb.org](http://www.mscwb.org) are invited from the Citizens of India on and from 30/05/2018 to 28/06/2018 for recruitment to the post of Medical Officer (General) under the Kolkata Municipal Corporation.

1. Name of The Post :- Medical Officer (General)
2. No. of Vacancy :- 100( One Hundred) : UR-36, UR(PH)- 04\*, S.C.-25,  
S.T.- 10, O.B.C. (A)-15, O.B.C. (B)-10.

[No. of Vacancies likely to change.]

[\* 02 vacancies for Loco-motor Disability or Cerebral Palsy, 01 vacancy for Blindness or Low Vision & 01 vacancy for Hearing Impairment]

The Commission will prepare a panel and a Reserve List of Successful Candidates and the Reserve List will contain 50% of reserve against the exact number of Vacancies Category-wise.

Scale of Pay :- Pay Band – 4A (Rs. 15,600/- to 42,000/- ) Plus Grade pay Rs. 5,400/-.

### 3. Essential Qualifications for Direct Recruitment:-

#### A. Academic and Experience:

- i) **Essential-** 1) MBBS degree from a recognized university and duly registered in Medical Council.  
2) 1(One) year experience in practice of medicine/Working experience in the field of Public Health.
- ii) **Desirable-** Preference will be given to candidates possessing postgraduate qualification like DPH/MD (Community Medicine)/ MD(PSM) from a recognized university.

❖ **Non Practising Allowance (NPA) is not admissible to Permanent General duty Medical Officers serving in Kolkata Municipal Corporation.**

B. Age not more than 37 years as on 1<sup>st</sup> January, 2018 for unreserved category. Upper age relaxation upto 5(five) years is admissible for only S.C., S.T. and PH candidates and upto 3(three) years to O.B.C.(A & B) candidates of West Bengal.

\*\*Age is relaxable for those who have served on contractual basis under Kolkata Municipal Corporation to an extent equivalent to the period of such full time contractual engagement, subject to a maximum of 3 years.

Method of Recruitment & Syllabus: The method of recruitment and Syllabus will be notified later on in our website [www.mscwb.org](http://www.mscwb.org).

### 4. Application Fee: (Non refundable)

- I. Application Fee for UR & O.B.C.(A & B) candidates is Rs. 150/- (Rupees One hundred and fifty) plus processing charges Rs. 50/- (Rupees Fifty) plus Rs. 20/- (Rupees Twenty) towards Bank Charges for Challan deposit.
- II. For S.C., S.T. & PH candidates only processing charges of Rs. 50/- (Rupees fifty) plus Rs. 20/- (Rupees Twenty) towards Bank Charges for Challan deposit.
- III. 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](http://www.mscwb.org).

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

### 5. 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.

### 6. Last Date:

Last date for Registration for on-line application and generation of challan is 28/ 06/2018 and application fee along with processing charges must be deposited to the Bank by 29/06/2018 and the process of submission of Application must be completed by 30/06 /2018.

**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.

### ❖ Pre-processing for preliminary written examination.

- (a) On-line application form design within corporation of criteria of applying by WTL in consultation with MSC Officials.
- (b) Development and uploading of on-line Application Form.
- (c) Facility to upload photo, signature.
- (d) Validation checks as per requirements of post.
- (e) Challan based payment option for off-line payments/On-line payment through Indiaideas.com Limited.
- (f) SMS/E-mail alerts to applicants.
- (g) Preparation of list of eligible candidates & to be furnished to MSC.
- (h) Admit card generation and uploading. Venue details will be given by MSC.
- (i) SMS alert/E-mail alert to candidates.

### ❖ Post processing for preliminary written examination :-

- a) OMR sheet design preparation in consultation with MSC.
- b) OMR sheet supply at MSC.
- c) Preparation of Attendance sheet and Attendance list.
- d) Evaluation of Answer Sheets (OMR) with the aid of Scanner in the office of the MSC.

by entering Answer keys.

- e) Preparation & handing over of category based provisional list of selection candidates to MSC for final approval (the logic will have to be provided by MSC).
- f) Generation of
  - Check list after OMR (Answer sheet) scanning.
  - List of non-processed (rejected) OMR sheets.
  - Roll wise list of candidates appearing in the examination
  - Merit list (Category-wise)
  - Category-wise list of selected candidates to be appeared in the main examination.
  - Alphabetical list of candidate.

### ❖ Pre-processing work for main examination :-

- a) Generation of Alphabetical list of eligible candidates category wise.
- b) Admit card for Main Written Examination.
- c) Preparation of venue list (Venue details will be given by MSC).
- d) Generation of Examination Hall wise attendance sheet with photograph & Attendance list.

### ❖ Post processing work for Main Written Examination :-

- a) Marks of subjective papers to be added in the data base.
- b) Generation of list of candidates (Roll wise) qualified for interview.
- c) Generation of category wise list etc. for candidates qualified.

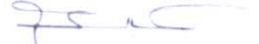
### ❖ Pre & post processing work relating to interview :-

- a) Furnishing data for selection of candidates.
- b) Address entry of candidates qualified for personality test.
- c) Generation of
  - Letter for appearing in the Personality Test.
  - Attendance sheet with photographs for personality test.
  - Individual Mark sheet/Broad sheet/Master sheet (Roll wise list of candidates with attribute) in both soft and hard copy.
  - Adding Marks for personality Test.

- Preparation of final provisional) Tabulation sheet and submission to MSC.
- Merit List of provisional selected candidates.
- Final data base in soft copy containing all particulars as per requirement.
- Other information / data as and when required.

The charges per valid candidate will be Rs.27/- (Twenty seven) + service tax. Payment will be made through A/C payee cheques to "Webel Technology Limited" on submission of your bill as per your terms.

Yours faithfully,



Secretary.