WBMSC/web/..19... / Direct Dated:29-08-2025

WEST BENGAL MUNICIPAL SERVICE COMMISSION

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Advertisement No. – 08 of 2025

Recruitment Examination, 2025 for Sub-Assistant Engineer (Mechanical) under Kolkata Municipal Corporation

Online applications are invited through our website www.mscwb.org from the Citizens of India for recruitment to the post of **Sub-Assistant Engineer (Mechanical)** under the KOLKATA MUNICIPAL CORPORATION on and from **02.09.2025** in reference of approval by Government of West Bengal and conveyed through Department of Urban Development & Municipal Affairs, the Govt. of West Bengal vide no. **211-UDMA-25011(11) /91/2023-LSG SEC dated 13.08.2024.**

Sl. No.	Name of the Post	No. of Vacancy	Category wise Vacancy Position	Scale of Pay	Prescribed Qualification & Age
1.	**Sub-Assistant Engineer (Mechanical)**	**28 (Twenty -Eight)**	**UR-12, EWS-03, SC-06, ST-03, OBC(A)-03 & OBC (B)-01**	**Pay Level – 12 of the Pay Matrix of ROPA- 2019.**	**(i)**A diploma certificate in Mechanical Engineering from the State Council for Engineering & Technical Education or its equivalent. Candidates having higher qualification in Mechanical Engineering may also apply. **(ii)**Age not more than **37** years on the 1st January of the year of Advertisement. ***Subject to Age relaxation as mention below.** **N.B.: Age as recorded only in the Madhyamik or equivalent certificate will be accepted.**
N.B. – Both men & women are eligible to apply for the post.					

Uploading of documents and Certificate:

Document regarding prescribed Qualifications, Age, Caste, PWD, EWS, Ex-Serviceman etc. certificate must be scanned and uploaded along with online application. Bonafide Certificates issued by competent authorities must be obtained within the closing date of Advertisement.

Submission of Bond:

Candidates called for documents verification 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 within Kolkata Municipal Corporation area 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 Caste, Scheduled Tribe candidates of West Bengal by 5 years and relaxable for Other Backward Classes 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 relaxable up to 45 years. Scheduled Caste, Scheduled Tribe & Other Backward Classes candidates of other States shall be treated as General Candidates.

An ex-serviceman shall be allowed to deduct the period of actual military service from his/her actual age and if the resultant age does not exceed the maximum age limit prescribed for the post of Sub-Assistant Engineer (Civil) by more than three years he/she shall be deemed to satisfy the condition regarding age limit.

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The eligibility of a candidate for applying as Other Backward Classes (Category 'A' & 'B'), shall be guided by the Notifications issued by Backward Classes Welfare Department in this regard and any other subsequent notifications if issued, by Backward Classes Welfare Department, Government of West Bengal, till the last date of submission of Online Application for this advertisement.

The operation of the said Notifications will be subject to outcome of pending legal proceedings in the competent Court of Law and the Commission shall abide by such order, if any, arising out of such legal proceedings.

OBC Classification of OBC-A & OBC-B and the percentage of reservation for OBC shall be subject to the result of the pending litigations before the Hon'ble Supreme Court of India.

For EWS candidates:

The benefit of reservation under EWS category can be availed upon production of an Income & Asset certificate issued by any of the following authorities in prescribed format as given in Annexure:

1) In the district, the district Magistrate / Additional District Magistrate / Sub-Divisional Officer of the Sub-Division concerned.

2) District Welfare Officer, Kolkata (D.W.O) for Kolkata Municipal Corporation areas (KMC).

NOTE: The reservation for the EWS candidates will be guided by the Notification No. 325-PAR(AR)/3P-1/2019 dated 09.07.2019 of the Personnel and Administrative Reforms Department, Govt. Of West Bengal read with Gazette Notification No. 18-Emp (EC)/LABR-27011(20)/1/2020-EC dated 07.02.2023. The Commission will verify the veracity of the Income and Asset Certificate and other certificates submitted by the candidate through the certificate issuing Authority.

***For S.C/ S.T/O.B.C (Non- Creamy Layer) Candidates*: -**

Candidates seeking the benefit of reservation as S.C/ S.T/OBC must produce a certificate issued by:

1) In the district, Sub- Divisional Officer of the Sub-Division concerned.

2) In Kolkata, the District Welfare Officer, Kolkata and Ex-Officio Joint Director, Backward Classes Welfare. The said certificate must confirm to the West Bengal S.Cs & S.Ts (Identification) Act. 1994 and S. Cs & T.W Department Order no. 261-TW/EC/MR-103/94 dated 06.04.1995 read with B.C.W. Deptt. order no. 6320-BCW/MR-84/10 dated 24.09.2010 and no. BCW/MR-61/2012 (Pt.) dated 12.07.2013.

For Person with benchmark disabilities (PWD) Candidates: **- (Annexure attached)**

a) Benefits of reservation will be given to the candidate with disabilities of at least 40% and above;

b) Benefits of age relaxation for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant Rules & Regulation;

c) Any person with disabilities as stated, under respective reserved sub-categories will be directed to furnish his/her self-attested photocopy of Disability Certificate in prescribed form in support of his/her claim, issued by a competent authority as per the provisions of the West Bengal Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, i.e. by a Medical Board constituted at any Government Medical College Hospitals, District Hospitals or Sub-Divisional Hospitals as and when called;

d) Candidates having disability of less than 40% shall be treated as unreserved candidates and therefore, shall not get benefit of reservation/age relaxation under this category.

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Application Fee/ Processing charges:

(Non-Refundable, Payable to WBMSC by online mode only)

1) Application fee for U.R., EWS & 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 Paras (1) and (2) above shall be collected by On-line payment method only through **Indiaideas.com Limited (Bill Desk)** as mentioned at WBMSC website www.mscwb.org.

5) **Fee** once paid shall not be refunded under any circumstance nor the fee can be in reserve for any other examination or selection.

Method of Recruitment & Syllabus:

A. Mode of Examination:

The Examination will be held in **Kolkata center only** and in two successive stages, viz. **(1) Written Test (Multiple choice Objective type) (2) Personality Test,** as detailed below:

(1) Written Test: 200 marks

The OMR based Written Examination of **200 marks** consisting of **100 multiple choices,** objective type questions carrying 02 (two) marks each will be conducted. There will be negative marking of 01 (one) mark each for every incorrect / wrong answer. Question will be set in English and time allowed will be **1 & ½ (One & half) hours.**

(2) Personality Test: 40 marks

The Personality test will be held at the **Commission's office in Kolkata.** Based on merit, candidates of 3 (three) times the number of vacancies, will be called for Personality test subject to verification of original documents and obtaining qualifying marks @ 45% for General Candidates, @ 40% for O.B.C. & EWS Candidates and @ 35% for S.C., S.T. & PWD candidates. The Commission shall have discretion to relax qualifying marks of any or all categories of candidate applied for the examination. After the said verification, eligible candidates will be allowed to appear for Interview / Personality Test. The candidature of the candidates absenting themselves on the date of Interview / Personality test will be cancelled without making any reference to them.

Final merit list will be prepared on the basis of total marks obtained by the candidates in the written examination and Personality test.

If more than one candidate obtains the same aggregate (total marks), the merit position of the Candidates shall be determined according to their date of birth, i.e., candidates with earlier date of birth shall be preferred and if the aggregate marks and also the date of birth be the same the candidates obtaining higher marks in Written Examination shall be preferred.

Results of the Examination:

The names of the candidates called for Personality Test and those recommended for appointment will be published provisionally at WBMSC website (www.mscwb.org) subject to determination of eligibility of the candidates in all respects and verification of original certificates etc. If at any stage of such verification or later on any candidate is found ineligible, his / her candidature / allotment/ recommendation/ appointment will be cancelled, even after the declaration of result / appointment.

B. Syllabus:

Questions will be set based on the Course content of Diploma Level Examination in Mechanical Engineering as approved by AICTE (All India Council for Technical Education).

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Last Date:

Last date for Registration for online application and the process of submission of Application must be completed by **22.09.2025.**

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 West Bengal Municipal Service Commission within 7 (Seven) days preceding the date of Personality Test. Otherwise, he / she will not be considered 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 cancelled without further reference to him / her.**

Regarding SCRIBE:

Candidates suffering from blindness or low vision, loco motor disability/cerebral palsy where dominant (writing) extremity is affected to the extent of slowing down the performance of function (minimum of 40 percent of impairment) may seek help of a **SCRIBE** to write in the written examination only. They need to apply to the Secretary of the Commission in prescribed format available from Commission's website www.mscwb.org on and from **23-09-2025** to **25-09-2025** between 11.00 AM and 04.00 PM in person after submission of online application. Request for Scribe to the Commission's office other than candidate herself/ himself (along with requisite bonafide certificate) will not be entertained under any circumstances. Scribe shall be allowed subject to fulfilment of Criteria / norms of eligibility.

No claims / request will be considered beyond the date mentioned above.

RESERVATION OF VACANCIES IS SHOWN AS REPORTED BY THE REQUIRING BODY. Vide Ref. No. P/250/V/2025-26 date: 27/08/2025.

Instruction to the applicant:

- Candidates must read all the information and instructions carefully before filling the ONLINE application to prevent mistakes.
- Bag & Baggage, Mobile phones, Calculator, watches, Pagers, any type of gadgets or any other electronic or communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations. Candidates are advised in their own interest not to bring any of above banned items to the venue of the examination, as arrangement for safe-keeping cannot be arranged. There will be arrangements for frisking of the candidates at entry points of venues – separately for male and female candidates so that candidates with above mentioned banned articles may not enter the venue.
- **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.
- Candidates are also requested to be cautious for putting his/her e-mail id and mobile number correctly during filling up of online application.
- The venue and date of the examinations along with Roll Numbers will be intimated through e-Admit Cards.
- IF ANY CANDIDATE REMAINS ABSENT AT ANY STAGE OF THIS RECRUITMENT PROCESS, HIS/HER CANDIDATURE WILL BE CANCELLED.
- The candidates are required to keep with them at least one ORIGINAL Photo-Identity proof viz. Aadhar Card, Voter ID Card (EPIC), Driving License, Passport, PAN Card, Bank Passbook with photograph therein and shall produce the same on demand at the time of examination in the examination center.

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- On furnishing any false certificate or indicating wrong category/sub-category regarding caste in the application form or in case of any other default like encoding of wrong Question Booklet No or Roll No during written examination, the Commission shall reject the candidature at any stage of the selection and may take further necessary action.
- In cases where no Division / Class is awarded and only grading is done, exact percentage of marks and conversion formula adopted are to be mentioned with documentary evidence, if required.
- Where experience of a number of years is prescribed as an item of qualification this would mean only experience / research experience gained in full time employment / research in the relevant field within the closing date of receipt of application. [Certificate (s) from the Head of Organization (s) / Department (s) / Institution (s) or Competent Authority for the entire experience claimed, clearly mentioning the duration of employment (DD/MM/YYYY format) and field of experience including pay certificate must be obtained. The Certificate (s) should also mention the nature of duties performed / experience obtained in the post with duration.]
- Order / Letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in prescribed qualifications, if a candidate is claiming a particular qualification as equivalent qualifications as per the requirement of advertisement.
- The Commission may require such proof of particulars from the candidates as it may consider necessary and may make enquiries regarding suitability and eligibility in terms of Advertisement. At the time of physical document verification, in case a candidate is unable to produce the relevant valid certificate in support of the declaration / claim made by the candidate, his / her candidature will be summarily rejected.
- O.B.C (Non creamy Layer) candidates must submit their renewed / revalidated O.B.C (Non creamy Layer) certificate prior to interview and at the time of appointment.
- EWS candidates must submit their renewed / revalidated Income & Asset certificate (in prescribed format given in Annexure) prior to interview and at the time of appointment. [in terms of PAR department Memo No. 325- PAR (AR) / 3P-1/2019 dated 09.07.2019].
- All requisite certificates regarding educational qualifications, proof of age and other requisite documents must be furnished as and when required by the Commission / Requiring Body.
- The candidates are required to download and take a printout of e-Admit Card from the official website of WBMSC (www.mscwb.org). The candidates must take note of the fact that their candidature will be strictly provisional and if they do not fulfill the eligibility criteria in all respect, their candidature will be cancelled at any stage of examinations/tests or even at the time of verification of testimonials.
- A candidate who has been reported against by the Supervisor (Examination Center-in-charge) for violating any of the instructions will be punished with cancellation of candidature of the examination related to this advertisement and also debarment from future examinations and selections as may be decided by the Commission according to the circumstances of the case.
- If at any stage even after issue of a letter of recommendation for appointment a candidate is found ineligible in terms of the Advertisement his / her candidature will be cancelled without further reference to him / her.
- No claim for being a member of SC, ST and OBC or a Person with Disability or EWS will be entertained after submission of the application.

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➢ Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought by the Commission or concerned requiring body at the time of physical verification of document, failing which their candidature will be cancelled. If a candidate is rejected by the requiring body for non-furnishing of the requisite certificate in support of the category filled in the online application form, the candidate will be solely responsible for the same and the Commission will not have any responsibility. Any grievance received in this regard in any form like by post, fax, e-mail, by hand etc. shall not be entertained by the Commission and will be summarily rejected.

For example, candidate 'A' filled SC in his / her application form. However, during document verification by the Commission, he is unable to produce the valid SC certificate. In such scenario, candidature of 'A' will be cancelled by the Commission / requiring body.

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 the candidates' ineligible.

The West Bengal Municipal Service Commission reserves the right to rectify errors and omissions, if any, in the process of conducting the recruitment and even after final declaration of result.

For update / corrigendum / Notices, candidates are advised to follow WBMSC official website at www.mscwb.org on regular basis.

Dated, the Kolkata 29th August, 2025

Deputy Secretary
West Bengal Municipal Service Commission

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

WEST BENGAL MUNICIPAL SERVICE COMMISSION

ANNEXURE

Government of West Bengal

(Name & Address of the issuing the certificate)

INCOME ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No..... Date:.....

VALID FOR THE YEAR.....

Recent Passport size attested photograph of the applicant

This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of ....., a permanent resident of ..... Village/Street ..... Post Office ..... District ..... Pin Code ..... in the State of West Bengal whose photograph is attested below belongs to economically Weaker Sections, since the gross annual income * of his/her family ** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year ..... . His/her family does not own or possess any of the following assets***

I. 5 acres agricultural land and above
II. Residential flat of 1000 sq. ft. and above
III. Residential plot of 100 sq. yards and above in notified municipalities
IV. Residential plot of 200 sq. yards and above in notified municipalities

Shri/ Smt./Kumari ..... belongs to the.....caste which is not recognized as a Scheduled Tribe and Other Backward Classes (Central list).

Signature with seal of Office

.....

Name .....

Designation .....

Note 1: Income covered all sources i.e, salary, agriculture, business, profession etc.

Note 2: The term 'Family' for this purpose include the person who seeks benefit of reservation, his/her parents, and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test or determine EWS status.

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o_____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Medical Superintendent of a Government health care institution

Name & Designation:

Name of Government Hospital/Health Care Centre with Seal:

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability

(e.g,Visual impairment - Ophthalmologist, Locomotor disability - Orthopaedic specialist / PMR).