

**KOLKATA MUNICIPAL CORPORATION**

Recruitment of Contractual Computer-Knowing Steno-Typist (English)  
(Purely on temporary basis)

**Walk-in-Interview for selection of contractual engagement of 10 (ten) Contractual Computer-Knowing Steno-Typist (English):**

**Post Name:** Contractual Computer-Knowing Steno-Typist (English)

**No. of Posts:** 10 (Ten)(SC-02, ST-01,OBC(A)-01, OBC(B)-01, UR-05)

**Eligibility Criteria:**

- A. Madhyamik Examination Pass Certificate from the West Bengal Board of Secondary Education or its equivalent.
- B. Must be able to take dictation at a uniform Speed of 80 words per minute for 10 minutes.
- C. Must be able to type accurately from a manuscript on computer at the rate of not less than 35 words per minute in English for 10 minutes.
- D. Age not more than 62 years as on 1<sup>st</sup> January of the year of advertisement.
- E. Desirable: Computer proficiency in word processing/Spread Sheets/presentation software.

**Remuneration:** ₹ 12,000/- per month.

**Nature of service:** Purely on contractual basis for a period of 06 (Six) months or till recruitment of Steno Typist (English) from Municipal service commission whichever is earlier. The extension of engagement, if necessary, may be for a further period of 06 months and will be at the discretion of the KMC Authorities. It is further made clear that, upon joining of directly recruited Steno-Typists (English), the contractual Steno Typist (English), as may be engaged through Walk-in-Interview might be discontinued without further notice, if deemed fit by the KMC Authorities.

**Procedure of Selection for the posts:** Candidates will be selected through Walk-in-interview followed by necessary skill test in stenography and computer typing.

**Venue:** Institute of Urban Management, 36C, Ballygunge Circular Road, Kolkata- 19 (Ballygunge Phari Crossing).

**Date & Time:** 17.11.2018 latest by 10:00 a.m.

Interested Computer Knowing Steno-typists (English) are requested to report before the **Help Desk at Institute of Urban Management, 36C, Ballygunge Circular Road, Kolkata- 19 (Ballygunge Phari Crossing) on 17.11.2018 on or before 10:00 a.m.**, for interview with an application addressed to the Municipal Commissioner, Kolkata Municipal Corporation, S.N. Banerjee Road, Kolkata-700013, Bio-Data (as per given proforma), Photo Identity proof and two copies of recent passport size self attested Photographs, along with all testimonials/documents in original and a set of attested copies thereof. The candidates are also requested to bring their own stationeries along with stenography pad etc.

Interviews, if necessary may continue on the next working day.

No application will be entertained after 10:00 a.m.

The KMC reserves the right to change/modify any/all of the above conditions.

  
Municipal Commissioner

**THE KOLKATA MUNICIPAL CORPORATION**  
**5, S.N. BANERJEE ROAD, KOLKATA – 700 013**

**BIO-DATA**

Space for  
attested  
photograph

Post Applied For: \_\_\_\_\_

1. NAME OF THE CANDIDATE (In Capital Letter): \_\_\_\_\_
2. Sex (Male/Female) : \_\_\_\_\_
3. Father's/Husband's Name : \_\_\_\_\_
4. Nationality : \_\_\_\_\_
5. i) Do you belongs to S.C/S.T/OBC(A)/ OBC(B)  
Of West Bengal? (State Yes or No) : \_\_\_\_\_
- ii) If yes specify category : \_\_\_\_\_
- iii) Mention the name of Sub-Caste/Tribe/Community: \_\_\_\_\_  
(As the case may be)
6. Date of Birth (In Christian era) : \_\_\_\_\_
7. Age (as on 1<sup>st</sup> January, 2018) : \_\_\_\_\_
8. Address for communication : \_\_\_\_\_  
\_\_\_\_\_
9. Phone No. : \_\_\_\_\_ (Land) \_\_\_\_\_ (Mobile)
10. Present Address : \_\_\_\_\_

**11. Educational Qualification:**

Name of the examination	Year of passing	Division/Class	% of marks obtained	Subject taken	Board/University

12. Details of experience: \_\_\_\_\_

13. Present Employment, if any: \_\_\_\_\_

I do hereby solemnly affirm and declare that the information furnished herein before are true to the best of knowledge and belief.

Place:

Date:

\_\_\_\_\_  
Full signature of the candidate