



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

Advertisement No. – 01 of 2025

Recruitment Examination, 2025 for Sub-Assistant Engineer (Civil) 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 (Civil)** under the KOLKATA MUNICIPAL CORPORATION on and from 18.06.2025 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 (Civil)	78 (Seventy - eight)	UR-31, EWS-08, *UR (PWD)-03, SC-18, ST-05, OBC(A)-08 OBC(B)-05 * [01 (one) vacancy of UR(PWD) has been kept reserved for with Blindness or Low Vision candidates, 01 (one) has been kept reserved for candidates suffering from Loco-motor Disability or Cerebral Palsy and another 01 (one) has been kept reserved for candidates suffering from Hearing Impairment]	Pay Level – 12 of the Pay Matrix of ROPA-2019.	(i) A diploma certificate in Civil Engineering from the State Council for Engineering & Technical Education or its equivalent. Candidates having higher qualification in Civil Engineering may also apply. (ii) Age not more than 37 years on the 1 st 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.

Uploading of documents and Certificate:

Document regarding Essential Qualifications, Age, Caste, PWD 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 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 (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 Castes, Scheduled Tribes candidates of West Bengal by 5 years and relaxable for Other Backward Classes candidates of West Bengal by 3 years.

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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 Castes, Scheduled Tribes & Other Backward Classes candidates of other States shall be treated as General Candidates.**

For EWS candidates:

The candidates seeking benefit of reservation under EWS category should furnish an Income and Asset Certificate issued by;

- 1) Block Development Officer (B.C.O) of Rural Areas.
- 2) Sub-Divisional Officer (S.D.O) for Municipal Areas.
- 3) 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.

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.mswwb.org.

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 & 1/2 (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.

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.

B. Syllabus:

Questions will be set based on the Course content of Diploma Level Examination in Civil Engineering as approved by AICTE.

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 rejected 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 **09-07-2025** to **15-07-2025** 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 provided subject to fulfilment of Criteria / norms of eligibility.

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

Last Date:

Last date for Registration for online application and the process of submission of Application must be completed by **08.07.2025**.

Instruction to the applicant:

➤ Bag & Baggage, Mobile phones, Calculator, Smart watches, Pagers 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 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 copy with photograph thereon and shall produce the same on demand at the time of examination in the examination center.

➤ 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 or Roll No during written examination, the Commission shall reject the candidature at any stage of the selection and may take necessary action.

➤ The candidates are required to download and take a printout of e-Admit Card from the 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.

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.

NOTE:

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 / Notice candidates are advised to follow WBMSC official website www.mscwb.org on regular basis.

Dated, the Kolkata 13th June, 2025



13/6/25
Deputy Secretary
West Bengal Municipal Service Commission

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

APPENDIX-I

This 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 the disability), S/o/D/o/W/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 Government Health Care Institution

Name and 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 = Orthopedic Specialist/PMR).

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.