

Advertisement No. – 20 of 2020.

Recruitment Examination, 2020 for the post of General Duty Attendant (Gr. III),
Field Worker MHW (Gr. III) & Field Worker CR/HBG (Gr. III)
under Health Department in Kolkata Municipal Corporation.

On-line applications are invited through our website www.mscwb.org from the Citizens of India
for recruitment to the post of General Duty Attendant (Gr. III), Field Worker MHW (Gr. III) & Field
Worker CR/HBG (Gr. III) under Kolkata Municipal Corporation on and from 25.11.2020.

Sl. No.	Name of the Post	No. of Vacancy	Category wise Vacancy Position	Scale of Pay & Grade Pay	Age as on 01.01.2020.
1.	General Duty Attendant (Gr. III)	02	U.R. (Ex- Serviceman) – 01 S.T. – 01	Pay Level – 1 of the Pay Matrix of ROPA 2019.	18 – 40 yrs.
<u>Minimum Educational Qualification</u>					
Essential: Class – VIII pass certificate from a Government recognized school.					
2.	Field Worker MHW (Gr. III)	22	S.C. – 11 S.C. (Ex-Serviceman) – 02 S.T. – 02 S.T. (Ex-Serviceman) – 01 O.B.C.(A) – 02 O.B.C.(B) – 03 O.B.C (B) (Ex-Serviceman) – 01	Pay Level – 1 of the Pay Matrix of ROPA 2019.	18 – 40 yrs.
<u>Minimum Educational Qualification</u>					
Essential: Class – VIII pass certificate from a Government recognized school.					
3.	Field Worker CR/HBG (Gr. III) Means Field Worker Crematorium/ Hindu Burial Ground (Gr. III)	02	S.C. – 01 O.B.C.(B) – 01	Pay Level – 1 of the Pay Matrix of ROPA 2019.	18 – 40 yrs.
<u>Minimum Educational Qualification</u>					
Essential: Class – VIII pass certificate from a Government recognized school.					
N.B. Muslim candidates are not suitable.					
<u>Submission of Bond</u>					
Candidates called for Personality Test / Interview will have to submit a Bond on Rs. 50/- Stamp Paper to the effect that they will arrange for temporary lodging / shelter for doing emergency duties as and when may be required by the Kolkata Municipal Corporation Authorities.					

THE APPLICANTS WHO HAVE ALREADY APPLIED FOR THE POST OF GENERAL DUTY ATTENDANT & FIELD WORKER MHW (GR. – III) UNDER KOLKATA MUNICIPAL CORPORATION VIDE ADVERTISEMENT NO. 09 OF 2020 OF WEST BENGAL MUNICIPAL SERVICE COMMISSION NEED NOT APPLY AGAIN.

Age: Lower and Upper age limit are 18 years and 40 years respectively as on 1st January, 2020. UPPER AGE RELAXATION UP TO 5 (FIVE) YEARS IS ADMISSIBLE ONLY TO S.C. & S.T. CANDIDATES AND UP TO 3 YEARS TO O.B.C. (A & B) CANDIDATES OF WEST BENGAL. Upper age limit for recruitment of Physically Challenged persons to State Government Services and Posts shall be 45 years.

BOTH MEN AND WOMEN ARE ELIGIBLE FOR THE ABOVE POSTS.

Method of Recruitment & Syllabus: The method of recruitment and Syllabus will be notified later on in our website www.mscwb.org.

Application Fee: (Non-Refundable)

1) Application fee for U.R. & O.B.C. (A & B) candidates is Rs. 150=00 (Rupees One hundred and fifty) plus Processing Charges Rs. 50=00 (Rupees Fifty) plus Rs. 20=00 (Rupees Twenty) towards Bank Charges for Challan deposit.

2) For S.C., S.T. & P.H. candidates only Processing Charges Rs. 50=00 (Rupees Fifty) plus Rs. 20=00 (Rupees Twenty) towards Bank Charges for Challan deposit.

3) 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 (now Punjab National Bank)** 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.

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

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 / Interview. Otherwise he / she will be considered not eligible for the Personality Test / Interview. **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.**

Last Date: Last date for Registration for on-line application and generation of challan is 21.12.2020 and application fee along with processing charges must be deposited to the Bank by 22.12.2020 and the process of submission of Application must be completed by 23.12.2020.

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.

**DUTIES & RESPONSIBILITIES OF A FIELD WORKER Gr III AT WARD LEVEL
IN RESPECT TO MHW SERVICE**

1. The duty hours will be from 8 am to 4 pm from Monday to Friday and from 8 am to 12 noon on Saturday.
2. They will be trained in the process of identification of mosquito larvae at Vector Control Department.

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3. They will be imparted knowledge of dosage and frequency of application of NVBDCP approved insecticide (larvicide/adulticide) as used by KMC.
4. They will visit an approximate of 200-300 households each day and fill up a signed House Visit Documentation Card in duplicate (one to remain with householder-owner/tenant and another will be office copy to be kept at ward level) for each such household, as per scheduled daily micro plan after checking all open containers, overhead water tanks, underground water reservoirs, basement water tanks, seepage water collections, defunct fountains (if any) and alike objects that may be potential breeding sources at the premise in future. Such activity to be undertaken for all household visits on a daily basis.
5. They will treat mosquito breeding sites with larvicides (only in places of water accumulation/s) at correct dosage and technique and will not be pressurized by the common people to do otherwise.
6. They will spray larvicides only in large containers that cannot be emptied or destroyed by other means.
7. They will instruct and demonstrate procedure for destroying mosquito larvae saving accumulated water for use of domestic purpose.
8. At construction sites he/she will personally cause to destroy breeding sites or cause to treat these by concerned staff of such construction sites with MLO (@ 1 liter per 50 sq. m.) or Kerosene (@ 1.5 liters per sq. m.) at weekly intervals. They will also be responsible for introducing guppy fish or like larvivores fish in such collected water sites as deemed fit by higher authority. If promoters/developers do not take necessary preventive measures as directed, They will inform ward VCI and ward MO, who will take necessary legal step/s.
9. On return from field, they will get their work diary checked and signed by ward VCI
10. After return from field, they will properly clean the knapsack sprayer every day to keep the sprayer ready for the next day.
11. They will undertake all relevant field work even beyond scheduled duty hours as and when decided by higher authority.

DUTIES & RESPONSIBILITIES OF GDA Gr III

1. Their duty hours will be from 8 am to 4 pm from Monday to Friday and from 8 am to 12 noon on Saturday at the ward level and as per duty hours as is applicable to Borough Health Office/VCD/HQs/Other Health Establishments, if posted at such places.
2. They will be working at health establishments at either Ward level/Borough level/Vector Control Department/Health HQs/Other Health Establishments and will be under direct supervision of respective HODs and their establishment offices.
3. He/she may be deputed to work outdoors in relation to vector control work as and when required by authority.
4. They will facilitate the day to day functioning of such health establishments as per directives of Medical Officer at the ward level, Executive Health Officer at the Borough level, Dy CMHO/Controlling Officer at the Central/Vector Control Department and respective Supervisory Officer at other Health establishments.



Secretary

Dated, Kolkata
The 21ST November, 2020.

West Bengal Municipal Service Commission.