



THE KOLKATA MUNICIPAL CORPORATION
Office of the Chief Municipal Health Officer
5, S. N. Banerjee Road, Kolkata – 700 013

Advertisement No – H/09/KMC/2023-24. dated 09.12.2023

The Health Department of Kolkata Municipal Corporation will engage the following personnel as mentioned below for the post Assistant Analyst and Lab Assistant on contractual basis for Central Lab (Food) under Health Department of KMC.

The eligible candidates are requested to submit online application through KMC website www.kmcgov.in from 23.02.2024 to 14.03.2024 till Midnight (including holidays).

A) Name of the Post :- Assistant Analyst.

Accordingly the vacancy status (category wise) is furnished in the understated table.

Category	Vacancy
Unreserved	02
SC	01
ST	01
Total	Resultant Vacancy 4

Essential Qualification :-

BSC in Honours degree in Chemistry or Biochemistry or Food Technology with 50% marks.

Age as on 01.01.2024) :- Not more than 40 years and not less than 21 years. (age relaxation will be given for reserved category candidates as per extant Govt. Norms).

Remuneration :- -38,000/- (thirty eight thousand only) per month.

Scale of scoring – Total 100 marks :-

SL No	Name of the position	Particulars	Max. Marks	Remarks	
A	Assistant Analyst	Class - X	5	Proportionate marking (i.e. % obtained in the exam excluding additional subject where marks in excess of pass marks are added to the aggregate will not be considered) rounded off to 2 decimals.	
		Class - XII	10		
		BSC Honours	25		
		Working Experience	20	Length of experience	Marks
				5 Years and more	20
				4 Years and more but less than 5 Yrs	15
2 Years and more but less than 4 Yrs	10				
1 Year and more but less than 2 Yrs	5				
Interview	40				
Total		100			

B) Name of the Post :- Lab Assistant.

Accordingly the vacancy status (category wise) is furnished in the understated table.

Category	Vacancy
Unreserved	02
SC	01
Total	Resultant Vacancy 3

Essential Qualification :-

BSC in Honours Degree in Chemistry from a recognized university in India.

Age (as on 01.01.2024) :- Not more than 40 years and not less than 21 years. (age relaxation will be given for reserved category candidates as per extant Govt. Norms).


Remuneration :- 20,050/- (twenty thousand fifty only) per month.

Scale of scoring - Total 100 marks :-

SL No	Name of the position	Particulars	Max. Marks	Remarks	
B	Lab Assistant	Class - X	5	Proportionate marking (i.e. % obtained in the exam excluding additional subject where marks in excess of pass marks are added to the aggregate will not be considered) rounded off to 2 decimals.	
		Class - XII	10		
		BSC Honours	25		
		Working Experience	20	Length of experience	Marks
				5 Years and more	20
				4 Years and more but less than 5 Yrs	15
				2 Years and more but less than 4 Yrs	10
1 Year and more but less than 2 Yrs	5				
Interview	40				
Total		100			

Mode of Selection :-

- i) Valid applicants will be called for Original Testimonials Verification. Candidates will be called for Interview from the merit list prepared on the basis of score of essential criteria after original testimonials verification.
- ii) Final Selection will be made on the basis of total marks obtained in Interview, score on essential criteria. If the marks obtained are equal then preference is to be given to the candidate inter se senior in age as on 1st day of January, 2024
- iii) No rounding off of marks will be granted. Proportionate marking upto 2 decimal points will be considered.
- iv) Selected candidates from the panel will be engaged in the declared vacancies and if any vacancy arises in future following non-joining etc., the panel will be utilised for filling up the said vacancy of the post.
- v) The validity of the merit list will be 1(one) year.


12/02/2024
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How to apply:-

- ❖ For filling up online application, the candidates are required to follow the undernoted steps:
 - (i) Log in to the KMC website www.kmcgov.in.
 - (ii) Then click on the option "External User login" at lower Menu Bar.
 - (iii) After opening of the User login window, the candidates are required to log in using "User ID" & "Password" to be created by the candidates.
 - (iv) The candidates must remember the created User ID and Password for future use.
 - (v) The candidates can also log in using their Mobile No. In that case a One Time Password (OTP) will be sent to the mobile no. of the candidate. The Candidates will be required to enter the OTP to proceed further.
 - (vi) After opening the window, the candidates are required to click the "Recruitment" option on the left Menu Bar and choose the option "Emp. Notice".
 - (vii) After opening of the User Application window, the candidates are required to fill up the application and enter their particulars.
 - (viii) The applicants must upload the required supporting documents, otherwise the application will not be considered.
 - (ix) The candidates are required to take a print out of the filled in application.
 - (x) While filling up online application, if the candidates face any problem, they may contact the phone numbers: Help line no 22269909, Toll free no 18003453375.
- ❖ For calculation of the marks obtained in the Class-X, Class-XII and BSC Honours degree the aggregate of the marks obtained in all subjects excluding the marks obtained in the additional paper will be considered.
- ❖ If a grade point system is adopted, the CGPA or DGPA will be converted into its equivalent percentage of marks as per the UGC's latest notification. Final semester "Percentage = (CGPA or DGPA×10)-5".
- ❖ **Candidate should upload the undernoted supporting documents :**
 1. Age proof (Madhyamik Admit Card/Pass Certificate).
 2. Residential address proof (Aadhaar Card/Voter ID/Passport).
 3. Caste certificate of SC/ST/OBC-(A/B) as per certificate issued by the Sub Divisional Officer/ DWO, West Bengal.
 4. Class -X, Class- XII and BSC Honours including all semester's, supplementary if any, mark-sheet's and Pass Certificate
 5. Working Experience.
- ❖ Candidates shall have to bring all hard copies of documents along with print out of filled up online application and photocopies of relevant documents at the time of documents verification after intimation from this end.

Important Information:-

- ❖ All the essential qualifications must be completed on the date of submission of application.
- ❖ The selection committee reserves the right to reject any online application which is/are not properly filled up.
- ❖ Tenure- for a period of 6 months extendable by 3 months/ 6 month or a tenure as per fund availability, on rendering of satisfactory work and approval of Authority.
- ❖ The engagement may be terminated by a notice of 1 month from either side.
- ❖ No TA/DA will be paid to the candidates for the selection test, verification and interview.
- ❖ Any addition/deletion in respect of the said advertisement in the form of corrigendum, documents verification and interview along with the date and venue will only be published in the KMC website of www.kmcgov.in Therefore, all the applicants are required to regularly check the website for any update.


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