WEST BENGAL MUNICIPAL SERVICE COMMISSION

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Advertisement No. – 16 of 2025.

Recruitment Examination, 2025 for the posts of Assistant Engineer (Civil), Sub-Assistant Engineer (Civil) & Lower Division Clerk under Tarakeswar Development Authority

Online applications are invited through West Bengal Municipal Service Commission official website www.mscwb.org from the citizens of India for recruitment to the posts of Assistant Engineer (Civil), Sub-Assistant Engineer (Civil) & Lower Division Clerk under Tarakeswar Development Authority on and from **26.12.2025** in reference of approval by the Department of Urban Development & Municipal Affairs (Town & Country Planning Branch), Govt. of West Bengal bearing reference no. **1630-UDMA-22012(16)/2/2020-ESTT-TCP SEC-Dept. of UDMA-Part (1) dated 23.09.2024** and Letters no. **135, 136, 137, 138/TDA/CGR/2024 dated 03.09.2024** from the Executive Officer & Member Secretary, Tarakeswar Development Authority read with Letter No. **257/TDA/CGR/2025 dated 01.12.2025** from the Executive Officer & Member Secretary, Tarakeswar Development Authority.

Sl. No.	Name of the Post	No. of Vacancy	Category wise Vacancy Position	Scale of Pay	Essential Qualifications and Experience & Age
1.	**Assistant Engineer (Civil)**	**01 (One)**	**UR: 01**	**Level-16 in pay matrix of ROPA 2019 (Rs. 56,100/-- Rs. 1,44,300/-)**	A Bachelor Degree in Civil Engineering from a recognised University or Institute affiliated to the All-India Council for Technical Education (AICTE). --- Age not more than 36 years on the 1st January of the year of Advertisement/ Notification subject to age relaxation as mentioned hereunder. Age for recruitment to the post of Assistant Engineer (Civil) shall not be less than 18 (Eighteen) years as on the 1st January of the year of Advertisement/ Notification. N.B.: Age as recorded only in the Madhyamik or equivalent certificate will be accepted.
2.	**Sub-Assistant Engineer (Civil)**	**01 (One)**	**UR: 01**	**Level-12 in pay matrix of ROPA 2019(Rs.**	A Diploma in Civil Engineering from an Institution recognised by the All-India Council for Technical Education (AICTE). Age not more than 36 years on the 1st January of the year of

				35,800/- - Rs. 92,100/-)	Advertisement/ Notification subject to age relaxation as mentioned hereunder. Age for recruitment to the post of Sub-Assistant Engineer (Civil) shall not be less than 18 (Eighteen) years as on the 1st January of the year of Advertisement/ Notification. N.B.: Age as recorded only in the Madhyamik or equivalent certificate will be accepted.
3.	**Lower Division Clerk**	**01 (One)**	**UR: 01**	**Level-6 in pay matrix of ROPA 2019(Rs. 22,700/- - Rs. 58,500/-)**	Madhyamik or its equivalent with Certificate Course on Computer Applications. Age not more than 40 years on the 1st January of the year of Advertisement/ Notification subject to age relaxation as mentioned hereunder. Age for recruitment to the post of Lower Division Clerk shall not be less than 18 (Eighteen) years as on the 1st January of the year of Advertisement/ Notification. N.B.: Age as recorded only in the Madhyamik or equivalent certificate will be accepted.

Uploading of documents and Certificate:

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

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 benchmark 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.

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 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. C s & 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 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.

Application Fee/ Processing charges:

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

1) Application fee for U.R. & 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 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 for the posts of Assistant Engineer (Civil) & Sub-Assistant Engineer (Civil) and in three successive stages viz. (1) Written Test (Multiple choice Objective type) (2) Computer Efficiency Test (CET) (Qualifying in nature) (3) Personality Test for the post of Lower Division Clerk 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) **Computer Efficiency Test (CET) (qualifying in nature):**

After Written Examination, based on merit, candidates of 10 (ten) times the number of vacancies, will be called for CET (ability of typing on computer at the speed of 20 words per minute in English). After qualifying computer efficiency test, candidates of 3 (three) times the number of vacancies based on merit, will be called for Personality test (**Applicable for the post of Lower Division Clerk only**).

The CET will be held at the Commission's office in Kolkata.

(3) 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. 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/documents 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**: **For the post of Assistant Engineer (Civil):-** Question will be set based on the subject related to Course content Degree in Civil Engineering from a recognised University or Institute affiliated to the All-India Council for Technical Education (AICTE).

For the post of Sub-Assistant Engineer (Civil):- Question will be set based on the subject related to Course content of Diploma in Civil Engineering from an Institution recognized by the All-India Council for Technical Education (AICTE).

For the post of Lower Division Clerk:- General Knowledge, English (Madhyamik Standard), Current Affairs, Mathematics (Madhyamik Standard) & course content of certificate course on Computer Applications.

Last Date:

Last date for Registration for online application and the process of submission of Application must be completed by **17.01.2026.**

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 Interview / Personality Test. **If at any stage a candidate is found ineligible in terms of**

condition of recruitment 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 **19.01.2026** to **21.01.2026** 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 engaged subject to fulfilment of Criteria / norms of eligibility.

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

NB: RESERVATION OF VACANCIES IS SHOWN AS REPORTED BY THE REQUIRING BODY. Bearing Ref. Nos. 135, 136, 137, 138/TDA/CGR/2024 dated 03.09.2024 from the Executive Officer & Member Secretary, Tarakeswar Development Authority read with Letter No. 257/TDA/CGR/2025 dated 01.12.2025 from the Executive Officer & Member Secretary, Tarakeswar Development Authority.

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 in any form what so ever are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including debarring 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 cannot 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 one particular post 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 affixed therein 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 No or Roll No during written examination, the Commission shall reject the candidature at any stage of the selection and may take further action as required.
- 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 experience 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 original certificates 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.

- 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 and certificates about educational qualification, age proof, caste and other requisite documents.

- 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 will be entertained after final submission of the application.

- 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 documents, 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/Requiring body, 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 / Notice candidates are advised to follow WBMSC official website at www.mscwb.org on regular basis.

Dated, the Kolkata, 20th December, 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

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).