

COOCH BEHAR MUNICIPALITY

DETAILED ELIGIBILITY CRITERIA & RECRUITMENT GUIDELINES

(For Contractual Engagement through Walk-In Interview)

1. General Information

Cooch Behar Municipality intends to engage eligible candidates on a purely contractual basis through Walk-In Interview for technical and IT-related positions for municipal operations and service delivery.

The engagement shall be temporary and contractual in nature and shall not confer any claim for permanent appointment under the Municipality.

2. Name of Posts & Number of Vacancies

Sl. No.	Name of Post	No. of Posts
1	Overseer (Civil)	02
2	Overseer (Mechanical)	01
3	IT Assistant	03

3. Educational Qualification & Eligibility

A. Overseer (Civil)

- Essential Qualification: Diploma / B.E / B.Tech in Civil Engineering from a recognized Polytechnic / Engineering College.
- Desirable: Basic computer knowledge. Preference shall be given to candidates having relevant field experience.
- Age Limit: Candidate should be above 21 years and below 35 years.

B. Overseer (Mechanical)

- Essential Qualification: Diploma / B.E / B.Tech in Mechanical Engineering from a recognized Polytechnic / Engineering College.
- Desirable: Basic computer knowledge. Preference shall be given to experienced candidates.
- Age Limit: Candidate should be above 21 years and below 35 years.

C. IT Assistant

- Essential Qualification: BCA / B.Sc (Computer Science) / MCA from recognized institution.
- Required Skill: Proficiency in MS Excel and basic computer software operations.
- Desirable: Experience in software operations, data handling, or municipal IT systems will be preferred.
- Age Limit: Candidate should preferably above 21 years and below 35 years.

4. Reservation Criteria

Category	Reservation
Overseer Category (Civil + Mechanical combined)	01 post reserved for SC candidate
IT Assistant Category	01 post reserved for SC candidate

In case suitable SC candidates are not available, the reserved post(s) may be filled by General Category candidates as per administrative requirement and approval.

5. Preference to Local Residents

Preference would be given to local residents of Cooch Behar Municipality Area, subject to fulfillment of all eligibility criteria.

6. Remuneration and Terms of Engagement

- Engagement shall be purely contractual.
- No claim for regularization or permanent appointment shall be entertained.
- Remuneration for:
 1. Overseer (Civil & Mechanical) - ₹20,000 (Net take home salary excluding all standard deductions)
 2. IT Assistant - ₹ 15,000 (Net take home salary excluding all standard deductions)
- Period of engagement – initially for a period of 1 year and renewable subject to satisfactory performance and as per decision of the Competent Authority of Cooch Behar Municipality.

7. Selection Procedure

- Candidates would need to Apply/Register Online for the Walk-In Interview after publication of this notification on 03.03.2026 from 4:00 pm onwards.
- End Date /time for online application is 09.03.2026; 4:00 pm. Offline Applications shall not be accepted.
- Selection shall be made through Walk-In Interview.
- The selection committee may verify academic qualifications, technical suitability and experience.
- The decision of the Municipality shall be final and binding.

8. Documents Required at the Time of Interview

- Copy of the Application/ Registration Acknowledgment slip obtained after Online Application/Registration.
- Original educational certificates & mark sheets
- Age proof (Madhyamik Admit Card, Aadhar Card, Birth Certificate, etc)
- Experience certificates (if any)
- Caste certificate (for reserved category candidates)
- Valid Photo ID proof
- Self-attested photocopies of all documents
- Colored Passport Size Photographs (2 copies)

9. General Terms & Conditions

- The Municipality reserves the right to increase/decrease the number of posts or cancel the recruitment process without assigning any reason.
- Incomplete applications or non-production of required documents may lead to rejection.
- Any form of canvassing shall lead to disqualification.

10. Website & Venue Information

• For date, time, venue details, updates and any corrigendum, candidates must regularly visit the official website of Cooch Behar Municipality.

• Venue Information:

The Walk-In Interview shall be conducted at the **Conference Hall, Cooch Behar Municipality Office**, from 11:00 am onwards on 10.03.2026. Instructions and directions related Verification and subsequent instructions shall be provided to the candidates on the same date. Candidates are advised to report at the venue sufficiently in advance along with all required original documents and self-attested photocopies.

Sd/-
Executive Officer
Cooch Behar Municipality