

The Kolkata Municipal Corporation Sustainability, Hygiene and Resilience Project (KMC-SHARP) will engage the following personnel as mentioned below for its Project Office at 206, A.J.C. Bose Road, Kolkata purely on contractual basis through walk-in-interview.

The applicant must be a permanent resident of West Bengal and the applicant must have knowledge of local languages.

Advertisement No. – PMU/883/2025-26 Dated-17.10.2025.

**1. Project Accounts Officer**

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|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Post            | Project Accounts Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| In the rank of              | Dy. CMFA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| No. of Vacancy              | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Proposed Present Engagement | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Eligibility Criteria        | <p>A. Recently retired KMC/Any other Local Body/State/Central Government employee holding not below the pay scale level 16 of PB4A as mentioned in WBS (ROPA) Rules, 2019 or equivalent.</p> <p>B. Age within 62 years as on 01.07.2025.</p> <p>C. Minimum Graduate in any stream (B.Com (H)/ M.Com/ MBA(F)/ CA/ CMA Preferable).</p> <p>D. Must have good knowledge in Government Accounting (Preferable knowledge in Municipal Accounts and Engineering Works).</p> <p>E. Must have sound knowledge in computer system in dealing with accounts (preferable experience of working in any computerised accounting system).</p> <p>F. At least 6 years of experience as supervisory official in Finance and Accounts section of any Government Department/ Directorate/ Local Body/ Parastatal Body/ Municipal Corporation. Experience in any Externally Aided Project will be preferable.</p> |
| Monthly Remuneration        | As per GO No. 6472-F(P2) dated 02.12.2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Roles and Responsibilities  | Primarily responsible for supervising accounts related works, bill processing activities and any other duties assigned by the Project Authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**2. Project Accountant**

|                             |                      |
|-----------------------------|----------------------|
| Name of the Post            | Project Accountant   |
| In the rank of              | Municipal Accountant |
| No. of Vacancy              | 3                    |
| Proposed Present Engagement | 2                    |

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|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Eligibility Criteria       | <p>A. Recently retired KMC/Any other Local Body/State/Central Government employee holding not below the pay scale level 15 of PB4 as mentioned in WBS (ROPA) Rules, 2019 or equivalent.</p> <p>B. Age within 62 years as on 01.07.2025. C. Minimum Graduate in any stream (B.Com / M.Com/ Preferable)</p> <p>D. Must have good knowledge in Government Accounting (Preferable knowledge in Municipal Accounts and Engineering Works).</p> <p>E. Must have sound knowledge in computer system in dealing with accounts (preferable experience of working in any computerised accounting system).</p> <p>F. At least 4 years of experience as supervisory official in Finance and Accounts section of any Government Department/ Directorate/ Local Body/ Parastatal Body/ Municipal Corporation. Experience in any Externally Aided Project will be preferable.</p> |
| Monthly Remuneration       | <b>As per GO No. 6472-F(P2) dated 02.12.2019</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Roles and Responsibilities | Bill Processing and Accounts Preparation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

### 3. Accountant

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|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Post           | Accountant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| In the rank of             | Group-B Officer/ Municipal Inspector or Equivalent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| No. of Vacancy             | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Proposed Engagement        | Present 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Eligibility Criteria       | <p>A. Recently retired KMC/Any other Local Body/State/Central Government employee holding not below the pay scale level 11 of PB3 as mentioned in WBS (ROPA) Rules, 2019 or equivalent.</p> <p>B. Age within 62 years as on 01.07.2025. C. Minimum Graduate in any stream (B.Com / M.Com/ Preferable)</p> <p>D. Must have good knowledge in Government Accounting (Preferable knowledge in Municipal Accounts and Engineering Works).</p> <p>E. Must have sound knowledge in computer system in dealing with accounts (preferable experience of working in any computerised accounting system).</p> <p>F. At least 6 years of working experience in Finance and Accounts section of any Government Department/ Directorate/ Local Body/ Parastatal Body/ Municipal Corporation. Experience in any Externally Aided Project will be preferable.</p> |
| Monthly Remuneration       | <b>As per GO No. 6472-F(P2) dated 02.12.2019</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Roles and Responsibilities | Bill Processing and Accounts Preparation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

### 4. Dy. Administrative Officer

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|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Post     | Dy. Administrative Officer                                                                                                                                                                                                                                                                                                                                                                                                      |
| In the rank of       | Dy. Manager                                                                                                                                                                                                                                                                                                                                                                                                                     |
| No. of Vacancy       | 1                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Proposed Engagement  | Present 1                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Eligibility Criteria | <p>A. Recently retired KMC/Any other Local Body/State/Central Government employee holding not below the pay scale level 16 of PB4A as mentioned in WBS (ROPA) Rules, 2019 or equivalent.</p> <p>B. Age within 62 years as on 01.07.2025.</p> <p>C. Minimum Graduate in any stream.</p> <p>D. Must have good knowledge in Government Office procedure, tender norms and rules, finance rules, service rules etc. (Preferable</p> |

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|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | knowledge in Municipal Rules and Regulations for Office Procedure).<br>E. Must have sound knowledge in computer system.<br>F. At least 6 years of experience as supervisory official in any section of any Government Department. Experience in any Establishment related works will be preferable. |
| Monthly Remuneration       | <b>As per GO No. 6472-F(P2) dated 02.12.2019</b>                                                                                                                                                                                                                                                    |
| Roles and Responsibilities | Establishment related works and regular office management activities.                                                                                                                                                                                                                               |

#### 5. Assistant Administrative Officer

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|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Post            | Assistant Administrative Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| In the rank of              | Assistant Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| No. of Vacancy              | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Proposed Present Engagement | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Eligibility Criteria        | A. Recently retired KMC/Any other Local Body/State/Central Government employee holding not below the pay scale level 15 of PB4 as mentioned in WBS (ROPA) Rules, 2019 or equivalent.<br>B. Age within 62 years as on 01.07.2025.<br>C. Minimum Graduate in any stream.<br>D. Must have good knowledge in Government Office procedure, tender norms and rules, finance rules, service rules etc. (Preferable knowledge in Municipal Rules and Regulations for Office Procedure).<br>E. Must have sound knowledge in computer system.<br>F. At least 4 years of experience as supervisory official in any section of any Government Department. Experience in any Establishment related works will be preferable. |
| Monthly Remuneration        | <b>As per GO No. 6472-F(P2) dated 02.12.2019</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Roles and Responsibilities  | Establishment related works and regular office management activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

#### 6. Office Superintendent

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|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Post            | Office Superintendent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| In the rank of              | Head Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| No. of Vacancy              | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Proposed Present Engagement | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Eligibility Criteria        | A. Recently retired KMC/Any other Local Body/State/Central Government employee holding not below the pay scale level 11 of PB3 as mentioned in WBS (ROPA) Rules, 2019 or equivalent.<br>B. Age within 62 years as on 01.07.2025.<br>C. Minimum Graduate in any stream.<br>D. Must have good knowledge in Government Office procedure, tender norms and rules, finance rules, service rules etc. (Preferable knowledge in Municipal Rules and Regulations for Office Procedure).<br>E. Must have sound knowledge in computer system.<br>F. At least 6 years of experience as Head Assistant in any section of any Government Department. Experience in any Establishment related works will be preferable. |
| Monthly Remuneration        | <b>As per GO No. 6472-F(P2) dated 02.12.2019</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Roles and Responsibilities  | Establishment related works and regular office management activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

### 7. Executive Engineer (Mechanical)-Project

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|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Post            | Executive Engineer (Mechanical) -Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| In the rank of              | Executive Engineer (Mechanical)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| No. of Vacancy              | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Proposed Present Engagement | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Eligibility Criteria        | <p>A. Recently retired KMC/Any other Local Body/State/Central Government employee holding not below the pay scale level 17 of PB4A as mentioned in WBS (ROPA) Rules, 2019 or equivalent.</p> <p>B. Age within 62 years as on 01.07.2025.</p> <p>C. Minimum Qualification - B.Tech in Mechanical Engineering or equivalent.</p> <p>D. Must have good knowledge in Government Projects.</p> <p>E. Must have sound knowledge in computer system.</p> <p>F. At least 10 years of experience as supervisory official in Engineering Section of any Government Department/ Directorate/ Local Body/ Parastatal Body/ Municipal Corporation. Experience in any Externally Aided Project will be preferable.</p> |
| Monthly Remuneration        | <b>As per GO No. 6472-F(P2) dated 02.12.2019</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Roles and Responsibilities  | Supervising all the Electro-Mechanical and/or Mechanical job under the package.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

### 8. Executive Engineer (Electrical) –Project

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| Name of the Post            | Executive Engineer (Electrical) -Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| In the rank of              | Executive Engineer (Electrical)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| No. of Vacancy              | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Proposed Present Engagement | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Eligibility Criteria        | <p>A. Recently retired KMC/Any other Local Body/State/Central Government employee holding not below the pay scale level 17 of PB4A as mentioned in WBS (ROPA) Rules, 2019 or equivalent.</p> <p>B. Age within 62 years as on 01.07.2025.</p> <p>C. Minimum Qualification - B.Tech in Electrical Engineering or equivalent.</p> <p>D. Must have good knowledge in Government Projects.</p> <p>E. Must have sound knowledge in computer system.</p> <p>F. At least 10 years of experience as supervisory official in Engineering Section of any Government Department/ Directorate/ Local Body/ Parastatal Body/ Municipal Corporation. Experience in any Externally Aided Project will be preferable.</p> |
| Monthly Remuneration        | <b>As per GO No. 6472-F(P2) dated 02.12.2019</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Roles and Responsibilities  | Supervising all the Electro-Mechanical job under the package.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

### 9. Assistant Engineer (Civil) -Project

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|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Post            | Assistant Engineer (Civil) -Project                                                                                                                                                          |
| In the rank of              | Assistant Engineer (Civil)                                                                                                                                                                   |
| No. of Vacancy              | 7                                                                                                                                                                                            |
| Proposed Present Engagement | 5                                                                                                                                                                                            |
| Eligibility Criteria        | <p>A. Recently retired KMC/Any other Local Body/State/Central Government employee holding not below the pay scale level 16 of PB4A as mentioned in WBS (ROPA) Rules, 2019 or equivalent.</p> |

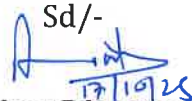
|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | B. Age within 62 years as on 01.07.2025.<br>C. Minimum Qualification - B.Tech in Civil Engineering or equivalent.<br>D. Must have good knowledge in Government Projects.<br>E. Must have sound knowledge in computer system.<br>F. At least 7 years of experience as supervisory official in Engineering Section of any Government Department/ Directorate/ Local Body/ Parastatal Body/ Municipal Corporation. Experience in any Externally Aided Project will be preferable. |
| Monthly Remuneration       | <b>As per GO No. 6472-F(P2) dated 02.12.2019</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Roles and Responsibilities | Supervising all the Civil works under the package                                                                                                                                                                                                                                                                                                                                                                                                                              |

#### 10. Assistant Engineer (Mechanical) –Project

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|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Post           | Assistant Engineer (Mechanical) -Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| In the rank of             | Assistant Engineer (Mechanical)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| No. of Vacancy             | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Proposed Engagement        | Present 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Eligibility Criteria       | A. Recently retired KMC/Any other Local Body/State/Central Government employee holding not below the pay scale level 16 of PB4A as mentioned in WBS (ROPA) Rules, 2019 or equivalent.<br>B. Age within 62 years as on 01.07.2025.<br>C. Minimum Qualification - B.Tech in Mechanical Engineering or equivalent.<br>D. Must have good knowledge in Government Projects.<br>E. Must have sound knowledge in computer system.<br>F. At least 7 years of experience as Supervisory Official in Engineering section of any Government Department/ Directorate/ Local Body/ Parastatal Body/ Municipal Corporation. Experience in any Externally Aided Project will be preferable. |
| Monthly Remuneration       | <b>As per GO No. 6472-F(P2) dated 02.12.2019</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Roles and Responsibilities | Supervising all the Electro-Mechanical and/or Mechanical job under the package.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Last Date of Submission of Application: 14/11/2025

Mode of Application: Online through KMC Portal  
 (<https://kmc.wb.gov.in/citizen/user/login>)

Sd/-  
  
**Project Director**  
**KMC-SHARP**

**KOLKATA MUNICIPAL CORPORATION – SUSTAINABILITY, HYGIENE AND  
RESILIENCE PROJECT (KMC-SHARP)**

**206, A.J.C. BOSE ROAD, KOLKATA – 700017**

**BIO-DATA**

Recent Passport  
Size Self Attested  
Photograph to be  
pasted here

NAME OF THE POST APPLIED FOR: \_\_\_\_\_

1. Name of the candidate (In Capital Letter): \_\_\_\_\_
2. Sex (Male/Female): \_\_\_\_\_
3. Father's/Husband's Name: \_\_\_\_\_
4. Nationality: \_\_\_\_\_
5. Date of Birth (In Christian era): \_\_\_\_\_
6. Age (as on 1st July, 2025): \_\_\_\_\_
7. Address for communication: \_\_\_\_\_
8. Phone No. \_\_\_\_\_ (Land) \_\_\_\_\_ (Mobile)
9. Present Address: \_\_\_\_\_
10. Last drawn scale of Pay as per ROPA 2019 or equivalent: \_\_\_\_\_
11. Educational Qualification(Graduation & above and Professional Qualification):

| Name of the examination | Year of passing | Division/Class | % of marks obtained | Subject taken | Board/University |
|-------------------------|-----------------|----------------|---------------------|---------------|------------------|
|                         |                 |                |                     |               |                  |
|                         |                 |                |                     |               |                  |

12. Details of experience:

| Name of the service belonged | Designation/posts held | Nature of duty(ies) | Period of Service |    | Scale of Pay |
|------------------------------|------------------------|---------------------|-------------------|----|--------------|
|                              |                        |                     | From              | To |              |
|                              |                        |                     |                   |    |              |
|                              |                        |                     |                   |    |              |

13. Computer Literacy Level (Application Knowledge) (Tick whichever is applicable):

☐ Microsoft Office   ☐ ERP Application   ☐ Any Other Application Software (Please Specify)

14. Language(s) Known (Please tick whichever is applicable):

| Language | Read | Write | Speak |
|----------|------|-------|-------|
| Bengali  |      |       |       |
| Hindi    |      |       |       |
| English  |      |       |       |

15. Present Employment, if any:

I do hereby solemnly affirm and declare that the information furnished herein before are true to the best of knowledge and belief.

Place:

Date:

Full signature of the candidate

**The General Information for the Applicants / Candidates are as follows:**

1. The applicant must be a permanent resident of West Bengal and the applicant must have knowledge of local languages.
2. Application forms not properly filled in or incomplete Application forms are liable to be cancelled. The candidature will also not be considered if the documents required for the post are not submitted along with application.
3. The Essential Qualifications mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. All the essential Qualifications must be completed on the date of submission of application.
4. **The originals & photocopies of each of the following documents stated below must be brought at the time of Interview and enclosed the photocopies of documents with the application.**
  - Age Proof of Certificate (Madhyamik or equivalent examination certificate or PPO)
  - Photo proof Identity card (Pan and Aadhar)
  - Proof of Address (Passport or Voter ID or Aadhaar ID)
  - Proof of Educational Qualification (Graduation & above and Professional Qualification)
  - Proof of experience and last pay drawn (LPC, related office order(s), PPO etc.)
5. The decision of the competent authority regarding the engagement will be final.
6. The KMC-SHARP reserves the right to change/modify any/all of the above conditions

