



WEST BENGAL MUNICIPAL SERVICE COMMISSION

149, A.J.C. Bose Road, Kolkata- 700014

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IMPORTANT ANNOUNCEMENT

Schedule of Written Examination for the posts of Accountant, Surveyor, Sanitary Assistant & Assessment Inspector (Advt. No. 09 of 2025) under the Newtown Kolkata Development Authority.

Sl. No.	Name of the post	Date & time of written examination	Online Admit Card will be available on & from
1	Accountant	28.12.2025 (Sunday) 1 st Session: 10.30 a.m to 12.00 noon	19.12.2025
2	Surveyor		
3	Sanitary Assistant	28.12.2025 (Sunday) 2 nd Session: 1.00 p.m to 2.30 p.m	
4	Assessment Inspector	28.12.2025 (Sunday) 3 rd Session: 3.30 p.m to 5.00 p.m	

[In case of non-receipt of Admit card or any difficulties in downloading of Admit card, candidates may contact the Commission's office with proper ID proof and two copies of recent passport size photograph for issuing duplicate Admit card on 24th & 26th December, 2025 between 11.00 A.M. and 04.00 P.M. for the posts of Accountant, Surveyor, Sanitary Assistant & Assessment Inspector (Advt. No. 09 of 2025) under the Newtown Kolkata Development Authority]

Scheme & Syllabus

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, 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 & 1/2 (One & half) hours.

(2) 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 absents themselves on the date of Interview / Personality test will be cancelled without making any reference to them.

B. Syllabus:

a. For the post of Accountant :-

Question will be set based on the subject related to (i) Accountancy, Business Organization, Cost Accounting, Business Mathematics & Statistics all based on the prescribed essential qualification (ii) English & Mathematics both on Madhyamik standard (iii) General Knowledge & Current Affairs.

b. For the post of Surveyor:-

General Knowledge, English (Madhyamik Standard), Current Affairs, Mathematics (Madhyamik Standard) and Course content of Certificate of Surveyorship from any Government recognized institution.

c. For the post of Sanitary Assistant :- Question will be set based on the subject related to (i) English, General Science & Mathematics all on Madhyamik standard (ii) General Knowledge & Current Affairs.

d. For the post of Assessment Inspector:-

General Knowledge, English (Madhyamik Standard), Current Affairs, Mathematics (Madhyamik Standard) and Course content of Certificate of Surveyorship from any institution recognized by the Government.

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.msweb.org) subject to determination of eligibility of the candidates in all respects and verification of original certificates 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.

Instruction to the applicant:

➤ Bag & Baggage, Mobile phones, Calculator, Watches, Earphone, Bluetooth, 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 ban 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.

➤ The venue and date of the examinations along with Roll Numbers will be intimated through e-Admit Cards as per schedule.

➤ The Commission will provide the Black Ball point pen for up OMR answer sheets

➤ 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 information or in case of any other default like encoding of wrong Question Booklet or Roll No during written examination, the Commission shall reject the candidature at any stage of the selection and may take necessary action.

➤ 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 certificate in support of the declaration / claim made by the candidate, his / her candidature will be summarily rejected.

➤ 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 WBMSB (www.msrbwb.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.

➤ 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.

➤ 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 document, 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 1st December, 2025



[Signature]
Deputy Secretary
West Bengal Municipal Service Commission
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