



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan,
Salt Lake, Kolkata – 700091
www.wbssc.gov.in

ADVERTISEMENT NO. 01/ WBSSC/ 2013

LOWER DIVISION CLERK/ ASSISTANT (GROUP-C) RECRUITMENT EXAMINATION - 2013

EXAMINATION CODE: 01/ C/ 2013

Applications in prescribed format are invited from Indian Citizens or such other nationals as are declared eligible by the Govt. of India for recruitment to the following posts under various **Regional** or **District Offices** of **Government of West Bengal**, selection of which will be made through an **Open Competitive Examination** to be conducted by the West Bengal Staff Selection Commission in terms of section 6 (1) of the West Bengal Staff Selection Commission Act, 2011:-

Name of the Post	Post Code	Name of the Departments	No. of Posts	Scale of pay
LOWER DIVISION CLERK/ ASSISTANT (Group-C)	377	Agriculture	425	Pay Band-2 (Rs. 5,400/- – 25,200/-) Initial Pay in the Pay Band - Rs.6,240/- Grade Pay- Rs. 2,600/- N.B. : Drawal of salary during the period of probation (for a period of three years) - only the entry point pay i.e. Basic Pay plus Grade Pay of the concerned Group C posts or service or cadre or category shall be allowed with annual increment @ 3% per annum and medical allowance, if any.
		Animal Resources Development	50	
		Backward Classes Welfare	50	
		Development & Planning	50	
		School Education	200	
		Excise	50	
		Finance	100	
		Fire & Emergency	75	
		Food & Supply	300	
		Health & Family Welfare	400	
		Home (Civil Defence, Jails, Personnel)	100	
		Land & Land Reforms	900	
		Panchayat & Rural Development	100	
		Public Works	100	
		Women and Child Development & Social Welfare	100	
		Forest	50	
		GRAND TOTAL	3050	

NOTE - I: Total vacancies as stated above is purely provisional and subject to change. Conditions of recruitment will be guided by the provisions of the **West Bengal Services (Appointment, Probation and Absorption of Group 'C' Employees) Rules, 2013** issued under Finance Department Notification No.1832-F (P) dt. 01.03.2013. Refer Recruitment Rules under “**Commission**” in the website.

NOTE - II: District or Regional Office- wise as well as Reservation Category –wise (Scheduled Caste, Scheduled Tribe, Backward Classes – A, Backward Classes – B, Persons with Disabilities, Meritorious Sports Persons, etc, if any) break up of vacancies will be notified in the Commission's website www.wbssc.gov.in immediately after receiving the same from the concerned departments.

NOTE-III: OPTION FOR POSTING – Candidates may indicate their option in order of preference for vacancies in any two districts (including Kolkata) of his/ her choice, in the application.

Nomination of selected candidates for the districts will depend upon i) the Merit List and ii) Option (s) exercised by them.

However, a candidate will be considered for nomination to other districts, too, if he/ she fails to secure a place in the district/ districts opted for by him/ her depending on the merit list.

Decision of the commission regarding nomination of candidates to the districts is final.

ELIGIBILITY CRITERIA/ QUALIFICATIONS

- i) A Pass in **Madhyamik Examination** of the West Bengal Board of Secondary Education or its equivalent.
- ii) **Acquisition of elementary knowledge in Computer operation** with the ability of typing on Computer at the speed of **35 words per minute in English** and **25 words per minute in Bengali** from a reputed organization for a period **not less than 6 (six) months**.

NOTE:

The above noted qualifications must be possessed by the Candidate **on or before the date of publication of the advertisement**.

IF IT IS FOUND DURING VERIFICATION OF TESTIMONIALS AT ANY STAGE THAT THE CANDIDATE HAS ACQUIRED QUALIFICATION AS STATED ABOVE AT ANY DATE AFTER THE DATE OF PUBLICATION OF THIS ADVERTISEMENT, HIS/ HER CANDIDATURE WILL BE SUMMARILY REJECTED.

NOTE:

After recruitment to the post of the Lower Division Clerks/ Assistants, etc. incumbent shall have to pass the examination on elementary knowledge on computer operation and computer typing, which will be held twice in every year at half yearly intervals. The Lower Division Assistants/ Clerks who will be unable to pass the examination, shall not be entitled to get increment or any other career benefits including promotion or any benefit under Career Advancement Scheme.

Such examination on computer operation and computer typing shall be conducted by State Govt. at different places as may be decided by the State Govt. in the Finance Department from time to time.

AGE

- **THE AGE OF THE CANDIDATE SHALL BE NOT LESS THAN 18 YEARS AND NOT MORE THAN 40 YEARS ON THE 1st DAY OF JANUARY, 2013.**
- Upper age limit is relaxable by **5 years** for SC and ST candidates of West Bengal, by **3 years** for BC - A and BC - B candidates of West Bengal and **upto 45 years** of age for Persons with Disabilities having physical disability of 40% and above and **by 2 years** for candidates who have been in Government service for at least two years. Age relaxation for the ex-servicemen candidates will be as per rules calculated on the basis of the tenure of service rendered (Finance Deptt Notification No. 6249-F dated 13/06/1982).
- The claim of a candidate for relaxation of age as a Government employee should be proved by a certificate from the appointing authority showing the period of his/ her continuous service under Government and the same should be produced by the successful candidates for verification before nomination, failing which candidature will be cancelled and submission of such false declaration will attract penal measures;
- **DATE OF BIRTH AS RECORDED IN MADHYAMIK OR EQUIVALENT ADMIT CARD/ CERTIFICATE WILL ONLY BE ACCEPTED.**

PERIOD OF APPLICATION

APPLICATIONS MAY BE SUBMITTED EITHER ONLINE OR OFFLINE WITH EFFECT FROM THE DATE OF ADVERTISEMENT IN NEWSPAPER SO AS TO REACH THE OFFICE OF THE WEST BENGAL STAFF SELECTION COMMISSION **LATEST BY 13TH SEPTEMBER, 2013 (4.00 P.M.)**. NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE AND TIME OF SUBMISSION OF APPLICATIONS.

EXAMINATION FEES & PROCESSING FEES

The following Examination Fees and/ or Processing Fees have been fixed by the Commission for this Examination:-

Sl. No.	Category	Examination Fee	Processing Fee	Total Amount Payable
1	All categories except Scheduled Caste/ Scheduled Tribe and Persons with Disabilities (of 40% and above only)	Rs. 200/-	Rs. 20/-	Rs. 220/-
2	Scheduled Caste	Nil	Rs. 20/-	Rs. 20/-
3	Scheduled Tribe	Nil	Rs. 20/-	Rs. 20/-
4	Persons with Disabilities (of 40% and above)	Nil	Rs. 20/-	Rs. 20/-

- No application will be considered unless accompanied with the requisite receipt of **Examination fees of Rs. 200/-** and **Processing fees of Rs. 20/-** (Total amount - Rs. 220/-) only.
- Candidates belonging to the Scheduled Caste/ Scheduled Tribe / Persons with Disabilities (40% and above) shall pay **Processing fees of Rs. 20/- only** as they are exempted from paying any Examination fees.
- However, shortlisted candidates are required to produce their SC/ ST/ Disabilities (40% and above) Certificates issued by the competent authority at the time of verification before their selection.
- **IF ANY SHORTLISTED CANDIDATE FAILS TO SUBMIT THE DOCUMENTS AS STATED ABOVE, HIS/ HER CANDIDATURE SHALL BE REJECTED SUMMARILY WITHOUT ANY FURTHER COMMUNICATION TO HIM/ HER.**
- **CANDIDATES SHALL NOT SUBMIT ANY DOCUMENTS ALONG WITH APPLICATION. ONLY SHORTLISTED CANDIDATES SHALL HAVE TO PRODUCE ALL RELEVANT SUPPORTING DOCUMENTS, IN ORIGINAL, FOR VERIFICATION BEFORE THEIR FINAL NOMINATION.**
- **NO EXEMPTION OF FEES IS AVAILABLE TO THE SC / ST CANDIDATES OF OTHER STATES.**
- NEITHER CLAIM FOR REFUND OF THE FEE WILL BE ENTERTAINED NOR WILL IT BE RESERVED FOR ANY OTHER EXAMINATION UNDER ANY CIRCUMSTANCES WHATSOEVER.

MODES OF SUBMISSION OF APPLICATIONS

West Bengal Staff Selection Commission extends the following facilities to the candidates for submission of application –

A) ONLINE SUBMISSION–

Candidates will be able to submit application through Commission's website **www.wbssc.gov.in** by filling up basic information including **scanned photograph** and **signature**.

Payment of **Examination fees and Processing fees** can be made online through payment gateway using **Net banking / Debit Cards / Credits Cards** of any bank. An amount as **“Service Charge”** will be charged by the concerned bank/ agency for availing Debit Card/ Credit Card/ Net Banking facility. Said charges for all candidates using Net Banking facility is fixed at **Rs. 5/- only** whereas it is fixed at **Rs. 2/- only** for using Debit / Credit Cards.

ONLINE APPLICANTS ARE REQUIRED TO UPLOAD SCANNED COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH AND FULL SIGNATURE.

On successful submission of the application an auto generated receipt with Registration Number will be generated. **CANDIDATES ARE ADVISED TO MENTION THE REGISTRATION**

NUMBER FOR ALL FUTURE COMMUNICATIONS, IF ANY, WITH THE COMMISSION.

B) ONLINE SUBMISSION THROUGH TATHYA MITRA KENDRAS –

- The Commission extends the facility to submit application through more than **5000 Tathya Mitra Kendras** set up by the Govt. of West Bengal up to the level of Gram Panchayats in the rural areas of West Bengal.
- Applicants may approach any of the **Tathya Mitra Kendras (list provided in the website)** with **all particulars** and a **passport size photograph**. The authorized staff of the Kendra will fill up the online application form on the basis of information provided by the applicant.
- **He will also scan the photograph and signature of the applicant and upload it.**
- The Examination fees and / or Processing fees have to be paid to the Tathya Mitra Kendras. The Kendra will take Service charge of **Rs. 20/- extra** for filling up of the form and uploading the same along with Scanned Copies of his/ her Photograph and Signature and making online payment of Examination Fees and / or Processing Fees received from the applicant.
- Candidates belonging to SC, ST & Persons with disabilities (40% and above) may apply through these Kendras on payment of **Service charge of Rs. 20/- and Rs. 20/- as Processing fees** only as they are exempted from paying any Examination fees.
- AFTER PAYMENT OF THE FEES AND SERVICE CHARGE, THE AUTHORISED STAFF OF THE KENDRA WILL HAND OVER THE APPLICANT **A PRINTED RECEIPT WITH REGISTRATION NUMBER** AS ACKNOWLEDGEMENT OF SUCCESSFUL SUBMISSION OF APPLICATION ONLINE.
- CANDIDATES MUST KEEP THE **RECEIPT** WITH THEM AND NOTE DOWN THE **REGISTRATION NUMBER** FOR ALL FUTURE COMMUNICATIONS WITH THE COMMISSION, IF ANY.

C) OFFLINE SUBMISSION–

- THE OFFLINE APPLICATION FORM MUST BE DOWNLOADED FROM THE COMMISSION'S WEBSITE **www.wbssc.gov.in** ONLY OR PURCHASED FROM THE TATHYA MITRA KENDRAS, who are authorized by the Commission to sell these forms by directly downloading from the Commission's website and printing thereafter on payment of **RS. 6/- PER FORM.**
- **THE OFFLINE APPLICATION FORM MUST BE PRINTED ON BOTH SIDE OF A 75 GSM A4 SIZE WHITE PAPER. ANY FORM WHICH IS NOT PRINTED ON THE PAPER SIZE AND TYPE AND MANNER AS SPECIFIED ABOVE SHALL BE REJECTED STRAIGHTWAY BY THE COMMISSION.**
- DURING EACH DOWNLOAD OF APPLICATION FORM, A **UNIQUE NUMBER OR CODE** WILL APPEAR IN THE FORM. **NO FORM WITHOUT THE UNIQUE NUMBER OR CODE SHALL BE ACCEPTED BY THE COMMISSION.**
- **APPLICANTS SHALL NOT USE XEROX/ TYPED/ HAND WRITTEN/ PRINTED /**

SCANNED COPY OF THE SAID FORM. SUCH APPLICATIONS WILL BE REJECTED SUMMARILY.

- In case of submission of applications offline, the amount of **Examination fees** and/or **Processing fees** may be deposited in any of the **Post Offices having e-payment facility**. The facility will be available in more than **700 Post Offices** of West Bengal (**list of Post Offices will be available in Commission's website www.wbssc.gov.in**).
- The concerned Post Office will give a **receipt against deposit of Examination fees** and/ or **Processing Fees, which has to be pasted at the space provided for affixing the receipt in the application form**.
- The Candidates will have to pay a sum of **Rs. 6/-** as Service Charge to the Postal Department against each such e- payment of either **Rs. 220/- or Rs. 20/-**, whichever is applicable.
- **AFTER AFFIXING THE ORIGINAL POSTAL e-PAYMENT RECEIPT THE CANDIDATE MUST PUT HIS / HER FULL SIGNATURE THEREON.**
- The filled up application form may be sent by post (**preferably by Registered or Speed Post**) addressed to the **"SECRETARY-CUM-CONTROLLER OF EXAMINATIONS, WEST BENGAL STAFF SELECTION COMMISSION, Mayukh Bhaban, Salt Lake, Kolkata - 700091"** superscribing on the envelop the **NAME OF THE EXAMINATION** and the **NAME OF THE POST** applied for. The same should reach this office positively within the last date and time of submission of application.
- The filled up application forms may also be submitted personally in the drop box to be kept at the enquiry counter of the Commission's office at Mayukh Bhavan (Ground floor), Salt Lake, Kolkata-700091, **BETWEEN 11.00 A.M. AND 4.00 P.M. ON ALL WORKING DAYS (EXCEPTING SATURDAYS, SUNDAYS AND OTHER STATE GOVT. HOLIDAYS)**
- Applications must reach the office of the commission on or before the closing date and time of receiving of applications. **APPLICATIONS RECEIVED AFTER THE CLOSING DATE AND TIME SHALL BE REJECTED SUMMARILY.**
- **POSTAL ORDER, MONEY ORDER, CHEQUE, BANK DRAFT, CASH ETC. SHALL NOT BE ACCEPTED.** Applications accompanying the said instruments shall be rejected summarily and the amount shall be forfeited and deposited to the appropriate government head of account.
- **Completed OFFLINE APPLICATIONS must be submitted with –**
 - (i) **ORIGINAL e-PAYMENT RECEIPT OF THE POSTAL DEPTT. AGAINST DEPOSIT OF EXAMINATION FEES AND/ OR PROCESSING FEES, WHICH MUST BE PASTED ON THE BODY OF THE APPLICATION FORM, IN THE SPACE PROVIDED FOR THE PURPOSE.**
 - (ii) **A COPY OF THE RECENT PASSPORT SIZE PHOTOGRAPH DULY SIGNED BY THE CANDIDATE, WHICH SHALL BE PASTED ON THE APPLICATION FORM, IN THE SPACE PROVIDED FOR THE PURPOSE.**

- **CANDIDATES SHALL NOT SUBMIT ANY DOCUMENTS ALONG WITH APPLICATION. ONLY SHORTLISTED CANDIDATES SHALL HAVE TO PRODUCE ALL RELEVANT SUPPORTING DOCUMENTS, IN ORIGINAL, FOR VERIFICATION BEFORE THEIR FINAL NOMINATION.**

IMPORTANT NOTES

RESERVATION

- The benefits of reservation of vacancies and age concession for SC, ST, BC- A & BC- B candidates are admissible only to SC, ST , BC-A & BC- B candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above and ex-servicemen as per rule.
- Before final selection, shortlisted candidates belonging to the SC/ ST/ BC- A/ BC- B category will be directed to furnish original certificate issued by a Competent Authority of West Bengal as laid down in the **West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 & SC & TW Department Order No. 261-TW/EC/MR-103/94 dt.06.04.1995**, for verification of testimonials in support of their claim.
- **SC, ST , BC- A & BC- B CANDIDATES OF OTHER STATES WILL BE TREATED AS GENERAL CANDIDATES.**
- Before final selection of Persons with Disabilities (PWD), shortlisted candidates will be directed to furnish original certificate in prescribed form in support of their claim issued by a Competent Authority as per the provisions of the **West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995**.
- The benefits of reservation are also available for the **Meritorious Sportspersons**. Such candidates are required to furnish certificates in original in support of their claim from a competent authority as laid down in the **Notification No. 49-EMP/1M-25/98 dated 01.03.2011 of Labour Department, Government of West Bengal for checking**.
- Similarly the ex-servicemen candidates have to produce relevant documents, in original, in support of their claim for reservation as well as age relaxation at the time of verification.
- **NO CLAIM FOR BEING A MEMBER OF SC/ ST/ BC-A/ BC-B OR A PERSON WITH DISABILITY OR A MERITORIOUS SPORTSPERSON OR EX-SERVICEMAN SHALL BE ENTERTAINED ANY TIME AFTER SUBMISSION OF THE APPLICATION.**
- **PARTICULARS AND CERTIFICATES REQUIRED:** A candidate claiming to be SC/ ST/ BC-A/ BC-B/ Physically Handicapped/ Meritorious Sportsperson must have a certificate in support of his/her claim from a Competent Authority as specified below :-
 - ✓ For **SC/ ST/ BC-A/ BC-B candidates** [vide the W.B.S.Cs & S.Ts (Identification) Act, 1994 and S.Cs & T.W Department order no. 261-TW/EC/MR-103/94 dated 06.04.95]:-
 - (i) In the District, the Sub-Divisional Officer of the Sub-Division concerned, and
 - (ii) In Kolkata, the District Magistrate, South 24 Parganas or such Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South

24 Parganas, on his behalf.

- ✓ For **Physically Handicapped** candidates/ **Persons with Disabilities** [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999.]:-

A medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-divisional Hospitals.

- **CANDIDATES HAVING DISABILITY OF 40% AND ABOVE SHALL ONLY BE CONSIDERED FOR EXEMPTION OF EXAMINATION FEES, AGE RELAXATION AS WELL AS RESERVATION OF POSTS FOR PERSONS WITH DISABILITIES.** CANDIDATES HAVING DISABILITY OF LESS THAN 40% SHALL BE TREATED AS GENERAL CANDIDATES AND THEREFORE SHALL NEITHER GET BENEFIT OF EXEMPTION OF EXAMINATION FEES, AGE RELAXATION NOR RESERVATION OF POSTS FOR PERSONS WITH DISABILITIES.

- ✓ For **Meritorious Sportspersons**:-

Meritorious Sportspersons in the area of International Competition, National Competition, Inter-University Tournament and National Sports/ Games for School Education in the following list of Sports will be entertained to avail the benefit of the Sports Quota:-

Name of the Sports	Code Number	Name of the Sports	Code Number
Athletics (including Track and Field events)	01	Weightlifting	11
Badminton	02	Wrestling	12
Basket Ball	03	Boxing	13
Cricket	04	Cycling	14
Football	05	Gymnastics	15
Hockey	06	Judo	16
Swimming	07	Rifle Shooting	17
Table Tennis	08	Kabaddi	18
Volley Ball	09	Kho-Kho	19
Tennis	10		

Competent Authorities for issuing Certificate to Meritorious Sportspersons are as follows:

Area	Competent Authority
International Competition	Secretary of the National Federation / National Association of the Sports concerned.
National Competition	Secretary of the State Association of the Sports concerned.

Inter-University Tournament	Dean/Director of Sports or other Officer in overall charge of Sports of the University concerned.
National Sports/ Games for School Education	Director or Deputy Director in overall charge of Sports/ Games for Schools in the Directorate of School Education, West Bengal.

GENERAL CONDITIONS FIXED BY THE COMMISSION

- ✓ Candidates may mention their preference (s) of Examination Center (s) in the application form. However, allotment of centre is at the sole discretion of the Commission which will depend on number of candidates. Candidates may not be allotted to the Examination Centers they have opted for.
- ✓ **DATE OF THE SAID EXAMINATION WILL BE INTIMATED THROUGH THE ADMIT CARDS AS WELL AS THROUGH THE WEBSITE OF THE COMMISSION.**
- ✓ Candidates suffering from blindness or low vision may be allowed the help of a scribe, if required, **but they must appear at Salt Lake centre only.**
- ✓ DEFECTIVE/ INCOMPLETE APPLICATIONS WILL BE SUMMARILY REJECTED.
- ✓ XEROX/ TYPED/ PRINTED/ SCANNED COPY OF THE DOWNLOADED FORM WILL ALSO BE REJECTED SUMMARILY.
- ✓ **THE OFFLINE APPLICATION FORMS DOWNLOADED FROM THE COMMISSION'S WEBSITE www.wbssc.gov.in OR PURCHASED FROM SAHAJ TATHYA MITRA KENDRAS, BEARING UNIQUE NUMBER/ CODE AND PRINTED ON BOTH SIDE OF A 75 GSM A4 SIZE PAPER ONLY SHALL BE ACCEPTED, OTHERWISE THE APPLICATION WILL BE REJECTED SUMMARILY.**
- ✓ **ADMISSION TO THE EXAMINATION WILL BE PURELY PROVISIONAL SUBJECT TO VERIFICATION OF ELIGIBILITY AT A LATER STAGE. THEREFORE, CANDIDATURE OF ANY CANDIDATE SHALL BE REJECTED STRAIGHTWAY IF FOUND NOT ELIGIBLE AT ANY STAGE, EVEN AFTER APPEARANCE IN THE EXAMINATION.**
- ✓ **CANDIDATES MUST BRING THEIR PHOTO IDENTITY CARD RECOGNIZED BY THE GOVT. IN ORDER TO GET ENTRANCE INTO THE EXAMINATION VENUE TO PROVE THEIR IDENTITY. ANY DEVIATION IN THIS REGARD MAY STRAIGHTWAY LEAD TO NON ADMISSION OF HIM/ HER INTO THE EXAMINATION VENUE AND REJECTION OF CANDIDATURE WITHOUT GIVING HIM/ HER OPPORTUNITY OF BEING HEARD. THE PHOTO IDENTITY CARDS TO BE ACCEPTED BY THE COMMISSION FOR THE SAID PURPOSE ARE AS FOLLOWS:-**

- **ELECTOR'S PHOTO IDENTITY CARD (EPIC)**
 - **PASSPORT**
 - **UID CARD**
 - **ADMIT CARD/ CERTIFICATE OF MADHYAMIK OR EQUIVALENT WITH PHOTOGRAPH**
 - **PAN CARD**
 - **DRIVING LICENSE**
 - **BANK PASS BOOK CONTAINING PHOTOGRAPH OF THE CANDIDATE**
 - **ANY OTHER PHOTO IDENTITY CARD ISSUED BY THE COMPETENT GOVT. AUTHORITY.**
- ✓ ONLY SHORTLISTED CANDIDATES WILL BE ASKED TO PRODUCE ALL RELEVANT ORIGINAL CERTIFICATES ALONG WITH THE SELF-ATTESTED PHOTOCOPIES FOR VERIFICATION, FAILING WHICH THEIR CANDIDATURE SHALL BE REJECTED WITHOUT ANY FURTHER COMMUNICATION.
- ✓ Candidates must abide by the instructions as may be given by the supervisor/ invigilator of the examination centre. If the candidate fails to do so or indulges in disorderly or improper conduct, he /she will render himself/herself liable for expulsion from the examination hall and / or such other punishment as the commission may deem fit to impose.
- ✓ A CANDIDATE WHO HAS BEEN REPORTED AGAINST BY THE SUPERVISOR OF THE EXAMINATION CENTRE FOR VIOLATING ANY OF THE INSTRUCTIONS OR FOR HAVING ADOPTED UNFAIR MEANS AT THE EXAMINATION HALL WILL BE PUNISHED WITH CANCELLATION OF CANDIDATURE AND ALSO BE DEBARRED FROM APPEARING AT FUTURE EXAMINATIONS/ SELECTIONS AS MAY BE DECIDED BY THE COMMISSION DEPENDING ON THE CIRCUMSTANCES/ GRAVITY OF THE CASE.
- ✓ USE OF MOBILE PHONES, CALCULATORS AND ANY KIND OF ELECTRONIC GADGETS INSIDE THE EXAMINATION HALL WILL LEAD TO CANCELLATION OF CANDIDATURE WITHOUT GIVING AN OPPORTUNITY OF BEING HEARD.
- ✓ **CANVASING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.**

SCHEME & SYLLABUS

- A. **SCHEME OF EXAMINATION** :- The Examination shall consist of two parts viz. **Part-I** and **Part-II** and shall be held on a single day. The **Part-I** will carry **100 marks having 100 questions of 1 (one) mark each**, comprising of multiple choice objective type questions on **English (30 marks), General Studies (40 marks) and Arithmetic (30 marks)**,

Part-II shall consist of conventional type questions on

(a) **Group -A - English**, and

(b) **Group-B – Bengali/ Hindi/ Urdu/ Nepali** carrying **50 marks each for Group –‘A’ and Group ‘B’**. The duration of **Part-I** Examination shall be **1 hour and 30 minutes** and the duration of **Part-II** Examination shall be **1 hour**.

Note -I

The Candidates who will take Hindi or Urdu or Nepali, as the case may be, in lieu of Bengali of the Group – B of Part-II Examination shall, before confirmation, have to pass a Departmental Examination in Bengali during the period of probation.

Note-II

THE COMMISSION SHALL ASSESS THE ANSWER SCRIPTS ON PART-I FIRST. ANSWER SCRIPTS OF PART-II SHALL BE EVALUATED IN RESPECT OF ONLY THOSE CANDIDATES WHO WILL OBTAIN THE QUALIFYING MARKS AS WOULD BE FIXED BY THE COMMISSION IN PART-I AND THE FINAL MERIT LISTS SHALL BE PREPARED ON THE BASIS OF TOTAL MARKS OBTAINED IN THE TWO PARTS.

Note –III

The standard of Examination shall be similar to that of **Madhyamik Examination** of the West Bengal Board of Secondary Education.

B. SYLLABUS FOR EXAMINATION

The syllabus for Examination shall be as detailed below:-

Part – I

ENGLISH: Fundamentals of the English such as Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage, etc.

GENERAL STUDIES: Matters of everyday observation including everyday science, current events and problems with special reference to India, Elementary knowledge of Indian History and Indian Geography.

ARITHMETIC: Divisibility, Fractions, Decimals, Recurring Decimals, Simplification, H.C.F., L.C.M., Partnership, Average, Ratio and Proportion, Percentage, Simple Interest, Profit and Loss, Time and Distance, Area of Rectangle & Squares.

Part –II

GROUP – A : ENGLISH :

- (a) Drafting of a report in English from points or materials supplied;
- (b) Condensing of a prose passage (summary or précis);
- (c) Translation from Bengali/ Hindi/ Urdu/ Nepali, as the case may be, into English.

GROUP – B : BENGALI/ HINDI/ URDU/ NEPALI :

- (a) Drafting of a report from points or materials supplied;
- (b) Condensing of a prose passage (summary or précis);
- (c) Translation from English into Bengali or Hindi or Urdu or Nepali, as the case may be.

SERVICE CONDITIONS

After recruitment to the post of the Lower Division Clerks/ Assistants, etc. the incumbent shall have to pass the examination on elementary knowledge on computer operation and computer typing, which will be held twice in every year at half yearly intervals. The Lower Division Assistants/ Clerks who will be unable to pass the examination, shall not be entitled to get increment or any other career benefits including promotion or any benefit under Carrier Advancement Scheme.

Such examination on computer operation and computer typing shall be conducted by State Govt. at different places as may be decided by the State Govt. in the Finance Department from time to time.

SPECIAL SERVICE CONDITIONS

[Extracts from **Finance Department Notification No.1832-F (P) dt. 01.03.2013**]:

“In exercise of the power conferred by the proviso to article 309 of the Constitution of India and in partial modification of notification No.6060-F, dated the 25th June, 1979, the Governor is hereby pleased to make the following rules, namely:-

Rules

1. Short title and commencement (1) These rules may be called the West Bengal Services (Appointment, Probation and Absorption of Group ‘C’ employees) Rules 2013.
(2) They shall come into force with effect from the 1st day of March, 2013.
2. Application – (1) These rules shall apply in case of appointment to any post or cadre or service or category belonging to Group C.

- (2) These rules shall not apply to :-
- (a) Part-time workers, casual labourers, daily labourers, muster roll workers and seasonal labourers;
 - (b) Such other categories of persons as may be specified from time to time by Government notification in the Official Gazette;
 - (c) Cases of appointment on promotion.
3. Definition – In these rules, unless the context otherwise requires-
- (1) “Appointment on probation” means appointment on trial before absorption;
 - (2) “Government” means the Government of West Bengal;
 - (3) “Probationer” means a Government employee appointed on probation.
4. Mode of appointment – On or after the date of coming into force of these rules, all appointments on entry into posts or cadre or service or category belonging to Group C in the Government service, shall be on probation for a period of three years.
5. Absorption after probation – A Government employee shall be absorbed on regular basis on satisfactory completion of the period of probation and for this purpose, the performance of the concerned employee shall be reviewed after completion of each year;
- Provided that where passing of departmental or other examination like computer skill etc. is essential under any existing rules of the concerned Group C post, the concerned employee shall have to pass the same within the period of probation;
- Provided further that in case such Government employee fails to pass the departmental or other examination within the period of probation, the period of probation may be extended for further period of one year on the request of the employee.
6. Discharge on non-satisfactory performance during the period of probation – In case of non satisfactory performance or failing to pass the departmental examination or other examination as mentioned in rule 5, the Government employee concerned may be discharged.
7. Selection procedure- Selection shall be made on the basis of competitive examination to be conducted by the Staff Selection Commission, West Bengal or the Public Service Commission, West Bengal (Clerkship Examination only), as the case may be, by way of following the procedures mentioned in the relevant recruitment rules of the concerned Group C posts or cadre or service or category.
8. Drawal of salary during the period of probation- During the period of probation only the entry point pay i.e. Basic Pay plus Grade Pay of the concerned Group C posts or service or cadre or category shall be allowed with annual increment @ 3% per annum and medical allowance, if any.
9. Treatment of probation period after absorption – (1) After absorption on successful completion of the period of probation and passing of such departmental examination wherever applicable an employee shall be allowed to draw pay in the regular scale related to

the concerned posts or service or cadre or category from date of confirmation.

(2) The period of probation shall be counted for pensionary benefit and shall not count for Modified Career Advancement Scheme (MCAS) or for promotion.

10. Leave during period of probation – Leave during period of probation shall be allowed as per rule 213 of the West Bengal Service Rules, Part-I applicable for contractual appointment”.

Sd/-
Secretary cum Controller of Examinations
West Bengal Staff Selection Commission