

# **PUBLIC SERVICE COMMISSION, WEST BENGAL**

## **WEST BENGAL CIVIL SERVICE (EXE.) etc. EXAMINATION, 2018**

### **ADVERTISEMENT NO. 24/2017**

#### **IMPORTANT INFORMATION**

In accordance with the State Services Recruitment Rules, the Public Service Commission, West Bengal will hold the **West Bengal Civil Service (Exe) etc. Examination, 2018** on the results of which recruitment to the West Bengal Civil Service (Exe.) and certain other services and posts will be made. The rules of the examination and other particulars are stated in the following paragraphs. A candidate should verify from the notified rules that he/she is eligible for admission to the examination. The conditions prescribed cannot be relaxed.

The W.B.C.S. (Exe.) etc. Examination consists of two parts – (1) Written Examination and (2) Personality Test. Written Examination will be held in two successive stages, viz., (i) Preliminary Examination (Objective Type) and (ii) Main Examination (Both Objective and Conventional Type). A number of candidates to be selected on the results of the Preliminary Examination will be allowed admission to the Main Examination and a number of candidates to be selected on the results of the Main Examination will be called to appear at the Personality Test.

The Preliminary Examination will be held at various centres in Kolkata and in certain other districts in West Bengal tentatively on the **28<sup>th</sup> January, 2018**. Only scheduled tribe candidates of Darjeeling district and other candidates of the three hill sub-divisions, namely Darjeeling Sadar, Mirik and Kurseong will be allowed to appear at Darjeeling centre. Similarly all candidates from the Kalimpong district will be allowed to appear at KALIMPONG centre. The Main Examination will be held in Kolkata in the later part of the same year. The Personality Test will be held thereafter in the office of the Public Service Commission, West Bengal, in Kolkata.

The W.B.C.S. (Exe.) etc. Examination is to be treated as a combined Competitive Examination comprising four separate and distinct examinations for four groups of services and posts as detailed below.

**GROUPING OF SERVICES :** The services and posts to which recruitment is made on the results of the W.B.C.S. (Exe.) etc. Examination are divided into groups: A, B, C and D with a graduated syllabus. **A candidate may compete for one or more groups but is required to submit one application only indicating choice of group(s).**

#### **Scale of pay attached to different posts of Group A, B, C & D –**

##### **GROUP – A**

- (i) West Bengal Civil Service (Executive):  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (ii) West Bengal Commercial Tax Service :  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (iii) West Bengal Agricultural Income tax Service:  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (iv) West Bengal Excise Service:  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (v) West Bengal Co-operative Service:  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (vi) West Bengal Labour Service :  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (vii) West Bengal Food and Supplies Service :  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-

- (viii) Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.  
West Bengal Employment Service [Except the post of Employment Officer (Technical)] :  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (ix) West Bengal Registration and Stamp Revenue Service :  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.

#### **GROUP – B**

West Bengal Police Service :  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.

#### **GROUP – C**

- (i) Superintendent, District Correctional Home / Deputy Superintendent, Central Correctional Home :  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,800/-  
Gross emoluments at the entry level : **Rs.15,960/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (ii) Joint Block Development Officer :  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,700/-  
Gross emoluments at the entry level : **Rs.14,930/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (iii) Deputy Assistant Director of Consumer Affairs and Fair Business Practices :  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,700/-  
Gross emoluments at the entry level : **Rs.14,930/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (iv) West Bengal Junior Social Welfare Service:  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,700/-  
Gross emoluments at the entry level : **Rs.14,930/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (v) West Bengal Subordinate Land Revenue Service, Grade-I :  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,700/-  
Gross emoluments at the entry level : **Rs.14,930/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (vi) Assistant Commercial Tax Officer :  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,700/-  
Gross emoluments at the entry level : **Rs.14,930/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (vii) Assistant Canal Revenue Officer (Irrigation) :  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,400/-  
Gross emoluments at the entry level : **Rs.13,400/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- viii) Chief Controller of Correctional Services:  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,400/-  
Gross emoluments at the entry level : **Rs.13,400/-** besides D.A., M.A. and H.R.A. admissible as per rules.

#### **GROUP – D**

- (i) Inspector of Co-operative Societies :  
(PB-3) Rs.7,100/- to 37,600/- + G.P. Rs. 3,900/-  
Gross emoluments at the entry level : **Rs.12,270/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (ii) Panchayat Development Officer under the Panchayat and Rural Development Department :  
(PB-3) Rs.7,100/- to 37,600/- + G.P. Rs. 3,900/-  
Gross emoluments at the entry level : **Rs.12,270/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (iii) Rehabilitation Officer under the Refugee Relief and Rehabilitation Department :  
(PB-3) Rs.7,100/- to 37,600/- + G.P. Rs. 3,900/-  
Gross emoluments at the entry level : **Rs.12,270/-** besides D.A., M.A. and H.R.A. admissible as per rules.

**VACANCIES :** The number of vacancies in different services and posts to be filled up on the results of the examination will be announced in due time. Certain vacancies may be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes of West Bengal declared as such by the Govt. of West Bengal. Some vacancies may also be reserved for Persons with Disabilities (40% and above) provided that they are otherwise suitable and possess the capacity to perform the duties attached to the post. The benefits of reservation of vacancies for S.C./S.T./B.C. candidates are admissible to S.C./S.T./B.C. candidates of West

Bengal only. The S.C./S.T./B.C. candidates of other States shall be treated as general candidates. Posts of some groups may not be filled up on the basis of the results of the examination if vacancies for the same are not reported within the stipulated time for filling up such vacancies.

**QUALIFICATIONS :** A candidate must have the following qualifications which should be clearly stated in the application. The qualifications prescribed in the advertisement are as per the notified recruitment rules issued by Govt. Candidates must fulfil the essential qualifications by the closing date.

- (i) A degree of a recognized University.
- (ii) Ability to read, write and speak in Bengali (**not required for those candidates whose mother tongue is Nepali**) – vide **Finance Department's Notification No.1243-F(P) dated 02.03.2016.**
- (iii) **Age :** Not below 21 years but not more than 36 years on the 1st January of the year of examination for services and posts included in Group 'A','C' and 'D' (i.e. born not earlier than the 2<sup>nd</sup> January, 1982 and not later than the 1<sup>st</sup> January, 1997). For the West Bengal Police Service only (i.e. Group 'B' Service) age not below 20 years but not more than 36 years on the 1st January of the year of examination (i.e. born not earlier than the 2<sup>nd</sup> January, 1982 and not later than the 1<sup>st</sup> January, 1998).  
**Those candidates whose date of birth lies between the 1<sup>st</sup> January, 1997 & the 1<sup>st</sup> January, 1998 [i.e. whose age is between 20 & 21 years as on 01.01.2018] may apply for Group B only.**

**Concession in age :** The upper age limit is relaxable for S.C., S.T. & B.C. candidates of West Bengal, by 5 years for S.C. & S.T. candidates and by 3 years for B.C. candidates. In the case of Persons with Disabilities (PWD), the upper age limit is relaxable upto 45 years. S.C./S.T./B.C. candidates of other States shall be treated as general candidates.

**Note :** Age as recorded only in the Madhyamik or equivalent certificate will be accepted. The age limits apply to all candidates whether in Government Service or not.

- (iv) The candidate must be
  - (a) A citizen of India (either natural or by registration), or
  - (b) Such other nationals as declared eligible by the Govt. of India.

Provided that a candidate belonging to category (b) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

- (v) The candidate must have good health and character and suitability in all respects for appointment to Government service.

**N.B.: Candidates suffering from blindness or low vision may be allowed the help of Scribe, if required. The Commission, however, will not provide scribe for the candidates. Scribe will have to be arranged by candidates themselves. The Scribe should possess educational qualification not higher than the requisite qualification for the examination.**

**LIST OF PRELIMINARY EXAMINATION CENTRES WITH CODE NO. :**

**01–Kolkata (North), 02–Kolkata (South), 03–Baruipur, 04–Diamond Harbour, 05–Barrackpore, 06–Barasat, 07–Howrah, 08–Burdwan, 09–Asansol, 10–Medinipur, 11–Tamluk, 12–Bankura, 13–Berhampore, 14–Malda, 15–Jalpaiguri, 16–Alipurduar, 17–Cooch Behar, 18–Siliguri , 19–Kalimpong and 20–Darjeeling.**

**CHOICE OF GROUPS OF SERVICES AND ALLOTMENT :** (i) As already stated, a candidate may apply for one or more of the four groups of services, viz., A, B, C, and D. The candidate is required to state clearly in the appropriate column of the application the particular Group or Groups for which he/she intends to compete. No further application for change of group(s) will be entertained.

(ii) A number of candidates selected in order of merit on the results of the Main Examination for all the services and posts included in Groups A, B, C and D will have to appear at a Personality Test. No separate Personality Test will be held for different groups viz. Group-'A', Group-'B', Group-'C' and Group-'D' in respect of a candidate.

(iii) Candidates called to Personality Tests on the results of their Main Examination will be required to specify the order of their preference for the posts or services included in the Group or Groups for which they have applied. Choice of preference thus exercised will be deemed to be final and no alteration thereafter will be allowed.

(iv) Allotment of candidates will be made in order of merit and according to the number of vacancies. Due consideration will be given, as far as practicable, to the preferences indicated by a candidate, if any, but the Commission reserves the right to allot the candidate to any service or post for which he/she is a candidate on consideration of his/her fitness and the number of vacancies available.

**Note :** (i) All appointments will be made on temporary basis in the first instance.

- (ii) Candidates are particularly advised to note that unless they indicate preference for a post or service they shall not be recommended for such post or service even if they may be otherwise eligible for the same on the results of the examination. Belated request for being considered for appointment to such post or service is liable to rejection.
- (iii) Candidates suffering from blindness or low vision, candidates with locomotor disability/cerebral palsy will be allowed compensatory time of **20 minutes per hour**.

**SPECIAL CONDITIONS FOR :** (a) West Bengal Police Service (Group 'B' Service)- The minimum height requirement is 1.65 metres for male candidates and 1.50 metres for female candidates subject to relaxation in the case of candidates belonging to races such as Gorkhas, Garwalis, Assamese Tribals etc. Candidates intending to be considered for this Group must indicate their height in appropriate column of the application form.

(b) Assistant Canal Revenue Officer – They will have to work in remote areas and their jurisdiction will cover a large number of villages. They will also be required to attend Tahsil and Zilla Offices for which they may have only cycles as the means of transport and to face and tackle general public.

(c) West Bengal Junior Social Welfare Service – For service in the Homes for the Blind and / or Deaf and Dumb, a degree or Diploma or certificate in the training of Blind and / or Deaf and Dumb shall be an essential qualification. Any person not possessing the above qualification may be appointed in these Homes on condition that he / she will have to receive in service training for teaching of the Blind and / or Deaf and Dumb. Male candidates will be unsuitable for the posts meant for institutions for females, and female candidates unsuitable for the posts meant for institutions for males.

(d) West Bengal Subordinate Land Revenue Service, Grade – I – No person shall be appointed to the service unless he has good working knowledge of the Bengali Language, written and spoken (candidates whose mother tongue is Nepali shall be exempted from this requirement, but will be required to pass, within a period of two years a departmental examination in Bengali).

Selected candidates for West Bengal Subordinate land Revenue Service, Grade-I shall be appointed provisionally and shall undergo a period of six months' in-service training during which they will draw the initial of the scale of pay and allowances as admissible.

The training shall include subjects such as cadastral survey, preparation of records-of-rights, Revenue Laws, elementary instructions in all other laws relevant for the service.

Incumbents who do not apply themselves to the in-service training with due diligence or fail to pass the end of Training Examination shall be liable to be discharged without notice. The period of training may also be extended in special circumstances.

**FEE :** **Rs.210/-** (Rupees two hundred ten) only + Service Charge 1% of Examination Fee subject to a minimum of Rs.5/- (Rupees Five) only for online payment through debit/credit card plus service charge /GST as applicable as Govt. Duty **or** Service Charge of Rs.5/- (Rupees Five) only for Net Banking **or** Service Charge of Rs.20/- (Rupees Twenty) only for payment through Bank Counter (off-line payment).

SC/ST candidates of West Bengal and Persons with disabilities (PWD) having physical disability of 40% and above are not required to pay any fee. BC candidates of West Bengal are, however, required to pay usual fee as aforesaid. NO EXEMPTION OF FEE IS AVAILABLE TO SC/ST/BC CANDIDATES OF OTHER STATES. No claim for refund of the fee will be entertained nor will it be held in reserve for any other examination.

**APPLICATION :** Applications can be submitted through online only.

#### **HOW TO APPLY ONLINE**

Candidates have to first go for "One Time Registration" (link available on top of the left panel in home page of the website [www.pscwbonline.gov.in](http://www.pscwbonline.gov.in)) and fill up all the required data and uploading scanned photo and signature to get User ID and Password. **Candidates are requested to note down the User ID and Password for future reference.** The process of one time registration is mentioned in details in right panel of the home page of the website [www.pscwbonline.gov.in](http://www.pscwbonline.gov.in) , in "Instruction to Candidate" link under Candidate's Corner. **However, those candidates who have earlier registered themselves with PSC, West Bengal need not register once again.** They can use their previous User Id and Password for login into their respective Dashboards.

With the User ID and Password, as provided to the candidate, they need to login to their Dashboard through the link "Login to your Account" which is available in right panel of the home page of the website under Candidate's Corner.

Candidates who forget their password can reset the password for which the link is available in the Candidate's Login Page which can be opened through the link "Login to your Account". For resetting the password, click on the "Reset Your Password" link. Then after, candidates have to provide User ID, Mother's Maiden Surname, Last School Attended and Grandfather's Name. Mother's Maiden Surname, Last School Attended and Grandfather's Name should match exactly the one given during One Time Registration. If all the data matches correctly, candidates will get the new password. Candidates are advised to note down the new password for future reference.

After login into the Dashboard, candidates will find the name of the Examination with **Apply Now** link. Click on the link and the application form will be opened.

Candidates are advised to read thoroughly and cautiously the documents available in the link **Important Information** and **Scheme and Syllabus** present in the top of the application form before filling the application. **Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of application. The candidates are advised to check the entries made against each column thoroughly before submission of application.**

The Photo and Signature of the candidate, as uploaded by them during One Time Registration, are displayed. Candidate may change the photo and/or signature, if required, by clicking the respective Edit Button/s.

**Following is the procedure for filling up the Application Form :**

**1. Personal Details**

- a. User ID – Data preloaded from One Time Registration. Not editable.
- b. Name – First Name, Middle Name, Last Name - Data preloaded from One Time Registration. Not editable.
- c. Candidate's Date of Birth - Data preloaded from One Time Registration. Not editable.
- d. Do you have the ability to read, write and speak in Bengali – Candidates have to select the value from drop down list.
- e. State your mother tongue – Candidates have to write their mother tongue.
- f. Whether you are a person from any hill Sub-division of Darjeeling District (Viz. Darjeeling Sadar, Mirik, Kurseong) /Kalimpong District - Candidates have to select the value from drop down list.
- g. Mention the name of Sub-Division - Candidates have to select the value from drop down list.
- h. **NOTE (re: item no.d) : "Provided that the said compulsory requirement of knowledge in Bengali including the ability to read, write and speak in Bengali, for recruitment to any post or Service under the State Government, shall not be applicable to those candidates whose mother tongue is Nepali." – vide Finance Department's Notification No.1243-F(P) dated 02.03.2016.**
- i. Place of Birth – State, District, Place - Data preloaded from One Time Registration. Not editable.
- j. Father's Name, Gender, EPIC No. (Optional), Caste Category - Data preloaded from One Time Registration. Not editable.
- k. Mention Your Sub Caste, State, Issuing Authority – If the candidates are of SC/ST/BC-A/BC-B category, then they have to write their Sub Caste, select the State of Issuing Caste Certificate and have to write Issuing Authority. This is mandatory for candidates of SC/ST/BC-A/BC-B category.
- l. Whether you are a person with disability – By default the selected option is No. If the candidates are Handicapped in nature, then they have to select the Yes option.
- m. If the disability option is Yes, candidates have to State the category of disability viz., Blindness or Low Vision, Hearing Impairment, Locomotor Disability and Cerebral Palsy and Low Vision as applicable.
- n. If the nature of disability is Blindness or Low Vision, then candidates have to mention whether they need the help of a scribe. By default, the selected option is No.

**2. Contact Details**

- a. Permanent Address
  - i. Address Line 1 - Data preloaded from One Time Registration. Not editable.
  - ii. Address Line 2 - Data preloaded from One Time Registration, if available. Not editable.
  - iii. State - Data preloaded from One Time Registration. Not editable.
  - iv. District - Data preloaded from One Time Registration. Not editable.
  - v. Police Station - Data preloaded from One Time Registration. Not editable.
  - vi. Post Office - Data preloaded from One Time Registration. Not editable.
  - vii. Pin Code - Data preloaded from One Time Registration. Not editable.
- b. Present Address (Address of Communication) – If the Present Address is as same as the Permanent Address, the candidates have to select the Yes option. Then the entire Permanent Address field value will be copied in the respective fields of Present Address.
- c. Mobile No (Optional) - Data preloaded from One Time Registration.
- d. Email (optional) - Data preloaded from One Time Registration.
- e. Whether a Citizen of India - Data preloaded from One Time Registration. Not editable.
- f. Whether a natural Citizen or Citizen by registration - Candidate has to select the value from drop down list.

**3. Qualification Details**

- a. Educational Qualification – Candidates have to provide the details of their educational qualifications in the respective columns available in this section.
- b. If candidates have any time been employed, they have to give the details in the respective columns in chronological order, starting from the present job.

**4. Examination Details**

- a. Choice of Centre for Preliminary Examination - Candidates have to select the Centre Name from the drop down list.
- b. Select Language in Compulsory Paper – I - Candidates have to select the Compulsory Paper from drop down list.
- c. Indicate Group(s) you like to compete for – Candidates have to select the groups they intend to appear for.

- d. There is no optional paper for Group C and Group D. Candidates who will apply for Group C and/or Group D will not get the option to select the optional paper.
  - e. Candidates who will apply for Group A, and/or Group B with or without other groups have to select one Optional subject from the drop down list. Candidates who will apply for Group – C and/or Group – D only (i.e. not applying for Group – A and/or Group – B) need not select optional subject.
  - f. The candidates who will select Group B have to mention the following which is mandatory:
    - i. Height in cm. – Candidates have to mention their height. This field will accept only numeric value and decimal point. (For example – Height can be like 156.67)
    - ii. Do you claim relaxation in height - Candidates have to select the value from drop down list.
    - iii. State your Race - Candidates have to mention the Race.
  - g. If the candidate is presently engaged in any Government/Government Undertaking/PSU/Constitutional/ Statutory/Autonomous body, then they have to accept the declaration that they have informed their head office in writing that they are applying for the examination. Otherwise this option can be left untouched.
  - h. Lastly candidates have to accept the declaration that they have provided correct information. This section is mandatory.
  - i. Finally candidates have to click on the Submit button.
5. SC, ST Candidates of West Bengal and PWD Candidates (Differently abled Candidates) of any State are exempted from paying fees. Their application submission status will be completed soon after submission. For rest of the candidates, they will be forwarded to Payment Module, where they need to pay the required Examination Fees with Service Charge and/or Service Tax as applicable to complete the application submission process.
6. **There are two payment methodologies – Online Payment and Offline Payment.**
7. In Offline Payment Mode, Candidates will get a Challan of United Bank of India (UBI) in their dashboard. On selecting the Offline Payment mode, candidates will be forwarded to their respective Dashboard from where they have to download the Challan by clicking the Challan button. Candidates can go to nearest UBI next working day 11:00 AM onwards and within closing hours of the bank to deposit the requisite fees. Initially, the application submission status in the dashboard of the candidate will be shown as Submitted. After depositing the fees in the bank, on next working day or two, candidate will find their application submitted status as Completed.
8. In Online Payment mode, there will be three options of payment, viz., Credit Card, Debit Card and Net Banking. Soon after selecting the Online Payment option, candidates will be forwarded to Payment Gateway for making the payment. After successfully making the payment, candidates will be redirected to their respective Dashboard, where they will find their application submission status as Completed.
9. In case, the payment process failed due to any technical snag, candidate will get the option to try for payment again either in Online Mode or Offline Mode. However, in Offline Mode, Challan can be generated only once.
10. Candidates can also download their Application Form (in PDF format) by clicking the Application Button in their Dashboard.
11. **Word of Caution:**
- a. **Don't close the website directly from your dashboard (after login) without Log Out. In case of illegal shut down, Candidate's dashboard will be locked for unspecified period.**
  - b. **During payment process, candidates are advised not to close the browser or press Back Button. This may severely hamper the payment process.**
  - c. **Candidates are requested to write all information in abbreviated form in fields under qualification and experience details. Please remember that there is a limit of 30 characters in those fields. For example write CU for Calcutta University, BEN for Bengali etc. Also try to fill the form within 5 minutes. please keep all data ready at hand at the time of filling up the application form.**

**PARTICULARS AND CERTIFICATES REQUIRED :**

A candidate claiming to be S.C., S.T., B.C. or Persons with Disabilities (40% and above) must have a certificate in support of his / her claim from a competent authority of West Bengal issued on or before the closing date of submission of application (i.e. 30.11.2017) as specified below :

**(a) For S.C., S.T. & B.C. Candidates :-**

- 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, in this behalf and the District Welfare Officer, Kolkata and Ex-officio Joint Director, Backward Classes Welfare.  
[vide the W.B.S.Cs. & S.Ts. (Identification) Act, 1994 and S.C. & S.T. Welfare Deptt. Order No. 261-TW/EC/MR-103/94 dated 6.4.95 read with B.C.W. Deptt. Order No.6320-BCH/MR-84/10, dated 24.09.2010 and No.2420-BCW/MR-61/2012 (Pt.), dated 12.07.2013]

**(b) For Persons with Disabilities (PWD) :-**

A Medical Board constituted at Government Medical College Hospitals in Kolkata, District Hospitals and Sub-divisional Hospitals.  
[vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

The Public Service Commission may require such further proof or particulars from the candidates as it may consider necessary and may make enquiries about their character and other particulars regarding suitability and eligibility.

**CAUTION :**

- i. The candidates must abide by the instructions as may be given by Supervisors / Invigilators of the Examination. If the candidate fails to do so or indulges in disorderly or improper conduct, he / she will render himself / herself liable to expulsion from the Examination Hall and / or such other punishment as the Commission may deem fit to impose.
- ii. A candidate who has been reported against by the Supervisor of the Examination Centre for violating any of the instructions will be punished with cancellation of candidature and also debarment from future examinations and selections as may be decided by the Commission according to the circumstances of the case.
- iii. If at any stage even after issue of the letter of appointment, a candidate is found ineligible in terms of advertisement his / her candidature will be cancelled without further reference to him / her.
- iv. The conditions prescribed cannot be relaxed in any case other than those mentioned in this Important Information.
- v. A candidate should note that his / her admission to the examination will be deemed provisional subject to determination of his / her eligibility in all respects. If at any stage after issue of the admit card a candidate is found ineligible for admission for this examination, his / her candidature will be cancelled without further reference to him / her. No candidate shall be allowed to take the examination unless he / she holds a valid admit card.
- vi. **The Public Service Commission, West Bengal, shall have discretion to fix qualifying marks in any paper/all papers/subjects and in the aggregate.**
- vii. **Candidates are not allowed to carry mobile phones or any other gadget of communication inside the examination halls. This instruction must be strictly enforced.**
- viii. **There will be arrangements for frisking of the candidates at entry points of venues – separately for male and female candidates so that candidates with mobile phones may not enter the venue.**

**MEDICAL EXAMINATION :** Candidates who will be selected for appointment will be required to appear before a Medical Board for certificates of their fitness for Government service in the form prescribed for the purpose.

**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.

**RESULTS OF THE EXAMINATION :** The names of the candidates called to Personality Test and those recommended for appointment will be published provisionally subject to determination of eligibility of the candidates in all respects and verification of original certificates etc. If at any stage of such verification any candidate is found ineligible, his / her candidature / allotment will be cancelled.

- Commencement of submission of online application : **The 10<sup>th</sup> November, 2017 from 11:30 a.m.**
- Closing date for submission of online application : **The 30<sup>th</sup> November, 2017 (upto 12-00 midnight)**
- Closing date for submission of fees through online : **The 30<sup>th</sup> November, 2017 (upto 12-00 midnight)**
- Closing date for submission of fees through offline : **The 1<sup>st</sup> December, 2017.\***

**\* However, the Challan must be generated by the 30<sup>th</sup> November, 2017 positively.**

**For further details and assistance the candidates may contact the following numbers on any working day from 11-00 a.m. to 4-00 p.m.**

**(033) 2262-4181 [Related to Offline Payment]**

**(033) 4003-5104 [Related to Online Payment]**

**(033) 2419-8185 [For general information]**