



# WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan,  
Salt Lake, Kolkata – 700091  
[www.wbssc.gov.in](http://www.wbssc.gov.in)

## ADVERTISEMENT NO. 02 / WBSSC / SRD / 2014

### **SPECIAL RECRUITMENT DRIVE FOR SCHEDULED CASTES AND SCHEDULED TRIBES 2014**

Applications in prescribed format are invited from Indian Citizens belonging to **Scheduled Castes** and **Scheduled Tribes only** for recruitment to the following posts under various **Directorate, Regional** and **District Offices of Government of West Bengal**, selection of which will be made through **the following Competitive Examinations** 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:-

### **MADHYAMIK LEVEL POSTS**

#### **A. TO BE RECRUITED THROUGH SRD – COMBINED MADHYAMAIAK LEVEL EXAMINATION, 2014**

#### **EXAMINATION CODE: 01 / SRD / CML / 14**

Name of the Post	Post Code	Name of the Department / Directorate	Tentative No. of Vacancies		
			SC	ST	Total
Lower Division Clerk / Assistant	377	Cooperation	2	1	3
		Public Health Engineering	30	10	40
		Kolkata Police	8	4	12
		Animal Resources Development	2	1	3
		Food & Supplies	0	7	7
		School Education	18	6	24
		Land & Land Reforms	23	14	37
		Commerce & Industries	9	2	11
		Higher Education	6	2	8
		Agriculture	2	1	3
		Home (Press Branch)	0	1	1
		Technical Education	3	1	4
<b>Total</b>			103	50	153
Bhumi Sahayak	74	Land & Land Reforms	85	38	123
Amin	35	Land & Land Reforms	49	30	79
Draftsman	147	Land & Land Reforms	1	2	3

## **HIGHER SECONDARY LEVEL POSTS**

A. TO BE RECRUITED THROUGH SRD – COMBINED HIGHER SECONDARY LEVEL EXAMINATION, 2014

EXAMINATION CODE: 02 / SRD / CHSL / 14

Name of the Post	Post Code	Name of the Department / Directorate	Tentative No. of Vacancies		
			SC	ST	Total
<b>Krishi Prayukti Sahayak</b>	345	Agriculture	35	17	52
<b>Veterinary Pharmacist</b>	683	Animal Resources Development	4	0	4

### **IMPORTANT NOTE:**

Vacancies as stated above is purely provisional and subject to change.

### **SCALE OF PAY (GROUP – C POSTS)**

Name of the Post	Scale of pay
<b>Lower Division Clerks/ Assistants</b>	*Pay Band-2 (Rs. 5,400/- – 25,200/-) Initial Pay in the Pay Band Rs.6240/- Grade Pay-Rs. 2,600/-
<b>Bhumi Sahayak</b>	*-do-
<b>Amin</b>	*-do-
<b>Krishi Prayukti Sahayak</b>	*Pay Band-2 (Rs. 5,400/- – 25,200/-) Initial Pay in the Pay Band Rs.6700/- Grade Pay-Rs. 2,900/-

**\*IMPORTANT NOTE:** *For all Group C Posts, the conditions of recruitment will be guided by the provisions of 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*

*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.*

**SCALE OF PAY (GROUP – B POSTS)**

<b>Name of the Post</b>	<b>Scale of pay</b>
<b>Draftsman</b>	Pay Band-3 (Rs. 7,100/- – 37,600/-) Initial Pay in the Pay Band Rs.7440/- Grade Pay-Rs. 3,600/-
<b>Veterinary Pharmacist</b>	Pay Band-3 (Rs. 7,100/- – 37,600/-) Initial Pay in the Pay Band Rs.7100/- Grade Pay-Rs. 3,200/-

**ELIGIBILITY CRITERIA / QUALIFICATIONS**

<b>Name of the Post</b>	<b>Eligibility Criteria</b>
<b>Lower Division Clerk / Assistant</b>	<ul style="list-style-type: none"><li>▪ A Pass in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent.</li><li>▪ 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.</li></ul>
<b>Bhumi Sahayak</b>	<ul style="list-style-type: none"><li>▪ A Pass certificate in School Final/ Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent.</li><li>▪ Good working knowledge of written and spoken Bengali.</li></ul>
<b>Amin</b>	<ul style="list-style-type: none"><li>▪ A Pass in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent.</li><li>▪ 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.</li></ul>
<b>Draftsman</b>	<ul style="list-style-type: none"><li>▪ Must have passed Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent.</li></ul>

	<ul style="list-style-type: none"> <li>▪ Must have a Certificate of Senior Surveyorship from the West Bengal Survey Institute, Bandel or the National Trade Certificate on Surveyorship from the Industrial Training Institute or its equivalent.</li> <li>▪ Must have three years' experience in Survey Work.</li> <li>▪ Must have knowledge in Bengali or Nepali- Spoken and Written.</li> </ul>
<b>Veterinary Pharmacist / Pharmacist cum Dresser</b>	<ul style="list-style-type: none"> <li>▪ Must have passed Higher Secondary (10+2) in Science with Biology as one of the subjects of the West Bengal Council of Higher Secondary Education or its equivalent.</li> <li>▪ Must have passed the 2 (two) years Diploma Course in Veterinary Pharmacy under Board of Veterinary Education or its equivalent recognized by the Board of Veterinary Education, West Bengal or passed in-service abridged (condensed) course on Diploma in Veterinary Pharmacy.</li> <li>▪ Must have knowledge in Bengali or Nepali – spoken and written.</li> </ul>
<b>Krishi Prayukti Sahayak</b>	<ul style="list-style-type: none"> <li>▪ Must have passed Higher Secondary or equivalent examination from any recognized Board/ Council.</li> </ul>

**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 ANY 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.

**SPECIAL CONDITIONS**

<b>Post</b>	<b>Condition</b>
<b>Lower Division Clerk / Assistant</b>	<ul style="list-style-type: none"> <li>▪ <b>OPTION FOR POSTING</b> – Candidates may indicate their option in order of preference for vacancies in any two districts (including Kolkata) of his/ her choice, in the application.</li> <li>▪ Nomination of selected candidates for the districts will depend upon i) <u>the Merit List</u> and ii) <u>Option (s) exercised by them.</u></li> <li>▪ 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.</li> <li>▪ Decision of the commission regarding nomination of candidates to the districts is final.</li> </ul>

	<ul style="list-style-type: none"> <li>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 Carrier Advancement Scheme.</li> </ul> <p>Such examination on computer operation and computer typing shall be conducted by the West Bengal Staff Selection Commission.</p>
<b>Krishi Prayukti Sahayak</b>	<ul style="list-style-type: none"> <li><b>OPTION FOR POSTING</b> : Every Candidate shall be required to opt for one particular District and he shall be considered for vacancy in that District only.</li> <li>Training: The selected candidates shall have to undergo a pre-service training for a period of six months in the departmental Agricultural Training Centres or such pother training approved by the Government. On successful completion of the training they will be offered appointment.</li> <li>The Krishi Prayukti Shayaks, so appointed, shall have to undergo another six months in service training within a period of three years from the dates of their appointment. In exceptional circumstances the period of three years may be extended by the Director of Agriculture. Confirmation in the post of Krishi Prayukti Sahayak shall be subject to the successful completion of the in service training.</li> </ul>

### AGE

Name of the Post	Age Limit	
	Lower	Upper
Lower Division Clerk / Assistant	Not less than 18 Years as on 1st January, 2014	Not more than 45 Years as on 1st January, 2014
Bhumi Sahayak	Do	Do
Amin	Do	Do
Krishi Prayukti Sahayak	Do	Do
Draftsman	Do	Not more than 42 Years as on 1st January, 2014
Veterinary Pharmacist	Do	Do

- Upper age limit is relaxable **by 2 years** for candidates who have been in Government service continuously 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 Interview, 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.**

## **SCHEME & SYLLABUS**

### **SRD – COMBINED MADHYAMAIAK LEVEL EXAMINATION, 2014**

**EXAMINATION CODE: 01 / SRD / CML / 14**

- 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 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.

## **SRD –HIGHER SECONDARY LEVEL EXAMINATION, 2014**

**EXAMINATION CODE: 02 / SRD / CHSL / 14**

### **SCHEME & SYLLABUS FOR WRITTEN TEST**

Detailed Scheme and Syllabus of afore mentioned examination will be notified in Commissions' website in due course.

### **PERIOD OF APPLICATION**

APPLICATIONS MUST BE SUBMITTED EITHER ONLINE OR OFFLINE WITH EFFECT FROM THE DATE OF ADVERTISEMENT IN NEWSPAPER & COMMISSION'S WEBSITE [www.wbssc.gov.in](http://www.wbssc.gov.in) SO AS TO REACH THE OFFICE OF THE WEST BENGAL STAFF SELECTION COMMISSION **LATEST BY 7<sup>TH</sup> NOVEMBER, 2014 (4.00 P.M.)**. NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE AND TIME OF SUBMISSION OF APPLICATIONS.

- **OFFLINE APPLICATIONS MUST BE SENT BY POST ONLY. THERE WILL BE NO PROVISION FOR SUBMISSION OF OFFLINE APPLICATION FORMS DIRECTLY BY HAND IN THE OFFICE OF THE COMMISSION.**

**COMMISSION WILL NOT TAKE ANY RESPONSIBILITY FOR ANY KIND OF POSTAL DELAYS / APPLICATIONS LOST IN TRANSIT. HENCE, CANDIDATES SHOULD ENSURE THAT THEIR APPLICATIONS MUST REACH COMMISSION'S OFFICE WITHIN THE LAST DATE AND TIME OF RECEIVING OF APPLICATIONS.**

OFFLINE CANDIDATES MUST KEEP A PHOTOCOPY OF THE APPLICATION FORM AFTER PROPER FILLING UP AND AFFIXING THE POSTAL e – PAYMENT RECEIPT FOR FUTURE REFERENCE WITH THE COMMISSION, IF ANY. NO COMMUNICATION WITHOUT THE PHOTOCOPY AS STATED SHALL BE ENTERTAINED FROM THE END OF THE COMMISSION.

### **EXAMINATION FEES & PROCESSING FEES**

**THE COMMISSION HAS DECIDED NOT TO COLLECT ANY EXAMINATION FEES FROM THE CANDIDATES FOR CONDUCTING THIS SPECIAL RECRUITMENT DRIVE.**

**HOWEVER, CANDIDATES HAVE TO PAY A SUM OF RS. 20/- ONLY AS PROCESSING FEES.**

- **APPLICATIONS NOT ACCOMPANIED WITH THE REQUISITE PROCESSING FEES SHALL BE REJECTED STRAIGHTWAY, WITHOUT MAKING ANY COMMUNICATION WITH THE CONCERNED CANDIDATE IN THIS REGARD.**



## MODES OF SUBMISSION OF APPLICATIONS

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

### A) ONLINE SUBMISSION –

Candidates will be able to submit application through Commission's website [www.wbssc.gov.in](http://www.wbssc.gov.in) by filling up their basic information including scanned photograph and signature.

Payment of Examination fees and Processing fees can be made online through payment gateway using **Debit Cards / Credits Cards / Net banking** of any bank. An amount of **Rs. 5/-** only will be charged by the concerned agency as "Service Charge" for availing Debit Card / Credit Card / Net Banking facility.

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

On successful submission of the application an auto generated receipt with **REGISTRATION NUMBER** will be generated. CANDIDATES ARE ADVISED TO NOTE IT DOWN AND MENTION THE REGISTRATION NUMBER FOR ALL FUTURE COMMUNICATIONS, IF ANY, WITH THE COMMISSION.

CANDIDATES MAY ALSO "SAVE" / "PRINT" A COPY OF THEIR ONLINE APPLICATIONS AFTER SUCCESSFUL SUBMISSION ONLINE, FOR THEIR READY REFERENCE.

### B) ONLINE SUBMISSION THROUGH TATHYA MITRA KENDRAS –

- The Commission extends facility to submit application through about 1800 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 / She will also scan the photograph and signature of the applicant and upload it.
  - **CANDIDATES MUST CHECK ON SCREEN DETAIL INFORMATION ENTERED BY THE STAFF BEFORE PROCEEDING FOR ONLINE PAYMENT.**
  - The 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 Candidate's Photograph and Signature and making online payment of Examination Fees and / or Processing Fees received from the applicant.
- ✓ All candidates shall pay **Rs. 40/-** only [**Processing fees - Rs. 20/-** and **Service Charge - Rs. 20/-** ] to the authorized staff of the Tathya Mitra Kendra.

- **UNDER NO CIRCUMSTANCES CANDIDATES SHALL PAY ANY AMOUNT IN EXCESS OF THE FEES AND CHARGES MENTIONED ABOVE TO THE AUTHORISED STAFF OF THE TATHYA MITRA KENDRAS.**
- 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.
- Candidates may contact Commission through e-mail at [adm.ssc-wb@nic.in](mailto:adm.ssc-wb@nic.in) to report any kind of non-cooperation from any of the Tathya Mitra Kendras, with details of the concerned Kendra.

### **C) OFFLINE SUBMISSION–**

- **THE OFFLINE APPLICATION FORM MUST BE DOWNLOADED FROM THE COMMISSION'S WEBSITE [www.wbssc.gov.in](http://www.wbssc.gov.in) ONLY.** TATHYA MITRA KENDRAS have been authorized by the Commission to sell these forms at a price of **Rs. 6/-** per form by directly downloading it from the Commission's website in front of the applicant and printing thereafter.
- THE OFFLINE APPLICATION FORM AS DOWNLOADED 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 DOWNLOADING OF EACH APPLICATION FORM, A UNIQUE NUMBER WITH BAR CODE WILL APPEAR IN THE FORM. NO FORM WITHOUT THE UNIQUE NUMBER AND BAR CODE SHALL BE ACCEPTED BY THE COMMISSION.
- APPLICANTS SHALL NOT USE XEROX / TYPED / HAND WRITTEN / PRINTED / SCANNED COPY OF THE FORM. SUCH APPLICATIONS WILL BE REJECTED SUMMARILY.
- Applicants must take care that the form is downloaded and printed in front of them from commission's website, as each form carries a unique number and bar code. If it is not ensured, form carrying same number and bar code may be used by different applicants which may ultimately lead to complications of **same registration number for different candidates, which may ultimately lead to cancellation of candidature.**

- **HENCE, CANDIDATES SHOULD NOT PURCHASE THE FORM FROM ANY STREET VENDORS, ETC, WHO SELL PRINTED FORMS FOR VARIOUS RECRUITMENTS BY COPYING PRESCRIBED FORMS.**
- **The commission shall not be held responsible for cancelling any form due to use of form with same number and bar code. Candidature of all such candidates using form having same number and bar code shall be rejected straightway during preliminary scrutiny.**
- **In case of submission of applications offline, the amount of processing fees must 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 is available in commission's website [www.wbssc.gov.in](http://www.wbssc.gov.in)).**
- **The concerned post office will give a receipt against deposit of examination fees and / or processing fees, which must be pasted at the space provided for affixing the receipt in the application form (page 2).**
- **The Candidates will have to pay a sum of Rs. 6/- as Service Charge to the Postal Department against each such e- payment of Rs. 20/-.**
- **AFTER AFFIXING THE ORIGINAL POSTAL e-PAYMENT RECEIPT THE CANDIDATE MUST PUT HIS / HER FULL SIGNATURE THEREON.**
- **OFFLINE APPLICATIONS WITH ORIGINAL e – PAYMENT RECEIPTS OF REQUISITE AMOUNT PASTED ON PAGE 2 OF THE SAID FORM WILL ONLY BE ACCEPTED BY THE COMMISSION FOR FURTHER PROCESSING.**
- **NO OTHER INSTRUMENTS LIKE POSTAL ORDER / MONEY ORDER / CHEQUE / BANK DRAFT / CASH ETC. SHALL BE ACCEPTED AS AN INSTRUMENT FOR DEPOSITING EXAMINATION AND / OR PROCESSING FEES. APPLICATIONS ACCOMPANYING THE SAID INSTRUMENTS SHALL BE REJECTED SUMMARILY AND THE AMOUNT SHALL BE FORFEITED AND DEPOSITED TO THE APPROPRIATE GOVERNMENT HEAD OF ACCOUNT.**
- **The filled up application form may be sent by 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 RECRUITMENT** and the **NAME OF THE POST (S)** applied for. The same should reach this office positively within the last date and time of submission of application.**
- **THERE WILL BE NO PROVISION FOR SUBMISSION OF APPLICATION FORMS DIRECTLY BY HAND IN THE OFFICE OF THE COMMISSION.**
- **Applications must reach the office of the commission by post on or before the closing date and time of receiving of applications. APPLICATIONS RECEIVED AFTER THE CLOSING**

## **DATE AND TIME SHALL BE REJECTED SUMMARILY.**

- **Completed OFFLINE APPLICATIONS must be submitted with –**

(i) **ORIGINAL e-PAYMENT RECEIPT** OF THE POSTAL DEPARTMENT 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 AND CANDIDATE MUST PUT HIS FULL SIGNATURE ON IT.

(ii) **A COPY OF THE RECENT PASSPORT SIZE PHOTOGRAPH** SHALL BE PASTED ON THE APPLICATION FORM, IN THE SPACE PROVIDED FOR THE PURPOSE. CANDIDATE SHOULD PUT HIS FULL SIGNATURE (IN RUNNING HANDWRITING) BELOW THE PHOTOGRAPH IN THE DESIGNATED BOX.

- 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 PERSONALITY TEST.

## **IMPORTANT NOTES**

### **RESERVATION**

- The benefits of reservation of vacancies and age relaxation for SC and ST candidates are admissible only to SC and ST 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.
- Shortlisted candidates belonging to the SC/ ST 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 CANDIDATES OF OTHER STATES WILL BE TREATED AS GENERAL CANDIDATES AND HENCE, THEY ARE NOT ELIGIBLE TO APPLY FOR THIS RECRUITMENT.**
- The Ex-Servicemen candidates, if shortlisted, have to produce relevant documents regarding service rendered by them, in original, in support of their claim for age relaxation at the time of Document Verification.
- **NO CLAIM FOR BEING A MEMBER OF SC/ ST OR EX-SERVICEMAN SHALL BE ENTERTAINED AT ANY TIME AFTER SUBMISSION OF THE APPLICATION.**
- **PARTICULARS AND CERTIFICATES REQUIRED:** A SC / ST candidate claiming to be

SC/ ST / Physically Handicapped must have a certificate in support of his/her claim from a Competent Authority as specified below :-

- ✓ For **SC/ ST 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.

➤ **THERE IS NO RESERVATION OF VACANCIES FOR CANDIDATES BELONGING TO PHYSICALLY HANDICAPPED / PERSONS WITH DISABILITIES/ MERITORIOUS SPORTS PERSONS / EXEMPTED CATEGORY / EX-SERVICEMEN IN THIS RECRUITMENT.**

### **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 25<sup>th</sup> 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 1<sup>st</sup> 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”.

#### **GENERAL CONDITIONS FIXED BY THE COMMISSION**

- ✓ 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](http://www.wbssc.gov.in) either by the candidate or by the authorised staff of Sahaj Tathya Mitra Kendras, bearing a unique number and bar 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 venue 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 shall 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 (AADHAR 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 venue supervisor / invigilator of the examination venue. 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 venue supervisor of the examination venue 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.
- ✓ Canvassing in any form will disqualify the candidate immediately.

**Secretary cum Controller of Examinations  
West Bengal Staff Selection Commission**