

EMPLOYMENT NOTIFICATION NO. 09/PRD/XXIII-04/2016

DATE : 07/12/2016

<b>RECRUITMENT TO VARIOUS POSTS AT GRAM PANCHAYAT LEVEL IN PURBA MEDINIPUR DISTRICT</b>
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Applications in prescribed format are invited from Indian citizen as defined in Part-II of the Constitution of India for recruitment to different posts at Gram Panchayat level under Purba Medinipur District. Willing candidates shall be required to apply online in the website <http://www.purbamedinipur.gov.in> on or before the closing date i.e 23<sup>rd</sup> December, 2016 with the relevant particulars like names of the posts, qualification, age against approximate vacancy position under each category of posts as stated in the following paragraphs. Change, if any, in number of vacancies will be notified in due course of time. A candidate must go through the instructions thoroughly and carefully before submitting online application. Any omission/suppression of information shall be liable to rejection of application or candidature at any stage of the process without any further intimation.

The conditions so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by the District Level Selection Committee, Purba Medinipur. All appointments will initially be made on a temporary basis.

**Opening date for online Application = 08.12.2016 ( Eighth December Two Thousand Sixteen )**

**Last Date of On-line Registration of Application is 23<sup>rd</sup> December, 2016 ( Twenty Third December Two Thousand Sixteen )**

Please see “How To Apply” before filling up the application format.

**Particulars :**

Sl No. of the Post	Name of the Post	Eligibility Criteria		Approximate No. of Vacancies	Scale of Pay
		Essential	Age		
01	Nirman Sahayak	a) Must be a citizen of India as defined in part II of the Constitution of India. and b) Must have a Diploma in Civil Engineering from any Institute recognized by the State Government or the Central Government. c) <b>Physically handicapped persons are not eligible for the post.</b>	Age as on 01/01/2016 :: GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs Age relaxation for the Ex-servicemen candidates will be as per rules calculated on the basis of the tenure of service rendered (P&RD No. 2514/DP/2E-19/98 dated 29.11.1999	Total – 07 UR – 02 UR(EC) - 01 OBC-A – 01 OBC-B-01 SC – 01 SC(EC)-01	Pay Band-4 Rs.9000 - Rs.40500 plus Grade Pay Rs. 4400 and other allowances will also be admissible as per Government Orders in force.

Sl No. of the Post	Name of the Post	Eligibility Criteria		Approximate No. of Vacancies	Scale of Pay
		Essential	Age		
02	Gram Panchayat Secretary	<p>a) Must be a citizen of India as defined in part II of the constitution of India.</p> <p>and</p> <p>b) Must have passed Madhyamik Examination from WBBSE or its equivalent examination from any recognized Board or Council or recognized University.</p> <p>c) Physically handicapped persons are not eligible for the post.</p>	<p>Age as on 01/01/2016 ::</p> <p>GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs</p> <p>Age relaxation for the Ex-servicemen candidates will be as per rules calculated on the basis of the tenure of service rendered (P&amp;RD No. 2514/DP/2E-19/98 dated 29.11.1999</p>	<p><b>Total – 76</b> UR – 22 UR(EC)-13 UR(Ex-Serviceman)-03 UR(Meritorious Sportsperson) -02 SC – 12 SC (Ex-Serviceman)-01 SC(EC)-04 ST – 04 ST(EC)-01 OBC-A – 05 OBC-A(EC)-03 OBC-B – 04 OBC-B(EC)-02</p>	<p>Pay Band-2 Rs.5400 - Rs.25200 plus Grade Pay Rs. 2600 and other allowances will also be admissible as per Government orders in force</p>

(\* UR-Unreserved, SC-Schedule Caste, EC-Exempted Category, ST-Schedule Tribe, OBC-Other Backward Class)

**:: NOTE ::**

**The vacancies as stated above are provisional and subject to change in course of time.**

Conditions of recruitment will be guided by the provisions of the West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules, 2007 & West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007 and subsequent amendment thereof.

Intending candidates must possess qualification as stated above **on or before the date of publication of the advertisement.**

**Date of Birth as recorded in Madhyamik or Equivalent admit card / certificate will only be accepted.**

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 shall be summarily rejected.

Vide notification no. 12/PRD/XXIII-4/2014 dated 26.11.2014 the vacancy of 07 (seven) no. of Nirman Sahayak posts were declared. All the applications received against the previous Notification remain valid and will be included alongwith the fresh applications for this 7 (seven) no. declared vacancies of Nirman Sahayak during the process of selection.

## RESERVATION

- ✓ The benefits for reservation of vacancies and age concession for SC, ST, OBC-A, and OBC-B candidates are admissible to SC, ST, OBC-A, and OBC-B candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above and Ex-Serviceman.
- ✓ Before final selection, shortlisted candidates belonging to the SC, ST, OBC-A, and OBC-B category will be directed to furnish original certificate issued by a competent authority of West Bengal as laid down in the West Bengal Schedule Castes and Schedule Tribes (Identification) Act, 1994 and SC and Tribal Welfare Department order no. 261-PW/EC/MR-103/94 dated 06/04/1995, for verification of testimonials in support of their claim.
- ✓ SC, ST, OBC-A, and OBC-B candidates of other states will be treated as General Candidates.
- ✓ The benefits of reservation are also available for the meritorious sportsperson.
- ✓ 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 and verification.
- ✓ Similarly the Ex-Serviceman candidates shall have to produce relevant documents, in original, in support of their claim in reservation as well as age relaxation at the time of verification.
- ✓ No claim for being a member of SC/ST/OBC-A/OBC-B 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/OBC- A/OBC-B /Meritorious Sportsperson must have a certificate in support of his/her claim from a Competent Authority as specified below :-
  - For **SC/ST/OBC-A/OBC-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 06.04.1995] :-
    - [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 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.

**Candidates sponsored through Employment Exchange will also be allowed for the examination.**

**For Exempted Category Candidates:** Names of Exempted Category Candidates shall be obtained by DLSC directly from the Exempted Category Cell under the Directorate of Employment, West Bengal to fill up the vacancies meant for Exempted Category candidates in terms of provision of point No. 6 as laid down in the Notification issued by Labour Department vide No. 50-Emp/1M-25/98 dated, Kolkata, the 1<sup>st</sup> March, 2011. **Hence no application from Exempted Category Candidates shall be entertained directly through online submission.**

**For Ex-Serviceman Candidates :** Names of Ex-Serviceman shall be obtained both from Zilla Sainik Board as well as through online application for filling up the vacancies meant for Ex-Serviceman.

## **MODE OF APPLICATION**

### **Online Application**

- 1] Candidates shall apply for any post, if eligibility criteria fulfil, by submitting their applications in prescribed format in the website [purbamedinipur.gov.in](http://purbamedinipur.gov.in) through online submission by filing up their basic information including scanned photograph.
- 2] Applicants are required to upload scanned copy of their recent colour passport size photograph within stipulated space and size.
- 3] A flow chart on "How to apply" is placed in the online application site following which only, the applicant have to fill up the online form.
- 4] No application form without the unique registration number shall be accepted by the selection committee.
- 5] This registration number should be preserved by the applicant for any future reference and generation of Admit Card etc.
- 6] After filling up and submission of the application form properly, a print out of the same must be kept by the candidate for future reference.
- 7] Last date of online submission of the application is 23<sup>rd</sup> December, 2016.
- 8] Separate online application has to be made for each category of post alongwith scanned copy of their recent passport size colour photograph.
- 9] There shall be no provision for submission of hard copy of the application form directly to this office either physically or by post / courier service. All particulars regarding eligibility as well as stated in the application will be verified at a later stage.

### **Grounds of Rejection of Application Form**

- 1] Any application form which does not fulfil the eligibility criteria for the particular post shall be rejected.
- 2] Any application form without the signature and photograph of the applicant shall be rejected.
- 3] Any application form which is incomplete in nature shall be rejected.
- 4] Any application form without the unique registration number generated by the authority shall be rejected.
- 5] The application form received other than online shall be rejected.

## **Generation of Admit Card**

- 1] The District Level Selection Committee, Purba Medinipur is publishing the notification stating the date and time of Written Examination and it will be available in the website [purbamedinipur.gov.in](http://purbamedinipur.gov.in).
- 2] As soon as the fresh notification is published through website on generation of Admit Card, the applicant will have to generate the Admit Card by putting his/her **own name along with his/her date of birth** in the respective place.
- 3] After generation of the Admit Card, a print out is to be taken. Single Admit Card can be generated.
- 4] The lower part of the Admit Card is to be signed by the applicant in presence of the invigilator on the day of examination and to be handed over to the invigilator.
- 5] The candidate shall have to bring with him/her any photo identity document viz. EPIC, PAN Card, Passport, UID (AADHAR CARD), Admit Card/Certificate of Madhyamik or equivalent with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate / any other photo identity card issued by the competent Govt. Authority.
- 6] Candidate without Admit Card and any photo identity document as mentioned above shall not be allowed to enter the examination hall.

## **MODE OF EXAMINATION**

<b>Part-I</b>	<b>:</b>	<b>Written Examination</b>	<b>:</b>	<b>(85 marks)</b>
<b>Part-II</b>	<b>:</b>	<b>Viva Voce Test</b>	<b>:</b>	<b>(15 marks)</b>

- 1) Candidates will be shortlisted for Viva-Voce test from the list prepared on the basis of written examination subject to fulfilment of minimum qualifying marks in written examination as fixed up by the DLSC.
- 2) The successful candidates of the posts for which computer knowledge is essential or desirable, shall have to undergo a Computer Test at the time of Viva-Voce. The candidates appearing in the Viva-Voce test have to undergo a test on computer test comprising of [ MS Word, MS Excel and MS Power Point etc.]
- 3) **Duration of Written Examination will be of 1:30 Hours (One and Half Hours) on a same date for all the declared posts.**  
So, the candidate have to prepare and attend the test for a single post only against multiple applications, if not otherwise decided.

## DISTRIBUTION OF MARKS

Name of the Posts	Marks Distribution		
	Written Examination	Viva-Voce Test	Total Marks
Nirman Sahayak of Gram Panchayat	Total Marks : 85	Total Marks : 15 Marks	100
Gram Panchayat Secretary	Total Marks : 85	Total Marks : 15 Marks	100

## SYLLABUS FOR PART – I (WRITTEN EXAMINATION)

Name of the post	Syllabus for Written Examination
Nirman Sahayak	Engineering (Civil) : 65 marks English : 13 marks (Madhyamik Standard) General Knowledge : 07 marks
Gram Panchayat Secretary	English : 25 marks (General Academic Standard of MP or equivalent examination) Bengali : 25 marks (General Academic Standard of MP or equivalent examination) Arithmetic : 25 marks (General Academic Standard of MP or equivalent examination) General Knowledge : 10 marks (Emphasis on rural life & rural development)

1.	For generation of Admit Card, Date of written examination & follow-up action.	Please follow newspaper and our website <a href="http://purbamedinipur.gov.in">purbamedinipur.gov.in</a> from time to time.
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## GENERAL CONDITIONS FIXED BY THE COMMITTEE::

- Application may be submitted only through online mode and printout of online application may be preserved for future reference.
- Defective/ incomplete applications will be summarily rejected.
- Admission to the examination will be subject to verification of eligibility. 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 in to the examination venue and rejection of candidature without giving him/her opportunity of being heard. The photo identity cards to be accepted by the committee 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 photo copies for verification, failing which their candidature shall be rejected without any further communication.
  - Candidates must abide by the instruction 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 committee may deem fit to impose.
  - A candidate who has been reported against by the supervisor/invigilator of the examination centre for violation of norms of examination hall shall be punished with cancellation of candidature and will also be debarred from appearing at future examinations/selections as may be decided by the committee depending on the circumstances / gravity of the case.
  - Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall is **STRICTLY PROHIBITED**. Use of the same will lead to cancellation of candidature without giving an opportunity of being heard.
  - Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlist support for his/her application through persons, officials of Government, or agencies will disqualify him/her for appointment. Specific recommendations from persons interested in the candidates, or otherwise known to them will be disregarded and will render the candidates ineligible.
  - The final merit list will be prepared on the basis of total marks obtained in the Written Examination including practical test (where applicable) and the Viva- Voce test.




**PARTICULARS WHICH ARE TO BE VERIFIED DURING FILLING UP OF APPLICATION ::**

- **For Date of Birth of the candidate :** Admit Card of Madhyamik or Equivalent Examination or Certificate of Madhyamik or Equivalent Examination.
- **For Academic Qualification of the Candidate :** The mark sheet/Certificate of candidate issued by the recognised Board/Council/University in original is to be verified.
- **For Technical Qualification of the Candidate :** The mark sheet/Certificate of candidate issued by recognised Board/ Council/ University/any institute recognized by the state or Central Government or State Council of technical Education or All India Council of Technical Education.
- **Photograph :** Any photo identity documents viz. EPIC, PAN Card, Passport, Admit Card/Certificate of Madhyamik or equivalent with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. Authority.
- **For Caste :** Caste Certificate issued by the SDO concerned in all districts and in respect of 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 Meritorious Sportspersons:** Certificate issued by the Secretary of the National Federation/ National Association/ State Association of the Sports concerned. Dean/Director of Sports or other officer in overall charge of sports of the University concerned. Director or Deputy Director in overall charge of Sports/Games for Schools in the Directorate of School Education, West Bengal.
- **For Ex-Serviceman:** The Identity Card issued by the respective Zilla Sainik Board.

Note :: (If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any others issues directly related with this notification will be brought to the notice of candidates in manner as decided by the District Level Selection Committee.)

By order,

  
District Magistrate, Purba Medinipur  
&  
Chairperson,  
District Level Selection Committee

  
06/12/16