

# WEST BENGAL BOARD OF SECONDARY EDUCATION

## Advertisement No. 1/2010

Applications in the prescribed format given below, are invited from Indian Citizens and such other nationals as are declared eligible by Govt. of India for recruitment to the under mentioned posts. All posts are permanent.

Post code	Name of the post	No. of vacancies	Reservation	Pay Band With Grade Pay
01	Asst. Grade	60	Reservation of vacancies in each category of post shall strictly be maintained as per reservation norms of the Govt. of West Bengal	PB-2 (7,200-25,400 with GP-3,300)
02	Group-D	55		PB-1 (5,400-18,600 with GP-1,800)
03	Guard	23		PB-1 (5,400-18,600 with GP-1,800)
04	Computer Asst.	14		PB-2 (7,200-25,400 with GP-3,300)
05	System Manager	6		PB-2 (7,200-25,400 with GP-4,100)
06	Driver	2		PB-1 (5,400-18,600 with GP-2,900)
07	Law Asst.	2		PB-2 (7,200-25,400 with GP-4,100)
08	Caretaker	1	The post is reserved for SC	PB-2 (7,200-25,400 with GP-4,100)
09	Librarian	1	The post is reserved for SC	PB-2 (7,200-25,400 with GP-4,100)
10	Proof Reader	1	The post is reserved for SC	PB-2(7,200-25,400 with GP-4,100)
11	Sweeper	1	The post is reserved for SC	PB-1 (5,400-18,600 with GP-1,800)

**N.B. ABILITY TO READ, WRITE AND SPEAK IN BENGALI IS AN ESSENTIAL QUALIFICATION FOR RECRUITMENT TO ALL POSTS (EXCEPT SWEEPER) MENTIONED ABOVE. HOWEVER THIS IS NOT APPLICABLE FOR NEPALI SPEAKING CANDIDATES FROM THE HILL AREAS OF THE DISTRICT OF DARJEELING. THIS MAY BE TESTED AT THE TIME OF INTERVIEW.**

### Eligibility Criteria :-

**Asst. Grade:** - i) A pass in Madhyamik Examination of the WBBSE or its equivalent  
ii) Acquisition of computer literacy  
iii) Experience in clerical work in any reputed organization is desirable.

**Group-D:** i) A pass in Class VIII standard from a recognized institution  
ii) Good Physique  
iii) Experience in similar type of work in any reputed organization is desirable.

- Guard :-**
- i) A pass in Class VIII standard from a recognized institution
  - ii) Good Physique
  - iii) Experience in similar type of work in any reputed organization is desirable.
- Computer Asst.:-**
- i) A pass in Madhyamik Examination of the WBBSE or its equivalent
  - ii) Having a certificate on computer application/operation from a Govt. Registered institution
  - iii) Experience in operating computers in any reputed organization is desirable.
- System Manager:-**
- i) BCA or equivalent academic qualification from a recognized university/ institution
  - ii) Experience in Relational Database Management System and Application software ie Oracle, SQL Server, My SQL, D2K, VB, .NET, ASP etc. in any reputed organization is desirable.
- Driver: -**
- i) A pass in Class VIII standard from a recognized institution
  - ii) Holder of a valid license for driving Light, Medium and Heavy vehicles
  - iii) A working knowledge in Motor Mechanism
  - iv) Sound health, good physique & good eyesight.
  - v) Experience in driving Light, Medium and Heavy vehicles in any reputed organization is preferable.
- Law Asst.:-** Law graduate from a recognized University preferably having 3 years work/ practicing experience. Must be comfortable, in use of computer.
- Caretaker: -**
- i) Diploma in Civil Engineering from a Recognized Institution.
  - ii) Experience in similar type of work is preferable.
- Librarian: -**
- i) Graduate of a recognized University
  - ii) Degree / Diploma in Library Science.
  - iii) Should have thorough knowledge and experience in software based library operation, management and networking.
- Proof Reader: -**
- i) A pass in Madhyamik Examination of the WBBSE or its equivalent
  - ii) Experience as a Proof Reader of both Bengali and English manuscript. Knowledge in Hindi is desirable.
- Sweeper :-**
- i) Good physique
  - ii) Aptitude and capability of performing the duties of the post.
  - iii) Experience in same nature of job is desirable

**Age-** Not less than 18 years and not more than 37 years on the 1<sup>st</sup> day of January, 2010. The benefits of reservation of vacancies and upper age concession upto 5 years are admissible only to SC and ST candidates of West Bengal and upto 3 years to OBC candidates of West Bengal and upto 8 years for persons with disabilities having disability of 40% and above as per Govt. Rules. SC, ST and OBC candidates of other States

may apply for unreserved vacancies as General candidates. Proof of belonging to a SC or ST or OBC or persons with disability must be submitted along with the application form and no claim in this regard will be entertained afterwards. Upper age limit is also relaxable for Ex-Servicemen who have put in not less than six months' continuous service in any rank (whether as a Combatant or as a Non-Combatant) in the Armed Forces of the Union. For such Ex-Servicemen the upper age limit is relaxable by three years more than the period of his service in the Armed Forces. The upper age may also be relaxed upto 8 years by the competent authority in case of exceptionally experienced and deserving candidates.

**FEE :** Applicants to the posts bearing post code number 1,4,5,7,8,9&10 must enclose with their application a fee of **Rs.160/- (Rupees one hundred and sixty)** only and applicants to the posts bearing post code number 2,3,6 & 11 must enclose with their application a fee of **Rs.110/- (Rupees one hundred and ten)** only by Bank Draft, which **MUST BE PURCHASED FROM ANY NATIONALISED BANK ON A DATE AFTER PUBLICATION OF THIS ADVERTISEMENT**, in favour of **"RBI Kolkata A/C. West Bengal Board of Secondary Education Fund"**. No application will be considered unless accompanied with the requisite application fees. Candidates belonging to S.C./S.T. of West Bengal and persons with disabilities specified under Persons with Disabilities Rules, 1999 **are required to pay fifty percent of the prescribed fee only**. The application of such candidates will not be accepted if the same is not accompanied with the attested copy of S.C./S.T./Persons with Disabilities certificate. Such reduction of fees is, however, not applicable to any O.B.C. candidate. No claim for refund of the fee will be entertained nor will it be held in reserve for any other examination.

## **INFORMATION**

1. Candidates who wish to apply for more than one category of posts should submit separate application along with requisite fees for each.
2. All the degrees/diplomas/certificates mentioned in the advertisement must have been obtained from recognized Universities/Institutions with appropriate equivalence certificate if necessary.
3. The WBBSE reserves the discretion of conducting screening test with a view to short listing candidates for interview in each category of post.
4. In cases where no Division/Class is awarded and only grading is done, exact percentage of marks and conversion formula adopted are to be mentioned with documentary evidence.
5. Besides pay, the posts carry allowances as admissible.
6. The benefits of reservation of vacancies and upper age concession upto 5 years are admissible only to S.C. and S.T. candidates of West Bengal and upto 3 years to O.B.C. candidates of West Bengal. **S.C., S.T. and O.B.C. candidates of other States shall be treated as general candidates**. Such benefits are also available upto 8 years for Persons with Disabilities and also for exceptionally experienced and deserving candidates. **ATTESTED COPY OF S.C. / S.T. / O.B.C. / PERSONS WITH DISABILITY CERTIFICATE/ EXPERIENCE CERTIFICATE MUST BE SUBMITTED ALONG WITH THE APPLICATION FORM AND NO CLAIM IN THIS REGARD WILL BE ENTERTAINED AFTERWARDS.**
7. If at any stage even after issue of a letter of recommendation for appointment a candidate is found ineligible in terms of the advertisement his/her candidature will be cancelled without further reference to him/her.
8. Applications **MUST** be sent through registered post to the **Secretary, West Bengal Board of Secondary Education, 77/2, Park Street, Kolkata-700016** superscribing on the envelope **" (i) Advertisement No. (ii) Post Code & (iii) Name of the post applied for"** so as to reach him **on or before the closing date. The Board shall not be responsible for any postal delay.**
9. Completed application must be submitted along with the copies of the following documents attested by competent authority or self-attested:
  - (i) Madhyamik or equivalent certificate. (ii) Attested copy of S.C./S.T./O.B.C./Persons with Disability certificate issued by competent authority. (iii) Self -attested Marksheets and certificates for each examination passed. (v) Experience certificate, if any.
10. **APPLICATION FORMS, NOT PROPERLY FILLED IN OR INCOMPLETE IN ANY RESPECT OR WITHOUT REQUISITE DOCUMENTS WOULD BE SUMMARILY REJECTED.**

11. **SUBMISSION OF MORE THAN ONE APPLICATION FOR A PARTICULAR CATEGORY OF POST IS STRICTLY FORBIDDEN.**
12. One stamped (of Rs.5/- denomination) self-addressed envelope must be enclosed with the application.
13. Three copies of recent passport size **PHOTOGRAPH** of the candidate with his/her full signature thereon should be enclosed with the application.
14. **CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.**
15. **Candidates may obtain the details of the post, information and Application Format through the WBBSE's Website at <http://www.wbbse.org>**
16. **CLOSING DATE FOR RECEIPT OF APPLICATION : The 22<sup>nd</sup> day of December, 2010.**
17. **CANDIDATES MUST FULFIL THE ESSENTIAL QUALIFICATIONS BY THE CLOSING DATE.**
18. Candidates in service of Govt. , a local or Statutory Body should apply through proper channel.

Dated , Kolkata  
The 3<sup>rd</sup> December, 2010

**Secretary**  
West Bengal Board of Secondary Education

# Advertisement No. 1/2010

## APPLICATION FORMAT WEST BENGAL BOARD OF SECONDARY EDUCATION KOLKATA – 700 091

(Closing date for receipt of Application: **22<sup>nd</sup> day of December, 2010.**)

Roll No.
(Space for office use)

Space for pasting recent passport size (3.5cm x 3.5cm) <b>PHOTOGRAPH</b> of the candidate with his/her full signature thereon. Also put in full signature in the space provided below. The space provided below must not be covered by the photograph.

### CAUTION

(i) A candidate must consult the “**Information**” available with advertisement, then use the prescribed application format and fill in the application form correctly against all the items in his/her own handwriting with ball point pen of black ink and furnish required particulars/documents. If any item(s) of the application is considered inapplicable to the candidate he/she should write ‘**NOT APPLICABLE or (N.A.)**’ against the particular item(s) and in any case **no item of the application should remain unfilled however** applicants to the post of **sweeper** are not required to fill up item no.11,12 &13.

(ii) Correction/overwriting, if any, should be accompanied by signature of the candidate.

(iii) *In case the application is not filled in accordance with the above instructions or any of the required documents is not enclosed, it will be treated as incomplete/defective and summarily rejected.*

**Note :** Keeping the application form in front, the particulars/documents are to be stitched with the application securely in the following sequence – Bank Draft, in original Attested or Self-certified photocopies of (1) Madhyamik or equivalent qualification cert., (2) Age proof certificate, (3) Attested photocopy of SC/ST/OBC/PH/Ex-Serviceman certificate (if applicable), (4) Citizenship Certificate (for candidates acquiring citizenship by registration), (5) Certificate regarding basic knowledge of computer operation from a recognized Institute/Institute of repute (if applicable), (6) Experience Certificate, if any, (7) One stamped (of Rs.5/- denomination) self-addressed envelope & (8) Three copies of recent passport size **PHOTOGRAPH** of the candidate with his/her full signature thereon.

1. Name in full (IN CAPITAL LETTERS) :

2. (a) Name of post applied for (IN CAPITAL LETTERS):

(b) Post Code :

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3. (a) Bank Draft : R\_\_\_\_\_ No. \_\_\_\_\_ date \_\_\_\_\_

(b) Name of issuing Bank with Branch :

4. a) Candidate belongs to category :    Genl.    SC    ST    OBC-A    OBC-B

(Put a ‘√’ mark in appropriate box. SC/ST/OBC candidates not belonging to the State of West Bengal should indicate their community as ‘General’.)

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[If SC/ST/OBC, ATTACH ATTESTED OR SELF-CERTIFIED COPY OF CERTIFICATE]

- b) Sex :  Male  Female  
(Put a '✓' mark in appropriate box)
5. a) Date of birth : Day Month Year  
(Attach self-certified or attested photo-copy of age-proof certificate)
- b) Age as on 1<sup>st</sup> January, 2010 : .....years ..... month(s) ..... day(s)
- c) Whether relaxation of upper age limit is required (Write 'Yes' or 'No' in the box) :
- d) If yes,, Indicate ground for relaxation :  SC/ ST  OBC  Person with Disability  Ex-service man  Exceptionally experienced  
(Put a '✓' mark in appropriate box)
6. (a) Whether you are a person with disability :   
(Write 'Yes' or 'No' in the box)  
(IF YES, ATTACH ATTESTED PHOTO COPY OF CERTIFICATE)
- (b) Indicate category of disability :  One leg  both legs  one arm  partially deaf (with suitable aid)  partially blind  
(Put a '✓' mark in appropriate box)
7. Are you an Ex-Serviceman (yes /no) :
8. (a) Whether a citizen of India (Yes / No) :
- (b) If Citizen by registration, write 'Yes' in the box and attach attested or self-certified copy of certificate. :
9. (a) Complete Postal Address for correspondence including the name of Post Office, Sub-Division, District and Pin Code (IN CAPITAL LETTERS) :
- (b) Permanent Address (IN CAPITAL LETTERS) :
10. Father's Name (IN CAPITAL LETTERS) :
11. (a) Mother tongue :
- (b) Do you have the ability to read, write and speak in Bengali (Write 'Yes' or 'No') :
- (c) Whether you are a Nepali speaking person from Hill areas of Darjeeling District (Write 'Yes' or 'No') :

12. Educational Qualification :

[ Attested or self-certified photo copy of certificate must be attached to the application. Attach extra sheet if necessary ].

Name of Examination	Year of passing	Board/University	Subjects taken	Division/ Class

13. Do you possess basic knowledge of computer operation? :

Yes

No



(Put '√' mark in the appropriate box)

[ Attach attested or self-certified photocopy of certificate Issued by a recognised Institute/Institute of repute ]

14. Experience, if any :

(attach extra sheet, if necessary)

**N.B:** Applicants to the post of **sweeper** are not required to fill up item no.11,12 &13.

## D E C L A R A T I O N

I hereby declare that (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false my candidature is liable to be cancelled.

\* (b) (Only for candidates serving under Govt./Statutory body/Govt. undertaking) I have informed the Head of my office/Department in writing that I am applying for this post.

\*Strike out if not applicable.

**Date:**.....

**Place:**.....

.....

Signature of the candidate in full

(Writing of name in block letter shall not be treated as signature)

**N.B :** Candidate should fill in the Application form in his/her own handwriting. INCOMPLETE APPLICATION OR APPLICATION WITH DEFECT IN ANY RESPECT OR WITHOUT REQUISITE DOCUMENTS WILL BE SUMMARILY REJECTED.