

PUBLIC SERVICE COMMISSION, WEST BENGAL

Advertisement No. 5/2012

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 undermentioned posts. Posts at Sl. No. 2, 5, 6, 7 & 8 are temporary (likely to be permanent). All other posts are permanent.

N.B. : ABILITY TO READ, WRITE AND SPEAK IN BENGALI IS AN ESSENTIAL QUALIFICATION FOR RECRUITMENT TO ALL POSTS AND SERVICES MENTIONED BELOW. PROVIDED THAT THE SAID COMPULSORY REQUIREMENT OF KNOWLEDGE IN BENGALI IS NOT APPLICABLE FOR NEPALI SPEAKING CANDIDATES FROM THE HILL AREAS OF THE DISTRICT OF DARJEELING UNLESS MENTIONED OTHERWISE AGAINST ANY PARTICULAR POST(S). THIS WILL BE TESTED AT THE TIME OF INTERVIEW.

1. PROGRAMME OFFICER UNDER INFORMATION & CULTURAL AFFAIRS DEPARTMENT,
WEST BENGAL :- 2 (TWO) (1 Reserved for S.C.)

PAY : Rs.9,000/- - Rs.40,500/- with Grade Pay Rs.4,700/-.

QUALIFICATIONS: a) **Essential:** i) Honours Degree from a recognised University (ii) 5 years experience in handling and representation of Programme relating to music or drama or dance or painting and sculpture (iii) Diploma or Certificate in Computer Application from a recognised Institution.

(b) **Desirable :** (i) Personal contribution in one of the fields of music, dance, drama and painting and sculpture. (ii) Adequate experience of organizing Public entertainment and Public relations.

AGE : Not more than 35 years on 01.01.2012, relaxable for candidates having higher qualifications and/or longer experience and for persons already in Government Service.

2. SUB-DIVISIONAL INFORMATION AND CULTURAL OFFICER UNDER THE DEPARTMENT OF INFORMATION AND CULTURAL AFFAIRS, WEST BENGAL :- 8 (EIGHT) [1 Reserved for OBC-A, 2 for SC & 1 for ST]

PAY : Rs.9,000/- - Rs.40,500/- with Grade Pay Rs.4,700/-.

QUALIFICATIONS: **Essential:** i) A degree from a recognised University. (ii) Degree or Diploma in Journalism/ Mass Communication/Public Relations. (iii) Thorough acquaintance with the rural life of West Bengal (with the life of the people of Darjeeling – in the case of Hillmen). (iv) Ability to address gathering in Bengali (Nepali or any other Gorkhali Language in the case of Hillmen).

AGE : Not more than 32 years on 01.01.2012.

3. AGRICULTURAL MARKETING OFFICER (JUTE GRADING) UNDER THE WEST BENGAL JUNIOR AGRICULTURAL SERVICE (MARKETING) :- 2 (TWO)

PAY : Rs.9,000/- - Rs.40,500/- with Grade Pay Rs.4,700/-

QUALIFICATIONS: **Essential:** i) B. Sc. with Agriculture or B.Sc. with Diploma in Jute Technology from a recognised University or Institute or B.Sc. from a recognised University with 2 years' experience in Jute Grading works under an organization of repute dealing with Jute Marketing or under a licensed Baler.

AGE : Not more than 32 years on 01.01.2012, relaxable for persons having higher qualifications and/or longer experience than those prescribed.

4. SUB-EDITOR FOR BENGALI AND ENGLISH LANGUAGE UNDER THE DEPARTMENT OF INFORMATION AND CULTURAL AFFAIRS, WEST BENGAL : 1 (ONE) (Reserved for S.T.)

PAY : Rs.9,000/- - Rs.40,500/- with Grade Pay Rs.4,400/-.

QUALIFICATIONS: a) **Essential:** i) An Honours Degree from a recognised University. (ii) 3(three) years' experience as Sub-Editor or working Journalist in any media house of repute; or 3 (three) years' experience as Mass Communication Practitioner in the Public relations Wing of Govt., Semi Govt. Organization or/and Corporate House or reputed Advertisement Agencies with experience of bringing out house Journals and Publicity materials in Print Media. (iii) Knowledge, experience and ability to prepare original manuscript in English and Bengali and reproductions of Illustrations. (iv) Knowledge, Experience and ability to translate from English to Bengali and Vice-versa. (v) Thorough knowledge and ability of proof reading in English and Bengali. (vi) Knowledge, experience and ability to undertake and supervise computer aided page designing.

(b) **Desirable :** (i) A degree or diploma or certificate in Computer Operation with knowledge in Page maker or Corel draw or Free hand and Photoshop. (ii) A degree or diploma in Journalism or Mass Communication or Public Relations.

AGE : Not more than 35 years on 01.01.2012, relaxable at the Discretion of the P.S.C., W.B., for candidates having higher qualifications and/or longer experience than those prescribed in the rules.

5. **INSPECTOR OF LEGAL METROLOGY, UNDER CONSUMER AFFAIRS DEPARTMENT IN THE WEST BENGAL GENERAL SERVICE :- 39 (THIRTY-NINE) [8 reserved for SC, 3 FOR S.T., 4 FOR OBC-A, 2 FOR OBC-B & 1 FOR P.D. (Hearing Impairment)]**

PAY : Rs.9,000/- - Rs.40,500/- with Grade Pay Rs.4,400/-.

QUALIFICATIONS: Essential: i) Degree of a recognised University in Science (with Physics as one of the subjects) or Technology or Engineering or a recognised Diploma in Engineering.

N.B. : A candidate appointed to the post of Inspector of Legal Metrology shall have to complete successfully the Basic Training Course at the Indian Institute of Legal Metrology established by the Central Government under Section 76 of the Standards of Weights and Measures Act, 1976 (60 of 1976), before he is being considered for confirmation to the post.

AGE : Not more than 32 years on 01.01.2012.

6. **LIBRARIAN IN GOVT. LIBRARIES HAVING THE STATUS OF DISTRICT OR CENTRAL LIBRARY UNDER THE DEPARTMENT OF MASS EDUCATION EXTENSION AND LIBRARY SERVICES : 1(ONE)**

PAY : Rs7,100/- - Rs.37,600/- with Grade Pay Rs.4,100/-.

QUALIFICATIONS: a) Essential:

- i) A Master's Degree in Library Science of a recognised University or equivalent;
OR

A Second Class Master's Degree in any subject other than Library Science of a recognised University and a Bachelor's Degree in Library Science of a recognised University or equivalent.

- (ii) 2 years experience in Library Work in a Public or an Institutional Library of repute.

(b) Desirable : Knowledge of Audio-Visual methods.

AGE : Not more than 35 years on 01.01.2012, relaxable upto 45 years for highly qualified and experienced candidates and for persons holding substantive appointment under the Government.

7. **ASSISTANT DISTRICT LIBRARY OFFICER UNDER THE DEPARTMENT OF MASS EDUCATION EXTENSION AND LIBRARY SERVICES : 1 (ONE)**

PAY : Rs7,100/- - Rs.37,600/- with Grade Pay Rs.4,100/-.

QUALIFICATIONS : (a) Essential :

- i) Master's Degree in Library Science of a recognised University or its equivalent
OR

Master's Degree of a recognised University with a Bachelor's Degree in Library Science of a recognised University or its equivalent.

- (ii) 1(one) year experience in Administration, Management, Promotion and Development of Library Services/System in a responsible capacity or teaching in Library Science in a recognised Institution.

(b) Desirable :

- (i) Knowledge in Computer Science.
(ii) Capacity of Touring in different districts of West Bengal.

AGE : Not more than 37 years on 01.01.2012.

8. **MOTOR VEHICLES INSPECTOR (NON-TECH.) UNDER TRANSPORT DEPARTMENT, GOVERNMENT OF WEST BENGAL :- 18 (EIGHTEEN) [1 Each reserved for OBC-A & OBC-B, 3 for S.C., 1 for S.T., 2 for P.D. (1 each for Hearing Impaired & Locomotor Disability OR Cerabral Palsy)].**

PAY : Rs7,100/- - Rs.37,600/- with Grade Pay Rs.3,900/-.

QUALIFICATIONS: Essential: i) A degree of a recognised University. (ii) Candidates should fulfil the minimum physical standard as prescribed below :- **Height** - 170 Cms.,

160 Cms. (for Hillmen & Tribal candidates)

Chest - 86 Cms. (after expiration)

81 Cms. (after expiration) [for Hillmen & Tribal candidates]

Desirable : Knowledge of Driving & Motor Mechanism.

AGE : Not more than 32 years on 01.01.2012, relaxable for otherwise well qualified and experienced candidates and for persons holding substantive appointment under the Transport Department.

FEE : Candidates must enclose with their application a fee of Rs.160/- (Rupees one hundred and sixty) only for any of the posts by Indian Postal Order which MUST BE PURCHASED ON A DATE AFTER PUBLICATION OF THIS ADVERTISEMENT and crossed and endorsed to the Secretary, Public Service Commission, West Bengal, or by a receipted Challan from a Govt. Treasury in West Bengal or the Reserve Bank of India, Kolkata under the head "0051-00-105-State PSC Examination fees-001-Examination fees-16 other fees". The Postal Orders should be made payable at G.P.O., Kolkata. **Money Order, Cheque, Bank Draft, Cash etc. will not be accepted.** 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 not required to pay any fee. 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 exemption of fees is, however, not applicable to any O.B.C. (category 'A' or 'B') 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 alongwith requisite fees for each.
2. The qualifications prescribed in the advertisement are as per the notified recruitment rules issued by Government.
3. All the degrees/diplomas/certificates mentioned in the advertisement must have been obtained from recognized Universities/Institutions.
4. The prescribed 'essential qualifications' are the minimum and mere possession of the same does not entitle applicants to be called in for the interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the applicants the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of either qualifications or experience higher than the minimum prescribed in the advertisement or on the basis of a Screening Test /Written Test .
If sufficient number of candidates with prescribed age limit is available for selection for a particular post, the commission may exercise its discretion not to relax upper age limit of the candidate(s) even if the provision for such relaxation is laid down in the advertised criteria.
5. 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.
6. Where experience of a number of years is prescribed as an item of qualification this would mean only experience/research experience gained in full time employment/research.
[Certificate(s) from the Head(s) of Organisation(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month and year) and indicating basic pay and consolidated pay must be furnished together with applications. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s)].
7. Besides pay, the posts carry allowances as admissible.
8. 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. (category 'A' or 'B') candidates of West Bengal. S.C., S.T. and B.C. candidates of other States may apply for unreserved vacancies as general candidates. Such benefits are also available upto 45 years for Persons with Disabilities. PROOF OF BELONGING TO S.C. OR S.T. OR B.C. OR PERSONS WITH DISABILITY MUST BE SUBMITTED ALONG WITH THE APPLICATION FORM AND NO CLAIM IN THIS REGARD WILL BE ENTERTAINED AFTERWARDS.
9. 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.
10. Applications should be sent to the **Secretary, Public Service Commission, West Bengal, 161-A, S.P.Mukherjee Road, Kolkata – 700026** so as to reach him on or before the closing date. Application may also be submitted personally between 11-00 a.m. and 3-30 p.m. on all working days to the above address of the Commission's office on or before the closing date.

11. Completed application must be submitted along with the copies of the following documents either Self Certified or attested by competent authority:
(i) Madhyamik or equivalent certificate. (ii) S.C./S.T./B.C.(category 'A' or 'B')/Persons with Disability certificate issued by competent authority. (iii) Registration certificate for citizenship (if by registration) as required under item 9(b) of the application. (iv) Marksheet and certificate for each examination passed. (v) Experience certificate.
12. **APPLICATION FORMS, NOT PROPERLY FILLED IN OR INCOMPLETE IN ANY RESPECT OR WITHOUT REQUISITE DOCUMENTS WOULD BE SUMMARILY REJECTED.**
13. **SUBMISSION OF MORE THAN ONE APPLICATION FOR A PARTICULAR POST IS STRICTLY FORBIDDEN. THE CANDIDATURE OF A CANDIDATE WHO SUBMITS MORE THAN ONE APPLICATION FOR ADMISSION TO THE SELECTION PROCEDURE, WILL BE CANCELLED EVEN IF HE/SHE IS ADMITTED TO THE SAME.**
14. Two self-addressed unstamped envelopes and one self-addressed post card should be enclosed with the application.
15. CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.
- 16.. **ALL INFORMATION REGARDING RECRUITMENT TO THE POST WILL BE AVAILABLE, TIME TO TIME, IN THE COMMISSION'S WEBSITE AT <http://www.pscwb.org.in>**
17. **CLOSING DATE FOR RECEIPT OF APPLICATION : 19th June, 2012**
18. CANDIDATES MUST FULFILL THE ESSENTIAL QUALIFICATIONS BY THE CLOSING DATE.

APPLICATION FORMAT
PUBLIC SERVICE COMMISSION, WEST BENGAL
161-A, S.P. MUKHERJEE ROAD, KOLKATA – 700 026

Space for pasting
recent passport
size photograph
duly signed by the
candidate.

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.

1. (a) Name of the post applied for :

(b) Advertisement No. :

(c) Item No. :
- 2 (a)Indian Postal Order/Treasury Challan : Rs-_____ No._____
date _____

Rs-_____ No._____
date _____

(b) Name of issuing Post Office with address :
3. Name in full (in Capital Letters) :
4. Date of birth according to Madhyamik or equivalent examination:
Certificate
5. Sex (Male/Female) :
- 6.(a) (i) Do you belong to S.C./S.T./O.B.C-A/.O.B.C.-B of West Bengal ? :
(State 'Yes' or 'No')
- (ii) If Yes, mention your Community/Category :
[put '✓' mark in the appropriate box]

S.C. S.T. O.B.C.-A O.B.C.-B

(iii) Designation of issuing authority of S.C./S.T./O.B.C. :
Certificate
- (b) Are you a Person with Disability? (State 'Yes' or 'No') :
- (i) If Yes, specify the category of disability :

(c) Are you a Govt Servant ? :
(State 'Yes' or 'No')
7. Postal address in full (in capital letters) to which communication :
should be sent (mentioning Post Office, Sub-Division, District and
PIN CODE).
8. Permanent address (in capital letters) :
9. (a) Whether citizen of India :
(Write 'Yes' or 'No')
- (b) Whether a natural citizen or a citizen by registration. :

10. (a) Father’s Name :
(b) Husband’s Name :

11. Do you claim relaxation of age limit ? (State ‘Yes’ or ‘No’) :
If Yes, state reason :

12. Do you possess qualifications as per advertisement : Yes/No

13. Academic Qualifications (attach extra sheets if necessary)

Name of Examinations passed	Name of Board/University/Institute	Division/Class	Year of passing	% of Marks obtained	Subject(s) taken

14. Research experience, if any (attach extra sheet, if necessary):

15. (a) Do you have the ability to read, write and speak in Bengali :
(Write ‘Yes’ or ‘No’)
(b) Whether you are a person from the hill :
area of Darjeeling District (Write ‘Yes’ or ‘No’)

16. Language(s) known

(a) Spoken :
(b) Written :
(c) Mother Tongue :

17. (a) Were you debarred previously by the Commission from
appearing at any examination/selection? :
(Write ‘Yes’ or ‘No’)

(b) If yes, give details : Year Exam. Roll No.

18. For the Post of Motor Vehicles Inspector (Non- Tech) [Item No. 8] :
Height: c.m.
Chest (after expiration) :
 c.m.

19. Have you at any time been employed :
(Write 'Yes' or 'No')

If yes, give details (attach extra sheet, if necessary) :

Name of Post	Institution/Office where employed	Permanent or temporary	Date of joining (exact date)	Date of leaving (exact date)	Cause of leaving	Pay, basic pay last drawn and total pay

20. Any other relevant information with reference to the :
requirement of the post (attach extra sheet, if necessary)

21. List of documents enclosed :

DECLARATION

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

Note : Copies attested by competent authority or Self Certified copies of the following documents other than item (i) must be attached with the application.

- (i) I.P.O./Treasury Challan in original for **Rs.160/- (Rupees one hundred sixty) only** (for candidates other than S.C /S.T of West Bengal and for Persons with disability);
- (ii) Madhyamik or equivalent certificate;
- (iii) S.C./S.T./B.C./ Persons with Disability certificate;
- iv) Registration Certificate for Citizenship (if by registration) as required under item 9(b) of the application;
- (v) Marksheet and certificate for each examination passed;
- (vi) Experience certificate;
- (vii) For other documents if any with reference to the requirement of the post applied for.