



Government of West Bengal
West Bengal Staff Selection Commission

Applications are invited for:

Two posts of **Cook** (1 SC & 1 Unreserved)

One post of **Baker-cum-Confectioner** (Unreserved)

- for the Governor's (Household) Secretariat, Raj Bhavan, Kolkata.

Visit Commission's website www.wbssc.gov.in for details.

Last Date and time for receiving online application: **5th December, 2014** (upto 4 pm).

Secretary cum Controller of Examinations



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan,
Salt Lake, Kolkata – 700091
www.wbssc.gov.in

ADVERTISEMENT NO. : CB 14

Online Applications are invited from Indian Citizens or such other nationals as are declared eligible by the Govt. of India for recruitment to the following posts at Governor's (Household) Secretariat, Raj Bhavan, Kolkata, selection of which will be made by the West Bengal Staff Selection Commission in terms of section 6 (1) of the West Bengal Staff Selection Commission Act, 2011:-

Name of the Post	Post Code	Name of the Department	No. of Posts	Scale of pay
Baker- Cum - Confectioner (Group – B)	075	Home (Political) Department	1 (Unreserved)	Pay Band - 3 (Rs. 7,100/- – 37,600/-) Grade Pay- Rs. 3,600/-
Cook (Group – C)	125	Home (Political) Department	2 (1 SC & 1 Unreserved)	Pay Band - 2 (Rs. 5,400/- – 25,200/-) Grade Pay- Rs. 2,300/-

NOTE - I: Vacancies as stated above is purely provisional and subject to change. Conditions of recruitment to Group C posts will be guided by the provisions of the **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. Refer Recruitment Rules under "Commission" in the website for details.

ELIGIBILITY CRITERIA/ QUALIFICATIONS

For the post of Baker - cum - Confectioner :-

- Pass in Higher Secondary Examination of the West Bengal Council of Higher Secondary Education or equivalent examination,
- One year trade diploma in Bakery and Confectionery from a recognized institution,
- Two years' experience in a Bakery or Confectionery.

For the post of Cook :-

- i) Pass in Madhyamik or equivalent from any recognized Board.
- ii) One year Diploma in Hotel Management / Hospitality Management / Food & catering technology from any recognized institution.
- iii) Three years working experience as Cook in Govt. department / Public Sector Undertaking / reputed organization.

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 THE 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.

AGE

- **THE AGE OF THE CANDIDATE SHALL BE NOT LESS THAN 18 YEARS AND NOT MORE THAN 40 YEARS ON THE 1st DAY OF JANUARY, 2014.**
- Upper age limit is relaxable by **5 years** for SC and ST candidates of West Bengal, by **3 years** for BC - A and BC - B candidates of West Bengal and **upto 45 years** of age for Persons with Disabilities (having physical disability of at least 40% and above) and **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 OF EXAMINATION

Detailed scheme of examination will be published in Commission's website in due course.

PERIOD OF APPLICATION

APPLICATIONS MAY BE SUBMITTED ONLY THROUGH ONLINE WITH EFFECT FROM THE DATE OF ADVERTISEMENT IN NEWSPAPER & COMMISSION'S WEBSITE www.wbssc.gov.in TO **5TH DECEMBER, 2014 (UPTO 4.00 P.M.)**.

NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE AND TIME OF SUBMISSION OF APPLICATIONS.

EXAMINATION FEES & PROCESSING FEES

The following Examination Fees and / or Processing Fees have been fixed by the Commission for this Examination:-

Sl. No.	Category	Examination Fee	Processing Fee	Total Amount Payable
1	All categories except Scheduled Caste / Scheduled Tribe and Persons with Disabilities (of 40% and above only)	Rs. 200/-	Rs. 20/-	Rs. 220/-
2	Scheduled Caste	Nil	Rs. 20/-	Rs. 20/-
3	Scheduled Tribe	Nil	Rs. 20/-	Rs. 20/-
4	Persons with Disabilities (of 40% and above only)	Nil	Rs. 20/-	Rs. 20/-

- All categories of candidates except Scheduled Caste / Scheduled Tribe / Persons with Disabilities (of 40% and above only) shall pay **Examination fees of Rs. 200/-** and **Processing fees of Rs. 20/-** (**Total amount - Rs. 220/-**) only.
- Candidates belonging to the Scheduled Caste/ Scheduled Tribe / Persons with Disabilities (40% and above only) shall pay **Processing fees of Rs. 20/- only** as they are exempted from paying any Examination fees. However, shortlisted candidates are required to produce their SC/ ST/ Disabilities (40% and above) Certificates issued by the competent authority at the time of verification.
- **NO EXEMPTION OF FEES IS AVAILABLE TO THE SC / ST CANDIDATES OF OTHER STATES.**
- **NEITHER CLAIM FOR REFUND OF THE FEE WILL BE ENTERTAINED NOR WILL IT**

BE RESERVED FOR ANY OTHER EXAMINATION UNDER ANY CIRCUMSTANCES WHATSOEVER.

- ***APPLICATIONS NOT ACCOMPANIED WITH THE REQUISITE EXAMINATION AND / OR 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 online applications –

A) ONLINE SUBMISSION –

Candidates will be able to submit application through Commission's website 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 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 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 Examination fees and / or 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 categories of candidates except Scheduled Caste / Scheduled Tribe / Persons with Disabilities (of 40% and above only) shall pay **Rs. 240/-** only [**Examination fees - Rs. 200/-** , **Processing fees - Rs. 20/-** and **Service Charge - Rs. 20/-**] to the authorized staff of the Tahthy Mitra Kendra, while Candidates belonging to the Scheduled Caste/ Scheduled Tribe / Persons with Disabilities (40% and above only) shall pay **Rs. 40/-** only [**Processing fees - Rs. 20/-** and **Service Charge - Rs. 20/-**] to the authorized staff of the Tahthy 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 to report any kind of non-cooperation from any of the Tathya Mitra Kendras, with details of the concerned Kendra.

IMPORTANT NOTES

RESERVATION

- The **benefits of age relaxation** for SC, ST, BC- A & BC- B candidates are admissible only to SC, ST , BC-A & BC- B 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.

- The **benefits of reservation of vacancies for SC candidates are admissible only to the SC candidates of West Bengal.**
- Shortlisted candidates, if belonging to the SC category (**for reservation of vacancy or age relaxation**) or ST/ BC- A/ BC- B category (**only for age relaxation**) 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 / BC- A / BC- B CANDIDATES OF OTHER STATES WILL BE TREATED AS GENERAL CANDIDATES.**
- Any Persons with Disabilities (PWD) if shortlisted under Unreserved Category will be directed to furnish original certificate in prescribed form in support of their claim for relaxation of age, if required, issued by a Competent Authority as per the provisions of the **West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.**
- Similarly the ex-servicemen candidates, if shortlisted under Unreserved Category, have to produce relevant documents regarding service rendered by them, in original, in support of their claim for age relaxation at the time of verification, before Personality Test.
- **NO CLAIM FOR BEING A MEMBER OF SC/ ST/ BC-A/ BC-B OR A PERSON WITH DISABILITY OR EX-SERVICEMAN SHALL BE ENTERTAINED AT ANY TIME AFTER SUBMISSION OF THE APPLICATION.**
- **PARTICULARS AND CERTIFICATES REQUIRED:** A candidate claiming to be SC/ ST/ BC-A/ BC-B/ Physically Handicapped must have a certificate in support of his/ her claim from a Competent Authority as specified below :-
 - ✓ For **SC/ ST/ BC-A/ BC-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 06.04.95]:-
 - (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.
 - ✓ For **Physically Handicapped candidates / Persons with Disabilities** [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999.]:-

A medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-divisional Hospitals.
- **CANDIDATES HAVING DISABILITY OF 40% AND ABOVE SHALL ONLY BE CONSIDERED FOR EXEMPTION OF EXAMINATION FEES AND AGE RELAXATION FOR PERSONS WITH DISABILITIES. CANDIDATES HAVING DISABILITY OF LESS THAN 40% SHALL BE TREATED AS GENERAL CANDIDATES AND THEREFORE SHALL NEITHER GET BENEFIT OF**

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 25th 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 1st 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

- ✓ ADMISSION TO THE EXAMINATION 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.
- ✓ CANVASING IN ANY FORM WILL DISQUALIFY THE CANDIDATE IMMEDIATELY.

Sd/-

**Secretary cum Controller of Examinations
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