

# **PUBLIC SERVICE COMMISSION, WEST BENGAL**

## **SPECIAL CLERKSHIP EXAMINATION, 2008**

### **ADVERTISEMENT NO. 14/2008**

In accordance with the rules regulating the special recruitment to the Clerical posts in the District and Regional offices under the Government of West Bengal the Public Service Commission, West Bengal will hold a Special Clerkship Examination, 2008 in the month of March, 2009 or thereabout simultaneously in Kolkata and other District Centres over the State for filling up of the vacancies as mentioned below.

2. **Scale of Pay** : Rs. 3350-6325/- . Besides pay, the posts carry allowances as admissible.

3. **No. of vacancies (district-wise)** :

Name of the District	Vacancies						
	Genl.	BC	SC	ST	PH	Ex-S-Men	Total
Kolkata	57	05	21	05	02	—	90
South 24-Parganas	08	01	03	01	—	—	13
North 24-Parganas	15	02	03	02	—	—	22
Howrah	09	01	02	01	—	—	13
Hooghly	10	—	02	—	01	—	13
Burdwan	19	02	06	01	01	—	29
Birbhum	05	01	02	—	—	—	08
Bankura	19	02	10	03	—	—	34
Purulia	05	—	02	03	—	—	10
Paschim Medinipur	08	03	02	02	—	—	15
Purba Medinipur	11	01	01	—	—	—	13
Nadia	13	—	03	02	01	—	19
Murshidabad	09	02	02	—	01	—	14
Malda	06	01	04	—	—	—	11
Dakshin Dinajpur	07	—	—	01	—	—	08
Uttar Dinajpur	06	—	04	—	—	—	10
Cooch Behar	17	02	09	01	02	02	33
Jalpaiguri	05	—	02	—	—	—	07
Darjeeling	11	01	05	05	—	—	22

4. **Choice of District:**

*The candidate will have to opt for one particular district from the Schedule- 'A' given below and he/she will be considered for vacancy in that district only according to his/her option .*

#### **Schedule –'A'**

Kolkata, South 24-Parganas, North 24-Parganas, Howrah, Hooghly, Burdwan, Birbhum, Bankura, Purulia, Paschim Medinipur, Purba Medinipur, Nadia, Murshidabad, Malda, Dakshin Dinajpur, Uttar Dinajpur, Cooch-Behar, Jalpaiguri, Darjeeling.

## 5. Choice of Examination Centre :

The candidate will have to choose the examination centre strictly within the district opted by him/her. Failure to comply with this instruction will lead to rejection of the application. Names of the examination centres are given in Schedule – 'B' below :

### Schedule –'B'

District	Examination Centres
Kolkata	Kolkata (South) & Kolkata (North)
South 24-Parganas	Baruipur, Diamond Harbour & Canning
North 24-Parganas	Barasat, Basirhat, Bongaon & Barrackpore
Howrah	Howrah & Uluberia
Hooghly	Sreerampore, Chinsurah-Chandannagore & Arambagh
Burdwan	Burdwan, Katwa, Kalna, Asansol & Durgapur
Birbhum	Suri
Bankura	Bankura
Purulia	Purulia & Raghunathpur
Paschim Medinipur	Medinipur & Jhargram,
Purba Medinipur	Contai & Tamluk
Nadia	Krishnagar & Ranaghat
Murshidabad	Berhampore
Malda	Malda
Dakshin Dinajpur	Balurghat
Uttar Dinajpur	Raigunj
Cooch Behar	Cooch Behar
Jalpaiguri	Jalpaiguri & Alipurduar
Darjeeling	Siliguri & Darjeeling

## 6. Qualifications :

- (i) Citizenship of India or such other nationalities as are declared eligible by Govt. of India;
- (ii) A pass in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent.
- (iii) Acquisition of Computer literacy;
- (iv) Ability to read, write and speak in Bengali (not required in the case of Nepali speaking candidates from hill areas from the district of Darjeeling. The candidates who will offer language other than Bengali/Nepali for Gr. – 'B' of Part-II examination and will attain the qualifying standard to be fixed by the Commission for the examination will be asked to appear for a test to be held to assess the ability to read, write and speak in Bengali.

## 7. AGE :

Not less than 18 years and not more than 37 years as on 1<sup>st</sup> January, 2008 i.e. born not earlier than the 2<sup>nd</sup> January, 1971 and not later than the 1<sup>st</sup> January, 1990. Upper age limit is relaxable by 5 years for SC and ST candidates of West Bengal, 3 years for BC candidates of West Bengal and up to 45 years for Persons with disabilities (PWD) having physical disability of 40% and above.

SC/ST/BC candidates not belonging to the state of West Bengal shall be treated as General candidates. 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.

## 8. (i) Scheme of Examination :

The Examination will consist of only one paper being sub-divided in two parts, viz. Part-I and Part-II. The Part-I will carry 70 marks comprising of multiple choice objective type questions on English, General Studies & Arithmetic and the Part-II will carry 30 marks and will consist of conventional type questions on (i) Group 'A' – English and (ii) Group 'B' – Bengali/Hindi/Urdu/Nepali. A time of 1½ hours will be allotted for the whole paper. Subject-wise distribution of marks is as follows :

**Part – I :** English – 30; General Studies – 20; Arithmetic – 20 ;

**Part – II :** English – 15; Bengali/Hindi/Urdu/Nepali – 15;

**N.B. :** For those whose mother tongue is not Bengali their examination in Group 'B' of Part-II will be held in Hindi/Urdu/Nepali, as the case may be. Those who take up Hindi or Urdu or Nepali shall, before confirmation (to permanent posts) have to pass a Departmental Examination in Bengali during the period of Probation.

The Commission shall fix qualifying marks in Part-I . The Commission shall also have the discretion to fix qualifying marks in each group of Part-II and in the aggregate. It shall also have discretion to relax such qualifying marks in the cases of SC/ST/BC candidates of West Bengal.

The Commission shall, in the first instance, assess the Answer Scripts on Part-I. Answer Scripts of Part-II of only those candidates who will obtain the qualifying marks as would be fixed by the Commission in Part-I, will be evaluated and the final Merit Lists will be prepared on the basis of total marks obtained in the two parts.

The Commission may hold the examination **in two batches** on the stipulated date.

#### **8. (ii) Syllabus for the Examination :-**

##### **P A R T – I (Multiple choice objective type questions)**

###### **English :**

Candidates' understanding of the fundamentals of the English Language such as Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would be tested.

###### **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, HCF, LCM, Partnership, Average, Ratio and Proportion, Percentage, Simple interest, Profit and Loss, Time and Distance, Area of Rectangles & Squares.

##### **P A R T – II (Conventional type questions)**

###### **Group – 'A'**

- a) Drafting of a report in English from points or materials supplied.
- b) Translation into English from Bengali/Hindi/Urdu/Nepali.

###### **Group – 'B'**

- a) Drafting of a report in Bengali/Hindi/Urdu/Nepali from the points or materials supplied.
- b) Translation into Bengali/Hindi/Urdu/Nepali from English.

*The standard of examination of English and Arithmetic of Part-I as also that of Part-II will be similar to that of the Madhyamik Examination of the Board of Secondary Education, West Bengal.*

A deduction of 10% of the full marks will be made from the total marks secured by a candidate in the answer-script if he/she discloses his/her identity by writing his/her name, roll no., ticket no. etc. or by putting any identifying marks inside the answer-script.

#### **9. Fee :**

Candidates must enclose with their applications a fee of Rs. 100/- (Rupees one hundred) only in the form of 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 in the form of a receipted challan from a Government 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 Orders, Cheques, Bank Drafts, Cash etc. will not be accepted. No application will be considered unless accompanied with the requisite application fees.

Candidates belonging to SC/ST community of West Bengal and persons with disabilities specified under West Bengal persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999 only are not required to pay any fee. The application without fee of such candidates will not be accepted if the same is not accompanied with the self-certified or attested photocopy of SC/ST certificate issued by the competent authority of West Bengal in a prescribed format or P.H. certificate issued by the competent authority. BC candidates of West Bengal are, however, required to pay usual fee as aforesaid. **NO EXEMPTION OF FEE IS AVAILABLE TO SC/ST/BC CANDIDATES OF OTHER STATES.** No claim for refund of the fee will be entertained nor will it be held in reserve for any other examination.

###### **N.B. :**

- (i) The benefits for reservation of vacancies and age concession for SC, ST & BC candidates are admissible to SC, ST & BC candidates of West Bengal only. Such candidates must furnish along with the application, the self-certified or attested photocopy of certificate in prescribed form in support of their claim from a competent authority of West Bengal as laid down in the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 & SCs. and STs. Welfare Department Order No. 261-TW/EC/MR-103/94 dt. 06-04-95. Persons with disabilities (PWD) must produce along with the application self-certified or attested photocopy of certificate in prescribed form in support of

their claim from a competent authority vide W.B. Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation ) Rules, 1999. The claim of a candidate for being considered as an Ex-Serviceman should be supported by a certificate (attested or self-certified photocopy) from the Army/Air Force/Naval Head-Quarters indicating therein the date of his joining the Armed Forces, the period of his service and the date of his release from the Armed Forces or the date of completion of the period of his service requisite for being entitled to be released or transferred to the reserve. No claim for being a member of SC/ST/BC/PH/Ex-Serviceman will be entertained after submission of the application.

- (ii) Candidates suffering from Blindness or Low vision may be allowed the help of a scribe, if required.
- (iii) A candidate, in service of Government/ a local or statutory body/ Public Undertaking must send his/her application to the Commission within the closing date under intimation to his/her employer. His/her application shall be rejected/candidature cancelled if his/her employer withholds permission to him/her.
- (iv) A candidate furnishing incorrect or false particulars or suppressing material information will be disqualified and, if appointed, will be liable to dismissal from service. Defective/incomplete applications will be summarily rejected.
- (v) Admission to the examination will be provisional subject to verification of eligibility later on.
- (vi) Initial posting will be made in the district for which the candidate exercises his/her choice of posting. Subsequent transfer to any district of West Bengal may be made in the interest of public service.

**10. Submission of application :**

Applications should invariably be made in the prescribed proforma typed/printed on thick foolscap size (32 cm. x 21 cm.) white durable paper. Duly filled in application along with particulars/documents securely attached to it by a strong durable thread may be submitted in open condition (not in closed cover) at the enquiry counter of the Commission at 161-A, S.P. Mukherjee Road, Kolkata – 700 026 on all working days. (except Saturdays, Sundays and other holidays) between 11-00 A.M. and 3-30 P.M. Applications may also be submitted **by Registered Post or U.C.P.** addressed to the Deputy Secretary (Examination), Public Service Commission, West Bengal, at the above address super scribing on the envelope (i) Advertisement No. of the examination, (ii) centre of examination as opted in the application and (iii) With/without fee. In any case, the application must reach the office of the Commission within the **closing date i.e. 12<sup>th</sup> January, 2009.**

***Submission of more than one application is strictly forbidden. The candidature of a candidate who submits more than one application for admission to the examination, will be cancelled even if he/she is admitted to the same.***

**N.B. :**

- (i) Completed application must be submitted with (i) I.P.O./Treasury Challan, in original, for Rs.100/- only [for candidates other than SC/ST of West Bengal and Persons with disabilities (PWD) having physical disabilities of 40% and above]
- (ii) One copy of recent passport size photograph signed by the candidate and pasted on the application, (iii) photocopies of Madhyamik (or equivalent) Examination mark-sheet, admit card or certificate, certificate regarding basic knowledge of computer operation from an institution and other documents in support of claim for SC/ST/BC/PH/Ex-Serviceman from competent authority, if applicable, self-certified or duly attested by a Group 'A' Officer of the Central/State Government or Head of a recognized Secondary School or College and (iv) Two self-addressed envelopes, one with postage stamp worth Rs.5/- affixed on it.
- (ii) Candidates must abide by instructions as may be given by the Supervisor/Invigilator of the examination centre. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the examination hall and/or such other punishment as the Commission may deem fit to impose.
- (iii) A candidate who is found to be reported against by the Supervisor of the examination centre for violating any of the instructions or for having adopted unfair means at the examination will be punished with cancellation of candidature and also debarment from appearing at future examinations/selections as may be decided by the Commission according to the circumstances of the case.
- (iv) **CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATURE.**

WEBSITE FOR GUIDANCE OF CANDIDATES ; The candidates may obtain the information of the examination in detail alongwith the Application Format through the Commission's Website at : <http://www.pscwb.org.in>

**CLOSING DATE FOR RECEIPT OF APPLICATIONS : THE 12TH JANUARY, 2009**