

CLERKSHIP EXAMINATION:

The Public Service Commission, West Bengal holds the Clerkship (Preliminary) Examination simultaneously in Kolkata (North) – Bidhannagar, Kolkata (South), Baruipur, Canning Diamond Harbour, Barasat, Basirhat, Bongaon, Barrackpore, Howrah, Uluberia, Serampore, Chinsurah-Chandernagar, Arambagh, Burdwan, Katwa, Kalna, Asansol, Durgapur, Suri, Bankura, Purulia, Raghunathpur, Midnapore, Contai, Tamluk, Jhargram, Krishnagar, Ranaghat, Berhampore, Malda, Balurghat, Raigunge, Cooch Behar, Alipurduar, Jalpaiguri, Siliguri and Darjeeling for recruitment to the Lower Division Clerical posts in the Secretariats and certain other offices of the Government of West Bengal. Only hill tribe candidates of Darjeeling District and other candidates of the three hill sub-divisions viz. Darjeeling Sadar, Kalimpong and Kurseong of Darjeeling District are eligible to appear at Darjeeling Centre. CANDIDATES SUFFERING FROM BLINDNESS OR LOW VISION AND REQUIRING HELP OF A SCRIBE WILL BE REQUIRED TO APPEAR AT KOLKATA (SOUTH) CENTRE ONLY . **Scale of Pay** : Rs. 3350-6325/- (UNREVISED) . Besides pay, the posts carry allowances as admissible. **Scheme of Examination** : The examination will be held in two successive stages, viz., i) Preliminary Examination (Objective Type) and (ii) Final Examination (Conventional Type – Written). **Preliminary Examination** : The examination will consist of only one paper on General Studies and Arithmetic (Multiple choice-Objective Type Questions) with full marks of 200 comprising 50 questions each for General Studies and Arithmetic, the total time allowed : 1½ hours. The examination will be a screening test for selection of candidates for the Final Examination. The marks obtained by the candidates in the Preliminary Examination will not be counted for the purpose of determining the final merit list. The Commission may hold the Preliminary Examination in two batches on the stipulated date. **Final Examination** : The examination will consist of three papers of conventional type questions, namely, Paper-I : English, Paper-II: Bengali/Hindi/Urdu/Nepali and Paper-III : General Studies and Arithmetic. Full marks and time for each of Papers I and II will be 100 and 1½ hours respectively. Full marks for Paper-III will be 100 [50 marks for Group-A (General Studies) and 50 marks for Group-B (Arithmetic)], time being 1 hour for each group. Answers for Group-A (General Studies) portion should be given in English or in Bengali or in Nepali and answers for Group-B (Arithmetic) in English or in Bengali but all the answers for each group must be in one and the same language. The examination of all the three papers (Paper I, II & III) will be held in one day and in Kolkata Centre only. **Final merit list will be prepared on the basis of the total marks obtained in all the three papers of the Final Examination.** **Syllabus for the Examination** : A. General Studies (Preliminary and Final Examination) : Matters of common experience including everyday science, current events and problems with special reference to India. Elementary knowledge of Indian History and Indian Geography. B. Arithmetic (Preliminary and Final Examination) : Questions will be set on the basis of the syllabus of Madhyamik Examination of the West Bengal Board of Secondary Education. C. Paper-I : English (Final Examination) : Drafting of a report from points or materials supplied; translation from Bengali/Hindi/Urdu/Nepali into English; condensing of a prose passage (summary/précis); correct use of words; correction of sentences; use of common phrases; synonyms and antonyms etc. D. Paper-II : Bengali/Hindi/Urdu/Nepali (Final Examination) : Drafting of a report from points or

materials supplied; translation from English into Bengali/Hindi/Urdu/Nepali; condensing of a prose passage; grammar. Candidates may take their examination in Paper-II in any of the four languages viz., Bengali, Hindi, Urdu and Nepali; provided the candidates whose mother tongue is not Bengali and who take up Hindi/Urdu/Nepali in Paper-II shall, before confirmation (to permanent posts), have to pass a departmental examination in Bengali during the period of probation. The standard of Paper-I & Paper-II and Group-B of Paper-III will be approximately of the standard of the Madhyamik Examination of the West Bengal Board of Secondary Education. 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 number, ticket number etc. or putting any identifying marks. The Commission shall have the discretion to fix qualifying marks in all or any of the three papers and also in each group of Paper-III and in the aggregate. If a candidate fails to secure qualifying marks in any paper/group, the marks of that paper/group will not be considered in calculating the aggregate marks. Applications of the candidates who will wrongly opt for Darjeeling centre will be treated as defective and the Commission shall have the discretion to allot them to any centre other than Darjeeling. Allotment of candidates to posts : Candidates will be allotted for appointment to the clerical posts according to their position in the merit list in the following order :- (i) Secretariats, (ii) Directorates; (iii) Regional offices. All appointments will initially be made on a temporary basis. Some of the vacancies to be filled on the basis of the results of this examination may be reserved for SC, ST, BC candidates of West Bengal, Ex-Servicemen and Physically Handicapped (with disabilities of 40% and above) candidates.

Qualifications : (i) Citizenship of India or such other nationalities as are declared eligible by Government of India, (ii) A pass in Madhyamik/Higher Secondary /School Final Examination of the West Bengal Board of Secondary Education or its equivalent; (iii) Ability to read, write and speak in Bengali (not required for recruitment in the case of Nepali speaking candidates from hill areas of the District of Darjeeling. The candidates who will offer language paper (Paper-II) other than Bengali/Nepali 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; (iv)

Age : Not less than 18 years and not more than 32 years on the 1st January of the year of recruitment, Upper age limit is relaxable by five years for SC & ST candidates of West Bengal, three years for BC candidates of West Bengal and up to 45 years for Physically Handicapped persons having physical disabilities 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.

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 attested xerox copy 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 alongwith the application, the self-certified or attested Xerox copy 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. A physically handicapped person must produce alongwith the application self-certified or attested Xerox copy of certificate in prescribed form in support of his/her 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 xerox copy) 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. (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. Applications should invariably be made in the prescribed proforma typed/printed on thick foolscap size (32 cm. x 21 cm.) white durable paper. General, BC and Ex-Serviceman candidates may submit their applications in a closed cover in the box placed at the enquiry counter of the Commission at 161-A, S.P. Mukherjee Road, Kolkata – 700 026 . SC, ST and PH candidates may personally submit their applications with documents in support of their claim as such at the above enquiry counter against receipt 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 positively by registered post or U.C.P. addressed to the Deputy Secretary (Examination), Public Service Commission, West Bengal, at the above address superscribing on the envelope (i) name of the examination,

(ii) centre of examination with code no. as opted in the application and (iii) category (Genl/SC/ST/BC/PH/Exserviceman). 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. : 1. 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 Physically Handicapped candidates 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) Xerox copies of Madhyamik (or equivalent) Examination mark-sheet, admit card or certificate and other documents in support of claim for SC/ST/BC/PH/Ex-Serviceman from competent authority, if applicable, selfcertified 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. 2. 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. 3. 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 unfairmeans 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. 4. CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATURE. WEBSITE FOR GUIDANCE OF CANDIDATES ; The candidates may obtain the information of the examination in detail along with the Application Format through the Commission's Website at : <http://www.pscwb.org.in>