

# PUBLIC SERVICE COMMISSION, WEST BENGAL

## Advertisement No. 16/2011

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. Posts at Item No. 1, 5 & 6 are permanent and posts at Item No. 2, 3, 4 & 7 are temporary (likely to be permanent).

**PLEASE NOTE THAT :**

- A. **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. THIS WILL BE TESTED AT THE TIME OF INTERVIEW.**
- B. APPLICATION FORMS, NOT PROPERLY FILLED IN OR INCOMPLETE IN ANY RESPECT OR WITHOUT REQUISITE DOCUMENTS WOULD BE SUMMARILY REJECTED.
- C. SUBMISSION OF MORE THAN ONE APPLICATION FOR A PARTICULAR CATEGORY OF POST IS STRICTLY FORBIDDEN. CANDIDATURE OF THOSE WHO SUBMIT MORE THAN ONE APPLICATION SHALL BE REJECTED.
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1. **SURVEYOR under the Public Health Engineering Department : TWENTY SIX { SIX reserved for S.C., TWO for S.T., THREE for O.B.C.(category-A), TWO for O.B.C.(category-B) and ONE for Persons with Disabilities (Blindness or Low Vision)}.**

**PAY :** Rs.7,100/- - Rs. 37,600/- plus Grade Pay Rs.3,600/-.

**QUALIFICATIONS: Essential :** (i) Madhyamik Examination of West Bengal Board of Secondary Education or its equivalent examination; ii) National Trade Certificate from Industrial Training Institute in the trade of Surveyor or Senior Surveyor-ship Certificate from West Bengal Survey Institute, Bandel or its equivalent; iii) 3 (three) years' practical experience in Survey Works.

**AGE :** Not more than 37 years on 01.01.2011.

2. **SURVEYOR under the Municipal Affairs Department : FIFTEEN { SIX reserved for S.C., ONE for S.T., ONE for O.B.C.(category-A) and TWO for O.B.C.(category-B)}.**

**PAY :** Rs.7,100/- - Rs. 37,600/- plus Grade Pay Rs.3,600/-.

**QUALIFICATIONS: Essential :** (i) Madhyamik Examination of West Bengal Board of Secondary Education or its equivalent examination; ii) National Trade Certificate from Industrial Training Institute in the trade of Surveyor or Senior Surveyor-ship Certificate from West Bengal Survey Institute, Bandel or its equivalent; iii) 3 (three) years' practical experience in Survey Works.

**AGE :** Not more than 37 years on 01.01.2011.

3. **DRAFTSMAN under the Municipal Affairs Department : TEN { FOUR reserved for S.C. and TWO for O.B.C.(category-B)}.**

**PAY :** Rs.7,100/- - Rs. 37,600/- plus Grade Pay Rs.3,600/-.

**QUALIFICATIONS: Essential :** (i) Madhyamik Examination of West Bengal Board of Secondary Education or its equivalent examination; ii) National Trade Certificate from Industrial Training Institute in the trade of Draftsman or its equivalent; iii) 3 (three) years' practical experience in Civil Engineering Drawing works.

**AGE:** Not more than 37 years on 01.01.2011

4. **TRACER under the Municipal Affairs Department : ONE {reserved for S.T.}.**

**PAY:** Rs.5,400/- - Rs. 25,200/- plus Grade Pay Rs.2,600/-.

**QUALIFICATIONS: Essential :** (i) Madhyamik Examination of West Bengal Board of Secondary Education or its equivalent examination; (ii) 3 (three) years Practical Experience in Drawing works.

**AGE:** Not more than 37 years on 01.01.2011.

5. **TECHNICAL ASSISTANT in the office of the Cultural Research Institute under the Backward Classes Welfare Department : ONE**

**PAY:** Rs.5,400/- - Rs. 25,200/- plus Grade Pay Rs.2,900/-.

**QUALIFICATIONS: a) Essential :** A Bachelor's degree with Anthropology as one of the subjects.

b) **Desirable :** Knowledge of collection, preservation and display of Museum specimen. Preference will be given to a person having two years experience in the field.

**AGE:** Not more than 37 years on 01.01.2011, relaxable in case of candidate with exceptional qualification and experience.

6. **WARDMASTER GRADE-III in the Directorate of E.S.I. (M.B.) Scheme under the Labour Department : TEN {THREE reserved for S.C., ONE each for O.B.C. (category-A), O.B.C. (category-B) & Persons with Disabilities (Blindness or Low Vision)}.**

**PAY:** Rs.5,400/- - Rs. 25,200/- plus Grade Pay Rs.2,600/- (initial pay in the pay band-II is Rs. 6240/- plus Grade Pay Rs. 2600/-).

**QUALIFICATIONS: Essential :** A degree of a recognized University or its equivalent.

**AGE:** Not more than 37 years on 01.01.2011.

7. **ASSISTANT COMPUTOR under the Transport Department : ONE**

**PAY:** Rs.5,400/- - Rs. 25,200/- plus Grade Pay Rs.2,600/-.

**QUALIFICATIONS: Essential :** i) Higher Secondary (10+2) with Statistics/Mathematics/Physics/Economics/ Business Mathematics as one of the subjects of the West Bengal Council of Higher Secondary Education or its equivalent. ii) 1(one) year's experience in Statistical Computation work in a Statistical Office or Institute of repute.

**OR** Certificate of the Computer's Certificate examination (Computation), Part-I A & B (Complete) of the Indian Statistical Institute.

**AGE:** Not more than 37 years on 01.01.2011.

**FEE :** Candidates must enclose with their application a fee of **Rs.160/- (Rupees one hundred sixty)** only for the posts at the Item No. 1, 2, 3 & 5 and **Rs.110/- (Rupees one hundred ten)** only for the posts at Item No. 4, 6 & 7 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. 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 and necessary documents for each category of post.
2. The qualifications prescribed in the advertisement are as per the notified recruitment rules issued by the 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.**
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 for period(s) upto the closing date. [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. candidates of West Bengal. S.C., S.T. and O.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 AN S.C. / S.T. / O.B.C. / 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** superscribing positively on the envelope “ (i) Advertisement No. ,(ii) Item No. & (iii) Name of the post applied for” so as to reach the Commission’s Office 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) Certificate/ Admit Card of Madhyamik or equivalent Examination. (ii) S.C./S.T./O.B.C./Persons with Disabilities certificate issued by competent authority. (iii) Registration certificate for citizenship (if by registration) as required under item 11(b) of the application. (iv) Marksheet and certificate for each examination passed. (v) Experience certificate.
12. Two self-addressed unstamped envelopes should be enclosed with the application.
13. **CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.**
14. **CLOSING DATE FOR RECEIPT OF APPLICATION : The 20<sup>th</sup> December, 2011.**
15. **CANDIDATES MUST FULFIL THE ESSENTIAL QUALIFICATIONS BY THE CLOSING DATE.**
16. **CANDIDATES IN THE EVENT OF NOT RECEIVING ADMIT CARD/ INTERVIEW LETTER BEFORE SEVEN DAYS OF THE SCHEDULE AT THE LATEST, MAY CONTACT DEPUTY SECRETARY DIRECTLY OVER TELEPHONE. THE TELEPHONE NO. IS 033-2419-8187.**

Dated, Kolkata, the 26<sup>th</sup> November, 2011.

**Secretary**  
Public Service Commission,  
West Bengal

## 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 :   
(in Capital Letters)

(b) Advertisement No. :

(c) Item No. :

2 (a) Indian Postal Order/Treasury Challan : Rs-\_\_\_\_\_ No.\_\_\_\_\_ Date \_\_\_\_\_

Rs-\_\_\_\_\_ No.\_\_\_\_\_ Date \_\_\_\_\_

Rs-\_\_\_\_\_ No.\_\_\_\_\_ Date \_\_\_\_\_

(b) Name of issuing Post Office with address :

3. Name in full (in Capital Letters) :

First Name

Middle name

Surname

4. Date of birth : DD MM YYYY  
(according to Madhyamik or equivalent examination  
Certificate)

5. Sex (Give '√' mark in the appropriate box) :  Male  Female

6. (a) Father's Name (in Capital Letters) :

First Name

Middle name

Surname

(b) Name of Spouse [if applicable] (in Capital Letters) :

First Name																			
Middle name																			
Surname																			

7. a) Present address in full (in capital letters) :  
to which communication should be sent

(b) Permanent address (in capital letters) :

8. (a) State Category :  
(Give '√' mark in the appropriate box)

GEN	SC	ST	OBC(A)	OBC(B)	MSP*
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(b) Designation of issuing authority of  
S.C./S.T./O.B.C. Certificate :

9.(a) Are you a Person with Disability?  
(Give '√' mark in the appropriate box) :

Yes	No
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(b) If Yes, specify the category of disability  
(Give '√' mark in the appropriate box) :

VH**	HI#	LD / CP@
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10. Are you a Govt. Servant ?  
(Give '√' mark in the appropriate box) :

Yes	No
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11. (a) Whether a citizen of India  
(Give '√' mark in the appropriate box) :

Yes	No
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(b) Whether a natural citizen or  
a citizen by registration.  
(Give '√' mark in the appropriate box) :

Natural citizen	Citizen by Registration
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12. Do you claim relaxation of age limit ?  
(Give '√' mark in the appropriate box) :

Yes	No
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If Yes, state reason :

13. Do you possess qualifications as per advertisement : 

Yes	No
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(Give '√' mark in the appropriate box)

14. Academic Qualifications [attach extra sheet(s) if necessary] :

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

15. Research experience, if any [attach extra sheet(s), if necessary] :

Name of Institution/Office	Full time/Part time	Particulars in full	From(Date)	To(Date)

16. (a) Do you have the ability to read, write and speak in Bengali? (Give '√' mark in the appropriate box) : 

Yes	No
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(b) Whether you are a Nepali speaking person from the hill area of Darjeeling District (Give '√' mark in the appropriate box) : 

Yes	No
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17. (a) Were you debarred previously by the Commission from appearing at any examination/selection? (Give '√' mark in the appropriate box) : 

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

18. Have you at any time been employed (including present assignment)? (Give '√' mark in the appropriate box) : 

Yes	No
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If yes, give details [attach extra sheet(s), if necessary] :

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

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

20. 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: \_\_\_\_\_

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Signature of the candidate in full  
(Short signature will not be accepted)

### **IMPORTANT :-**

Application must be accompanied with :-

- (i) I.P.O./Treasury Challan in original for Rs. 160/- (Rupees one hundred sixty) only for posts at Item No. 1, 2, 3 & 5 and Rs. 110/- (Rupees one hundred ten) only for posts at Item No. 4, 6 & 7 (for candidates other than S.C /S.T of West Bengal and Persons with disability);

Copies attested by competent authority or Self Certified copies of the following documents

- (ii) Certificate/ Admit Card of Madhyamik or equivalent Examination;  
(iii) S.C./S.T./O.B.C./ Persons with Disability certificate;  
(iv) Registration Certificate for Citizenship (if by registration) as required under item 11(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.

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\*MSP – Meritorious Sports Person,

\*\* VH – Visually Handicapped, # HI – Hearing Impaired, @ LD / CP – Locomotor Disability or Cerebral Palsy.