

For Process Server/Group 'D' - The candidate must have class VIII passed certificate from any recognized school or Madrasah or any other equivalent Institution. Those possessing basic knowledge of computer operation, may be given preference, as and in a way the DRC thinks it fit and proper.

For Group 'D' (Sweeper) – The candidate should possess knowledge and working experience in the concerned field and should be capable of reading and writing preferably possessing class-VIII pass certificate

3. Mode of Examination :

(a) For Lower Division Clerk :

The Examination shall consist of two parts, i.e. Part-I and Part-II. Only the successful candidates of part-I Examination, who will obtain the qualifying marks (to be fixed by the District Recruitment Committee) shall be called for Part-II Examination. The Part-I examination will carry 100 marks having 100 questions of 1 (one) mark each, comprising of multiple choice objective type questions in English on General Studies and Mathematics. For answering the questions, OMR Sheets shall be provided and the candidates have to mention their "application registration number" and the "roll number" on such OMR Sheets. There shall not be any negative marking for wrong answer. Duration of Part-I Examination shall be one and half hours. The Part-II shall consist of conventional type question designed to test writing skills, grammatical accuracy and comprehensive knowledge of English and Bengali carrying 45 marks each for the group of question in English and Bengali respectively. The duration of Part-II examination shall be one hour. On the basis of the result of the Part-II examination, a number of candidates will be selected for personality test carrying 10 (ten) marks and then a final panel will be prepared on the basis of the result of total marks obtained in Part-II examination and Personality Test.

The District Recruitment Committee shall fix the minimum qualifying marks in Part-II Examination. The standard of Examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

(b) For English Stenographer (Grade -III) :

Paper – 1 – Dictation and Transcription (400 marks) (dictation lasting for ten minutes followed by transcription of notes in Candidates' own hand writing for an hour).

Paper – II – General English (100 marks) (Syllabus – spelling, correct use of words, correctness of sentences, use of common phrases, synonyms and antonyms and punctuation and questions designed to test writing skills, grammatical accuracy and comprehensive knowledge of English) (time limit one and half hours).

Paper – III – Typing in typewriter machine (100 marks) (The candidates are required to type from a manuscript accurately on the Typewriter @ not less than 30 words per minute. The test will be for ten minutes. The candidates are required to bring their "Typewriter

Machines" and no candidate will be provided with Typewriter by the District Recruitment Committee.

On the basis of the result of all the three papers, a number of successful candidates will be called for Personality Test when knowledge in computer operation/typing shall also be tested. On the basis of result of all the three papers, computer operation/typing test and personality test, a final panel will be prepared. (Qualifying marks for all the papers – 1, 2 and 3 and qualifying aggregate marks shall be fixed by the authority).

(c) For Process server/ night guard/ farash (Group-D) :

The written examination shall be of 90 marks having 90 questions of 1 (one) mark each, comprising of multiple choice objective type questions in English on General Studies and Mathematics. For answering the questions, OMR Sheets shall be provided and the candidates have to mention their "application registration number" and the "roll number" on such OMR Sheets. There shall not be any negative marking for wrong answer. Duration of Examination shall be one & half hours. On the basis of the result of the examination, a number of candidates will be selected for personality test carrying 10 (ten) marks and then a final panel will be prepared on the basis of the result of total marks obtained in written examination and Personality Test.

The District Recruitment Committee shall fix the minimum qualifying marks in written examination. The standard of Examination shall be similar to that of Class VIII of the West Bengal Board of Secondary Education.

(d) For Sweeper (Group-D):

Viva-Voce and practical test of 50 marks in a manner as would be deemed fit and proper by the Committee. Date of such test shall be declared by the District Recruitment Committee subsequently.

For all posts - General knowledge includes knowledge of current events and of such matters of every day observation and experience. The paper may also include questions on Indian History, Geography, the Constitution of India and General Principals of Public Administration, basic mathematics, basic knowledge in computer operation. The object of viva-voce test will be to assess the suitability of the candidates for appointment and their calibre including intellectual, social and moral traits of personality such as powers of assimilation, clear and logical exposition and depth of interests.

The District Recruitment Committee shall have the absolute discretion to fix qualifying marks in all the tests (written/viva/computer operation/transcription/ typing/short hand) for different posts, mentioned above.

Eligible candidates are mandatorily required to submit on-line all the documents, as called for, and also he is mandatorily required to bring original of all the said documents uploaded by him with the application, **(i)** at the examination hall for scrutiny by the invigilator, **(ii)** for scrutiny by the authority before the interview of the eligible candidates,

(ii) for scrutiny by the authority in case he is found eligible and empanelled after results of the examinations. Date of such production of original documents and scrutiny thereof shall be informed by the District Recruitment Committee in due course of time.

INSTRUCTIONS

1. All the fields of online Application Form are to be filled up by the candidate.

2. Documents, as mentioned in the Application format, must be uploaded with the application along with a passport size photo. The same photo (& no other photo) is required to be pasted on the Admit Card too. (Refer to Instructions No.5, 22 & 23). Any wrong declaration in form may render the form liable to be cancelled at any stage of recruitment process, without any reference being made to the candidate & without assigning him any reason.

3. SC/ST/OBC candidates belonging to State other than West Bengal will be treated as General Candidate. The benefits of reservation of vacancies and age concession for SC,ST and BC candidates are admissible only to SC,ST & BC candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above. Before final selection, successful candidates must furnish original certificate from a competent authority of West Bengal as laid down in the West Bengal Scheduled Castes and Scheduled Tribes (identification) Act, 1994 and SC & TW Department Order No. 261-TW/EC/MR/-103/94 dated 06.04.1995 for checking of testimonials in support of their claim. Before final selection of persons with Disabilities (PH), successful candidates must furnish original 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) Act, 1995. The benefits of reservation are also available for the Meritorious Sports persons. Such candidates are required to furnish certificates in original in support of their claim from a competent authority as laid down in the Notification No.49-EMP/1M-25/98 dated 01.03.2011 of Labour Department, Government of West Bengal for checking.

No claim for being a member of SC, ST or BC or a person with Disability or a Meritorious Sports person or Exempted Category (C.C.) will be entertained any time after submission of the application.

*** Particulars and Certificates Required** : A candidate claiming to be SC, ST, OBC (A), OBC(B), Physically Handicapped, Exempted Category or Meritorious Sports person must have a certificate in support of his/her claim from a competent Authority s specified below :

*** For S.C, ST & OBC(A), OBC(B)** : Candidates (Vide the W.B.S.C.s and 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