

4. Essential Qualification :

Candidates applying for the post of English Stenographer Grade-III and Lower Division Clerk must have passed Madhyamik or equivalent examination from any recognised Board and must possess at least a Certificate in Computer Training from recognised institution and a satisfactory fingering speed in computer operation. Moreover, for Stenographer Grade-III, a minimum speed @ 80 w.p.m. in Shorthand and typing speed @ 30 w.p.m. is required.

Candidates applying for the post of Process Server must have passed Madhyamik or equivalent examination from any recognised Board.

Candidates applying for the post of Group-D must have passed Class-VIII from any recognised School or recognised Madrasa or any other recognized equivalent Institution.

5. Mode of Examination :

(a) For the post of English Stenographer Grade-III : -

* **Paper-I : General English (100 marks)** : Syllabus : Spelling, Correct use of words, Correctness of sentences, Use of common phrases, Synonyms and Antonyms, Punctuation, etc. There will be 50 Multiple Choice Questions each carrying 02 marks. 01 mark shall be deducted for each wrong answer. Duration of the test will be for 1 hour 15 minutes. Only the successful candidates of Paper -I examination (the qualifying marks which will be fixed by this Authority) shall be called for Paper-II and Paper-III Examination.

* **Paper-II : Dictation & Transcription (400 marks)** : Dictation @ 80 w.p.m. lasting for 06(six) minutes followed by transcription of notes in candidates' own handwriting for an hour. Transcription Sheets will be supplied by the Authority. However, Shorthand Notebook, Pen, Pencil shall have to be brought by the Candidates at the time of Examination. Used shorthand Note-sheets need to be attached with the transcription sheet(s) before leaving the examination hall.

* **Paper-III : Typing in Computer (100 marks)** : The candidates are required to type from an English Text (to be supplied by the Authority) accurately, in a Computer at a speed which is not less than 30 w.p.m. This test will last for 10(ten) minutes. Before the commencement of test, the Candidates shall be given 02(two) minutes' time for practice with the Computer.

The number / amount of errors to be admissible in respect of Paper-II and Paper-III and qualifying marks in any or all the papers and in aggregate shall be fixed by the Authority.

On the basis of the result of the Paper-II and Paper-III, a number of successful candidates will be called for Personality Test, which will be of 50 marks, where knowledge in Computer operation shall also be tested. On the basis of the result of Paper-II, Paper-III, the test of Computer operation and Personality Test, the final panel will be prepared.

(b) Lower Division Clerk and Process-Server : - The candidates shall have to appear in a Written Examination of 100 marks comprising of 50 Multiple Choice Questions each carrying 02 marks on Simple Arithmetic, English, Bengali and General Knowledge. 01 mark shall be deducted for each wrong answer. The duration of the Examination will be a 1 hour 15 minutes. On the basis of the result of the Written Examination, a number of successful candidates will be called for Personality Test, which will be of 20 marks. On the basis of the total marks obtained in the Written Examination and Personality Test, the final panel will be prepared. The standard of examination shall be similar to that of Madhyamik Examination of the West Bengal Board of Secondary Education.

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(c) **Group-D** : - The candidates shall have to appear in a Written Examination of 100 marks comprising 50 Multiple Choice Questions each carrying 02 marks on Simple Arithmetic, English, Bengali and General Knowledge. 01 mark shall be deducted for each wrong answer. The duration of the Examination will be of 1 hour 15 minutes. On the basis of the result of the Written Examination, a number of successful candidates will be called for Personality Test, which will be of 20 marks. On the basis of the total marks obtained in the Written Examination and Personality Test, the final panel will be prepared. The standard of examination shall be similar to that of Class-VIII.

The following points are also unanimously resolved by the Committee for smooth conducting of the recruitment process : -

1. This Authority shall have the discretion to fix qualifying marks in any or all of the rests for different categories of posts mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Caste, Scheduled Tribe, OBC(A) & OBC(B), E.C., if deemed necessary.

2. In case of non-availability of a suitable Exempted Category Candidate belonging to SC, ST, OBC-A and OBC-B for any of such reserved point according to 100-Point Roster, the said vacancy shall be filled up by a non-Exempted Category Candidate belonging to SC, ST, OBC-A and OBC-B, as the case may be in accordance with relevant Rules. Caste Certificates need to be produced at the time of physical document verification.

3. The benefits of reservation of vacancies and age concession for SC, ST & OBC candidates are admissible only to SC, ST & OBC candidates of West Bengal only. SC/ST/OBC candidates belonging to States other than West Bengal will be treated as General Candidate. Such benefits are also admissible to all candidates with disabilities of 40% and above.

4. No claim for being a member of SC, ST and OBC or a Person with Disability or a Meritorious Sportsman or Exempted Category(E.C.) will be entertained any time after submission of the application.

5. Particulars and Certificates required : A candidate claiming to be SC, ST, OBC(A), OBC(B), Physically Handicapped, Exempted Category or Meritorious Sportsman must have a certificate in support of his/her claim from a Competent Authority as specified below : -

For SC, ST & OBC(A), OBC(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. The disabled Persons should have physical disability of 40% and above.

For Meritorious Sportsman :- Meritorious Sportsmen in the area of International Competition, National Competition, Inter-University Tournament and National Sports/ Games for School Education in Athletics (including Track and Field events), Weightlifting, Badminton, Wrestling, Basket Ball, Boxing, Cricket, Cycling, Football, Gymnastics, Hockey, Judo, Swimming, Rifle Shooting, Table Tennis, Kabaddi, Volley Ball, Kho-Kho and Tennis will be entertained to avail the benefit of availing the Sports Quota :-

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