



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan,
Salt Lake, Kolkata – 700091
www.wbssc.gov.in

ADVERTISEMENT NO. 01 / WBSSC / 2014

SUB - INSPECTOR OF FOOD RECRUITMENT 2014

EXAMINATION CODE: 01 / M / 2014

Applications in prescribed format are invited from Indian Citizens or such other nationals as are declared eligible by the Govt. of India for recruitment to the following post under various **Regional** and **District Offices** of **Government of West Bengal**, selection of which will be made through a **Written Test** followed by a **Personality Test** to be conducted by the West Bengal Staff Selection Commission in terms of section 6 (1) of the West Bengal Staff Selection Commission Act, 2011:-

Name of the Post	Post Code	Name of the Department	No. of Posts	Scale of pay
SUB - INSPECTOR IN THE SUB-ORDINATE FOOD & SUPPLIES SERVICE (GRADE - III)	595	Food & Supplies	1131	Pay Band - 2 (Rs. 5,400/- – 25,200/-) Initial Pay in the Pay Band - Rs. 6,240/- Grade Pay- Rs. 2,600/- N.B. : Drawal of salary during the period of probation (for a period of three years) - only the entry point pay i.e. Basic Pay plus Grade Pay shall be allowed with annual increment @ 3% per annum and medical allowance, if any.

❖ **Reservation of Vacancies:**

Category (Sub Category)	No. of Vacancies
Unreserved	339
Unreserved (Orthopedically Handicapped)	34
Unreserved (Ex-Serviceman)	45
Unreserved (Meritorious Sports Persons)	22
Unreserved (Exempted Category)	181
Scheduled Caste	158
Scheduled Caste (Ex - Serviceman)	12
Scheduled Caste (Exempted Category)	79

Scheduled Tribe	46
Scheduled Tribe (Exempted Category)	22
Backward Class : A	79
Backward Class : A (Exempted Category)	34
Backward Class : B	57
Backward Class : B (Exempted Category)	23
Total	1131

❖ **District / Region-wise vacancies:**

District / Region	Office	Office wise Vacancies	District-wise Vacancies
South 24 Parganas	District Controller, F&S	50	50
West Midnapore	District Controller, F&S	74	74
Hooghly	District Controller, F&S	55	85
	JDR Hooghly	30	
Birbhum	District Controller, F&S	68	68
Darjeeling	District Controller, F&S	39	39
Uttar Dinajpur	District Controller, F&S	39	39
Maldah	District Controller, F&S	32	32
Burdwan	District Controller, F&S	110	136
	JDR, Asansol	26	
Bankura	District Controller, F&S	58	58
Howrah	District Controller, F&S	30	55
	JDR, Howrah	25	
Nadia	District Controller, F&S	27	27
Jalpaiguri	District Controller, F&S	36	36
East Midnapore	District Controller, F&S	55	55
Dakshin Dinajpur	District Controller, F&S	25	25
Murshidabad	District Controller, F&S	62	62
North 24 Parganas	District Controller, F&S	43	93
	JDR, Barrackpore	50	
Cooch Behar	District Controller, F&S	27	27
Purulia	District Controller, F&S	46	46
Kolkata Metropolitan	Directorate of DP & S	4	124
	Directorate of Rationing (H.Q.)	104	
	Directorate of Transportation	02	
	Directorate of NCEC	02	
	Directorate of Finance	02	
	Directorate of CG	10	
Total		1131	1131

NOTE - I: Total vacancies as stated above is purely provisional and subject to change. Conditions of recruitment will be guided by the provisions of the West Bengal Services (Appointment, Probation and Absorption of Group 'C' Employees) Rules, 2013 issued under Finance Department Notification No.1832-F (P) dt. 01.03.2013. Refer Recruitment Rules under "Commission" in the website.

ELIGIBILITY CRITERIA/ QUALIFICATIONS

- i) A Pass in **Madhyamik Examination** of the West Bengal Board of Secondary Education or its equivalent.
- ii) **Ability to read, write and speak in Bengali / Nepali;**
- iii) **Must possess sound health, ability to undertake extensive tours in rural areas of West Bengal.**

NOTE:

The above noted qualifications must be possessed by the Candidate **on or before the date of publication of the advertisement.**

IF IT IS FOUND DURING VERIFICATION OF TESTIMONIALS AT ANY STAGE THAT THE CANDIDATE HAS ACQUIRED QUALIFICATION AS STATED ABOVE AT ANY DATE AFTER THE DATE OF PUBLICATION OF THIS ADVERTISEMENT, HIS / HER CANDIDATURE WILL BE SUMMARILY REJECTED.

AGE

- **THE AGE OF THE CANDIDATE SHALL BE NOT LESS THAN 18 YEARS AND NOT MORE THAN 40 YEARS ON THE 1st DAY OF JANUARY, 2014.**
- Upper age limit is relaxable by **5 years** for SC and ST candidates of West Bengal, by **3 years** for BC - A and BC - B candidates of West Bengal and **upto 45 years** of age for Persons with Disabilities (having physical disability of at least 40% and above) and **by 2 years** for candidates who have been in Government service continuously for at least two years. Age relaxation for the Ex-Servicemen candidates will be as per rules calculated on the basis of the tenure of service rendered (Finance Deptt. Notification No. 6249-F dated 13 / 06 /1982).
- The claim of a candidate for relaxation of age as a Government employee should be proved by a certificate from the appointing authority showing the period of his / her continuous service under Government and the same should be produced by the successful candidates for verification before Interview, failing which candidature will be cancelled and submission of such false declaration will attract penal measures;
- **DATE OF BIRTH AS RECORDED IN MADHYAMIK OR EQUIVALENT ADMIT CARD / CERTIFICATE WILL ONLY BE ACCEPTED.**

SCHEME OF RECRUITMENT

Recruitment will be made on the basis of Written Test followed by Personality Test to be conducted by the West Bengal Staff Selection Commission. Candidates shortlisted on the basis of marks obtained in the Written Test will only be called for verification of testimonials and Personality Test. Final Merit list / Rank list will be prepared on the basis of aggregate marks of Written Test and Personality Test.

Written Test: Full Marks - 100

West Bengal Staff Selection Commission will hold a written test **tentatively on 22nd June, 2014 (Sunday)**.

Personality Test: Full Marks - 20

The Commission will arrange for verification of testimonials and Personality Test of the shortlisted Candidates tentatively in the month of **August - September, 2014**. Verification of testimonials of candidates will be done prior to Personality Test. Any candidate found ineligible during verification shall not be allowed to appear for the Personality Test and his / her candidature shall be rejected summarily.

SCHEME & SYLLABUS FOR WRITTEN TEST

The Examination will consist of only one paper on –

- (i) **General Studies** (Matters of common experience including Every Day Science, Current Events and Problems with special reference to India, Elementary Knowledge of Indian History and Indian Geography).
 - (ii) **Arithmetic** (Questions will be set on the basis of the syllabus of Madhyamik Examination of the W.B.B.S.E. with **Mental Ability**).
- ❖ **Total Marks – 100 (General Studies – 50 Marks and Arithmetic – 50 Marks)**
 - ❖ **Duration of Examination : 1.30 Hours (One and Half Hours)**
 - ❖ **There will be a total 150 Multiple Choice Objective Type Questions in the following manner:-**
 - ✓ **General Studies : 100 Questions, each carrying ½ (0.5) mark and**
 - ✓ **Arithmetic: 50 Questions, each carrying 1 mark.**
 - ❖ **There will be negative mark of 0.25 per wrong answer for Arithmetic and 0.125 for General Studies.**

PERIOD OF APPLICATION

APPLICATIONS MAY BE SUBMITTED EITHER ONLINE OR OFFLINE WITH EFFECT FROM THE DATE OF ADVERTISEMENT IN NEWSPAPER & COMMISSION'S WEBSITE www.wbssc.gov.in SO AS TO REACH THE OFFICE OF THE WEST BENGAL STAFF SELECTION COMMISSION **LATEST BY 14TH MARCH, 2014 (4.00 P.M.)**. NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE AND TIME OF SUBMISSION OF APPLICATIONS.

COMMISSION WILL NOT TAKE ANY RESPONSIBILITY FOR ANY KIND OF POSTAL DELAYS / APPLICATIONS LOST IN TRANSIT. HENCE, CANDIDATES SHOULD ENSURE THAT THEIR APPLICATIONS MUST REACH COMMISSION'S OFFICE WITHIN THE LAST DATE AND TIME OF RECEIVING OF APPLICATIONS.

OFFLINE CANDIDATES MUST KEEP A PHOTOCOPY OF THE APPLICATION FORM AFTER PROPER FILLING UP AND AFFIXING THE POSTAL **₹** – PAYMENT RECEIPT FOR FUTURE REFERENCE WITH THE COMMISSION, IF ANY. NO COMMUNICATION WITHOUT THE PHOTOCOPY AS STATED SHALL BE ENTERTAINED FROM THE END OF THE COMMISSION.

EXAMINATION FEES & PROCESSING FEES

The following Examination Fees and / or Processing Fees have been fixed by the Commission for this Examination:-

Sl. No.	Category	Examination Fee	Processing Fee	Total Amount Payable
1	All categories except Scheduled Caste / Scheduled Tribe and Persons with Disabilities (of 40% and above only)	Rs. 200/-	Rs. 20/-	Rs. 220/-
2	Scheduled Caste	Nil	Rs. 20/-	Rs. 20/-
3	Scheduled Tribe	Nil	Rs. 20/-	Rs. 20/-
4	Persons with Disabilities (of 40% and above only)	Nil	Rs. 20/-	Rs. 20/-

- All categories of candidates except Scheduled Caste / Scheduled Tribe / Persons with Disabilities (of 40% and above only) shall pay **Examination fees of Rs. 200/-** and **Processing fees of Rs. 20/-** (**Total amount - Rs. 220/-**) only.
- Candidates belonging to the Scheduled Caste/ Scheduled Tribe / Persons with Disabilities (40% and above only) shall pay **Processing fees of Rs. 20/- only** as they are exempted from paying any Examination fees. However, shortlisted candidates are required to produce their SC/ ST/ Disabilities (40% and above) Certificates issued by the competent authority at the time of verification.

- **IF ANY SHORTLISTED CANDIDATE FAILS TO SUBMIT THE DOCUMENTS AS STATED ABOVE, HIS / HER CANDIDATURE SHALL BE REJECTED SUMMARILY WITHOUT ANY FURTHER COMMUNICATION TO HIM / HER.**
- **NO EXEMPTION OF FEES IS AVAILABLE TO THE SC / ST CANDIDATES OF OTHER STATES.**
- **NEITHER CLAIM FOR REFUND OF THE FEE WILL BE ENTERTAINED NOR WILL IT BE RESERVED FOR ANY OTHER EXAMINATION UNDER ANY CIRCUMSTANCES WHATSOEVER.**
- ***APPLICATIONS NOT ACCOMPANIED WITH THE REQUISITE EXAMINATION AND / OR PROCESSING FEES SHALL BE REJECTED STRAIGHTWAY, WITHOUT MAKING ANY COMMUNICATION WITH THE CONCERNED CANDIDATE IN THIS REGARD.***

MODES OF SUBMISSION OF APPLICATIONS

West Bengal Staff Selection Commission extends the following facilities to the candidates for submission of applications –

A) ONLINE SUBMISSION

Candidates will be able to submit application through Commission's website www.wbssc.gov.in by filling up their basic information including scanned photograph and signature.

Payment of Examination fees and Processing fees can be made online through payment gateway using **Debit Cards / Credits Cards / Net banking** of any bank. An amount of **Rs. 5/-** only will be charged by the concerned agency as "Service Charge" for availing Debit Card / Credit Card / Net Banking facility.

ONLINE APPLICANTS ARE REQUIRED TO UPLOAD SCANNED COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH AND FULL SIGNATURE.

On successful submission of the application an auto generated receipt with **Registration Number** will be generated. CANDIDATES ARE ADVISED TO NOTE IT DOWN AND MENTION THE REGISTRATION NUMBER FOR ALL FUTURE COMMUNICATIONS, IF ANY, WITH THE COMMISSION.

CANDIDATES MAY ALSO "SAVE" / "PRINT" A COPY OF THEIR APPLICATIONS AFTER SUCCESSFUL SUBMISSION ONLINE, FOR THEIR READY REFERENCE.

B) ONLINE SUBMISSION THROUGH TATHYA MITRA KENDRAS –

- The Commission extends facility to submit application through about 1800 Tathya Mitra Kendras set up by the Govt. of West Bengal up to the level of Gram Panchayats in the rural areas of West Bengal.
- Applicants may approach any of the Tathya Mitra Kendras (**list provided in the website**) with all particulars and a passport size photograph. The authorized staff of the Kendra will fill up the online application form on the basis of information provided by the applicant.
- He / She will also scan the photograph and signature of the applicant and upload it.
- **CANDIDATES MUST CHECK ON SCREEN DETAIL INFORMATION ENTERED BY THE STAFF BEFORE PROCEEDING FOR ONLINE PAYMENT.**
- The Examination fees and / or Processing fees have to be paid to the Tathya Mitra Kendras. The Kendra will take Service charge of **Rs. 20/- extra** for filling up of the form and uploading the same along with Scanned Copies of Candidate's Photograph and Signature and making online payment of Examination Fees and / or Processing Fees received from the applicant.
 - ✓ All categories of candidates except Scheduled Caste / Scheduled Tribe / Persons with Disabilities (of 40% and above only) shall pay **Rs. 240/-** only [**Examination fees - Rs. 200/- , Processing fees - Rs. 20/- and Service Charge - Rs. 20/-**] to the authorized staff of the Tathya Mitra Kendra, while
 - ✓ Candidates belonging to the Scheduled Caste/ Scheduled Tribe / Persons with Disabilities (40% and above only) shall pay **Rs. 40/-** only [**Processing fees - Rs. 20/- and Service Charge - Rs. 20/-**] to the authorized staff of the Tathya Mitra Kendra.
- **UNDER NO CIRCUMSTANCES CANDIDATES SHALL PAY ANY AMOUNT IN EXCESS OF THE FEES AND CHARGES MENTIONED ABOVE TO THE AUTHORISED STAFF OF THE TATHYA MITRA KENDRAS.**
- AFTER PAYMENT OF THE FEES AND SERVICE CHARGE, THE AUTHORISED STAFF OF THE KENDRA WILL HAND OVER THE APPLICANT A PRINTED RECEIPT WITH REGISTRATION NUMBER AS ACKNOWLEDGEMENT OF SUCCESSFUL SUBMISSION OF APPLICATION ONLINE.
- CANDIDATES MUST KEEP THE RECEIPT WITH THEM AND NOTE DOWN THE REGISTRATION NUMBER FOR ALL FUTURE COMMUNICATIONS WITH THE COMMISSION, IF ANY.
- Candidates may contact Commission through e-mail at adm.ssc-wb@nic.in to report any kind of non-cooperation from any of the Tathya Mitra Kendras, with details of the concerned Kendra.

C) OFFLINE SUBMISSION-

- **THE OFFLINE APPLICATION FORM MUST BE DOWNLOADED FROM THE COMMISSION'S WEBSITE www.wbssc.gov.in ONLY.** TATHYA MITRA KENDRAS have been authorized by the Commission to sell these forms at a price of **Rs. 6/-** per form by directly downloading it from the Commission's website in front of the applicant and printing thereafter.
- **THE OFFLINE APPLICATION FORM AS DOWNLOADED MUST BE PRINTED ON BOTH SIDE OF A 75 GSM A4 SIZE WHITE PAPER.** ANY FORM WHICH IS NOT PRINTED ON THE PAPER SIZE AND TYPE AND MANNER AS SPECIFIED ABOVE SHALL BE REJECTED STRAIGHTWAY BY THE COMMISSION.
- DURING DOWNLOADING OF EACH APPLICATION FORM, A UNIQUE NUMBER WITH BAR CODE WILL APPEAR IN THE FORM. NO FORM WITHOUT THE UNIQUE NUMBER AND BAR CODE SHALL BE ACCEPTED BY THE COMMISSION.
- APPLICANTS SHALL NOT USE XEROX / TYPED / HAND WRITTEN / PRINTED / SCANNED COPY OF THE FORM. SUCH APPLICATIONS WILL BE REJECTED SUMMARILY.
- APPLICANTS MUST TAKE CARE THAT THE FORM IS DOWNLOADED AND PRINTED IN FRONT OF THEM FROM COMMISSION'S WEBSITE, AS EACH FORM CARRIES A UNIQUE NUMBER AND BAR CODE. IF IT IS NOT ENSURED, FORM CARRYING SAME NUMBER AND BAR CODE MAY BE USED BY DIFFERENT APPLICANTS WHICH MAY ULTIMATELY LEAD TO COMPLICATIONS OF **SAME REGISTRATION NUMBER FOR DIFFERENT CANDIDATES, WHICH MAY ULTIMATELY LEAD TO CANCELLATION OF CANDIDATURE.**
- **HENCE, CANDIDATES SHOULD NOT PURCHASE THE FORM FROM ANY STREET VENDORS, ETC, WHO SELL PRINTED FORMS FOR VARIOUS RECRUITMENTS BY COPYING PRESCRIBED FORMS.**
- **THE COMMISSION SHALL NOT BE HELD RESPONSIBLE FOR CANCELLING ANY FORM DUE TO USE OF FORM WITH SAME NUMBER AND BAR CODE. CANDIDATURE OF ALL SUCH CANDIDATES USING FORM HAVING SAME NUMBER AND BAR CODE SHALL BE REJECTED STRAIGHTWAY DURING PRELIMINARY SCRUTINY.**
- **IN CASE OF SUBMISSION OF APPLICATIONS OFFLINE, THE AMOUNT OF EXAMINATION FEES AND / OR PROCESSING FEES MUST BE DEPOSITED IN ANY OF THE POST OFFICES HAVING E-PAYMENT FACILITY. THE FACILITY WILL BE AVAILABLE IN MORE THAN 700 POST OFFICES OF WEST BENGAL (LIST OF POST OFFICES IS AVAILABLE IN COMMISSION'S WEBSITE www.wbssc.gov.in).**

- **THE CONCERNED POST OFFICE WILL GIVE A RECEIPT AGAINST DEPOSIT OF EXAMINATION FEES AND / OR PROCESSING FEES, WHICH MUST BE PASTED AT THE SPACE PROVIDED FOR AFFIXING THE RECEIPT IN THE APPLICATION FORM (PAGE 2).**
- The Candidates will have to pay a sum of **Rs. 6/-** as Service Charge to the Postal Department against each such e- payment of either **Rs. 220/-** or **Rs. 20/-**, whichever is applicable.
- **AFTER AFFIXING THE ORIGINAL POSTAL e-PAYMENT RECEIPT THE CANDIDATE MUST PUT HIS / HER FULL SIGNATURE THEREON.**
- **OFFLINE APPLICATIONS WITH ORIGINAL e – PAYMENT RECEIPTS OF REQUISITE AMOUNT PASTED ON PAGE 2 OF THE SAID FORM WILL ONLY BE ACCEPTED BY THE COMMISSION FOR FURTHER PROCESSING.**
- **NO OTHER INSTRUMENTS LIKE POSTAL ORDER / MONEY ORDER / CHEQUE / BANK DRAFT / CASH ETC. SHALL BE ACCEPTED AS AN INSTRUMENT FOR DEPOSITING EXAMINATION AND / OR PROCESSING FEES. APPLICATIONS ACCOMPANYING THE SAID INSTRUMENTS SHALL BE REJECTED SUMMARILY AND THE AMOUNT SHALL BE FORFEITED AND DEPOSITED TO THE APPROPRIATE GOVERNMENT HEAD OF ACCOUNT.**
- The filled up application form may be sent by post (preferably by Registered or Speed Post) addressed to the “**SECRETARY-CUM-CONTROLLER OF EXAMINATIONS, WEST BENGAL STAFF SELECTION COMMISSION, Mayukh Bhaban, Salt Lake, Kolkata - 700091**” superscribing on the envelop the **NAME OF THE RECRUITMENT** and the **NAME OF THE POST** applied for. The same should reach this office positively within the last date and time of submission of application.
- The filled up application forms may also be submitted personally in the drop box to be kept at the enquiry counter of the Commission’s office at Mayukh Bhavan (Ground floor), Salt Lake, Kolkata-700091, **BETWEEN 11.00 A.M. AND 4.00 P.M. ON ALL WORKING DAYS (EXCEPTING SATURDAYS, SUNDAYS AND OTHER STATE GOVT. HOLIDAYS).**
- **Applications must reach the office of the commission (either by post or submitted in the drop box at Commission’s office) on or before the closing date and time of receiving of applications. APPLICATIONS RECEIVED AFTER THE CLOSING DATE AND TIME SHALL BE REJECTED SUMMARILY.**
- **Completed OFFLINE APPLICATIONS must be submitted with –**
 - (i) **ORIGINAL e-PAYMENT RECEIPT** OF THE POSTAL DEPARTMENT AGAINST DEPOSIT OF EXAMINATION FEES AND / OR PROCESSING FEES, WHICH MUST BE PASTED ON THE BODY OF THE APPLICATION FORM, IN THE SPACE PROVIDED FOR THE PURPOSE AND CANDIDATE MUST PUT HIS FULL SIGNATURE ON IT.

(ii) **A COPY OF THE RECENT PASSPORT SIZE PHOTOGRAPH** SHALL BE PASTED ON THE APPLICATION FORM, IN THE SPACE PROVIDED FOR THE PURPOSE. CANDIDATE SHOULD PUT HIS FULL SIGNATURE (IN RUNNING HANDWRITING) BELOW THE PHOTOGRAPH IN THE DESIGNATED BOX.

- CANDIDATES SHALL NOT SUBMIT ANY DOCUMENTS ALONG WITH APPLICATION. ONLY SHORTLISTED CANDIDATES SHALL HAVE TO PRODUCE ALL RELEVANT SUPPORTING DOCUMENTS, IN ORIGINAL, FOR VERIFICATION BEFORE THEIR PERSONALITY TEST.

IMPORTANT NOTES

RESERVATION

- The benefits of reservation of vacancies and age relaxation for SC, ST, BC- A & BC- B candidates are admissible only to SC, ST , BC-A & BC- B candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above and ex-servicemen as per rule.
- Before Personality Test, shortlisted candidates belonging to the SC/ ST/ BC- A/ BC- B category will be directed to furnish original certificate issued by a Competent Authority of West Bengal as laid down in the **West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 & SC & TW Department Order No. 261-TW/EC/MR-103/94 dt.06.04.1995**, for verification of testimonials in support of their claim.
- **SC / ST / BC- A / BC- B CANDIDATES OF OTHER STATES WILL BE TREATED AS GENERAL CANDIDATES.**
- Before Personality Test of Persons with Disabilities (PWD), shortlisted candidates will be directed to furnish original certificate in prescribed form in support of their claim issued by a Competent Authority as per the provisions of the **West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995**.
- The benefits of reservation are also available for the **Meritorious Sportspersons**. Such candidates, if shortlisted, are required to furnish certificates issued by a competent authority as laid down in the **Notification No. 49-EMP/IM-25/98 dated 01.03.2011 of Labour Department, Government of West Bengal**, in original, in support of their claim, for verification, before Personality Test.
- Similarly the ex-servicemen candidates, if shortlisted, have to produce relevant documents regarding service rendered by them, in original, in support of their claim for reservation as well as age relaxation at the time of verification, before Personality Test.
- **NO CLAIM FOR BEING A MEMBER OF SC/ ST/ BC-A/ BC-B OR A PERSON WITH DISABILITY OR A MERITORIOUS SPORTSPERSON OR EX-SERVICEMAN SHALL BE ENTERTAINED AT ANY TIME AFTER SUBMISSION OF THE APPLICATION.**

- **PARTICULARS AND CERTIFICATES REQUIRED:** A candidate claiming to be SC/ ST/ BC-A/ BC-B/ Physically Handicapped/ Meritorious Sportsperson must have a certificate in support of his/her claim from a Competent Authority as specified below :-

- ✓ For **SC/ ST/ BC-A/ BC-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]:-

- In the District, the Sub-Divisional Officer of the Sub-Division concerned, and
- 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.

➤ **CANDIDATES HAVING DISABILITY OF 40% AND ABOVE SHALL ONLY BE CONSIDERED FOR EXEMPTION OF EXAMINATION FEES, AGE RELAXATION AS WELL AS RESERVATION OF POSTS FOR PERSONS WITH DISABILITIES. CANDIDATES HAVING DISABILITY OF LESS THAN 40% SHALL BE TREATED AS GENERAL CANDIDATES AND THEREFORE SHALL NEITHER GET BENEFIT OF EXEMPTION OF EXAMINATION FEES, AGE RELAXATION NOR RESERVATION OF POSTS FOR PERSONS WITH DISABILITIES.**

- ✓ For **Meritorious Sportspersons:-**

Meritorious Sportspersons in the area of International Competition, National Competition, Inter-University Tournament and National Sports/ Games for School Education in the following list of Sports will be entertained to avail the benefit of the Sports Quota:-

Name of the Sports	Code Number	Name of the Sports	Code Number
Athletics (including Track and Field events)	01	Weightlifting	11
Badminton	02	Wrestling	12
Basket Ball	03	Boxing	13
Cricket	04	Cycling	14
Football	05	Gymnastics	15
Hockey	06	Judo	16
Swimming	07	Rifle Shooting	17
Table Tennis	08	Kabaddi	18
Volley Ball	09	Kho-Kho	19
Tennis	10		

Competent Authorities for issuing Certificate to Meritorious Sportspersons are as follows:

Area	Competent Authority
International Competition	Secretary of the National Federation / National Association of the Sports concerned.
National Competition	Secretary of the State Association of the Sports concerned.
Inter-University Tournament	Dean/Director of Sports or other Officer in overall charge of Sports of the University concerned.
National Sports/ Games for School Education	Director or Deputy Director in overall charge of Sports/ Games for Schools in the Directorate of School Education, West Bengal.

SPECIAL SERVICE CONDITIONS

[Extracts from **Finance Department Notification No.1832-F (P) dt. 01.03.2013**]:

“In exercise of the power conferred by the proviso to article 309 of the Constitution of India and in partial modification of notification No.6060-F, dated the 25th June, 1979, the Governor is hereby pleased to make the following rules, namely:-

Rules

1. Short title and commencement (1) These rules may be called the West Bengal Services (Appointment, Probation and Absorption of Group ‘C’ employees) Rules 2013.
(2) They shall come into force with effect from the 1st day of March, 2013.
2. Application – (1) These rules shall apply in case of appointment to any post or cadre or service or category belonging to Group C.
(2) These rules shall not apply to :-
 - (a) Part-time workers, casual labourers, daily labourers, muster roll workers and seasonal labourers;
 - (b) Such other categories of persons as may be specified from time to time by Government notification in the Official Gazette;
 - (c) Cases of appointment on promotion.

3. Definition – In these rules, unless the context otherwise requires-
- (1) “Appointment on probation” means appointment on trial before absorption;
 - (2) “Government” means the Government of West Bengal;
 - (3) “Probationer” means a Government employee appointed on probation.
4. Mode of appointment – On or after the date of coming into force of these rules, all appointments on entry into posts or cadre or service or category belonging to Group C in the Government service, shall be on probation for a period of three years.
5. Absorption after probation – A Government employee shall be absorbed on regular basis on satisfactory completion of the period of probation and for this purpose, the performance of the concerned employee shall be reviewed after completion of each year;
- Provided that where passing of departmental or other examination like computer skill etc. is essential under any existing rules of the concerned Group C post, the concerned employee shall have to pass the same within the period of probation;
- Provided further that in case such Government employee fails to pass the departmental or other examination within the period of probation, the period of probation may be extended for further period of one year on the request of the employee.
6. Discharge on non-satisfactory performance during the period of probation – In case of non satisfactory performance or failing to pass the departmental examination or other examination as mentioned in rule 5, the Government employee concerned may be discharged.
7. Selection procedure- Selection shall be made on the basis of competitive examination to be conducted by the Staff Selection Commission, West Bengal or the Public Service Commission, West Bengal (Clerkship Examination only), as the case may be, by way of following the procedures mentioned in the relevant recruitment rules of the concerned Group C posts or cadre or service or category.
8. Drawal of salary during the period of probation- During the period of probation only the entry point pay i.e. Basic Pay plus Grade Pay of the concerned Group C posts or service or cadre or category shall be allowed with annual increment @ 3% per annum and medical allowance, if any.
9. Treatment of probation period after absorption – (1) After absorption on successful completion of the period of probation and passing of such departmental examination wherever applicable an employee shall be allowed to draw pay in the regular scale related to the concerned posts or service or cadre or category from date of confirmation.
- (2) The period of probation shall be counted for pensionary benefit and shall not count for Modified Career Advancement Scheme (MCAS) or for promotion.
10. Leave during period of probation – Leave during period of probation shall be allowed as per rule 213 of the West Bengal Service Rules, Part-I applicable for contractual appointment”.

GENERAL CONDITIONS FIXED BY THE COMMISSION

- ✓ DEFECTIVE/ INCOMPLETE APPLICATIONS WILL BE SUMMARILY REJECTED.
- ✓ XEROX/ TYPED/ PRINTED/ SCANNED COPY OF THE DOWNLOADED FORM WILL ALSO BE REJECTED SUMMARILY.
- ✓ THE OFFLINE APPLICATION FORMS DOWNLOADED FROM THE COMMISSION'S WEBSITE www.wbssc.gov.in EITHER BY THE CANDIDATE OR BY THE AUTHORISED STAFF OF SAHAJ TATHYA MITRA KENDRAS, BEARING A UNIQUE NUMBER AND BAR CODE AND PRINTED ON BOTH SIDE OF A 75 GSM A4 SIZE PAPER ONLY SHALL BE ACCEPTED, OTHERWISE THE APPLICATION WILL BE REJECTED SUMMARILY.
- ✓ ADMISSION TO THE EXAMINATION WILL BE PURELY PROVISIONAL SUBJECT TO VERIFICATION OF ELIGIBILITY AT A LATER STAGE. THEREFORE, CANDIDATURE OF ANY CANDIDATE SHALL BE REJECTED STRAIGHTWAY IF FOUND NOT ELIGIBLE AT ANY STAGE, EVEN AFTER APPEARANCE IN THE EXAMINATION.
- ✓ CANDIDATES MUST BRING THEIR PHOTO IDENTITY CARD RECOGNIZED BY THE GOVT. IN ORDER TO GET ENTRANCE INTO THE EXAMINATION VENUE TO PROVE THEIR IDENTITY. ANY DEVIATION IN THIS REGARD SHALL STRAIGHTWAY LEAD TO NON ADMISSION OF HIM / HER INTO THE EXAMINATION VENUE AND REJECTION OF CANDIDATURE WITHOUT GIVING HIM / HER OPPORTUNITY OF BEING HEARD. THE PHOTO IDENTITY CARDS TO BE ACCEPTED BY THE COMMISSION FOR THE SAID PURPOSE ARE AS FOLLOWS:-
 - ELECTOR'S PHOTO IDENTITY CARD (EPIC)
 - PASSPORT
 - UID (AADHAR CARD)
 - ADMIT CARD / CERTIFICATE OF MADHYAMIK OR EQUIVALENT WITH PHOTOGRAPH
 - PAN CARD
 - DRIVING LICENSE
 - BANK PASS BOOK CONTAINING PHOTOGRAPH OF THE CANDIDATE
 - ANY OTHER PHOTO IDENTITY CARD ISSUED BY THE COMPETENT GOVT. AUTHORITY.
- ✓ ONLY SHORTLISTED CANDIDATES WILL BE ASKED TO PRODUCE ALL RELEVANT ORIGINAL CERTIFICATES ALONG WITH THE SELF-ATTESTED PHOTOCOPIES FOR VERIFICATION, FAILING WHICH THEIR CANDIDATURE SHALL BE REJECTED WITHOUT ANY FURTHER COMMUNICATION.

- ✓ CANDIDATES MUST ABIDE BY THE INSTRUCTIONS AS MAY BE GIVEN BY THE VENUE SUPERVISOR / INVIGILATOR OF THE EXAMINATION VENUE. IF THE CANDIDATE FAILS TO DO SO OR INDULGES IN DISORDERLY OR IMPROPER CONDUCT, HE / SHE WILL RENDER HIMSELF / HERSELF LIABLE FOR EXPULSION FROM THE EXAMINATION HALL AND / OR SUCH OTHER PUNISHMENT AS THE COMMISSION MAY DEEM FIT TO IMPOSE.
- ✓ A CANDIDATE WHO HAS BEEN REPORTED AGAINST BY THE VENUE SUPERVISOR OF THE EXAMINATION VENUE FOR VIOLATING ANY OF THE INSTRUCTIONS OR FOR HAVING ADOPTED UNFAIR MEANS AT THE EXAMINATION HALL WILL BE PUNISHED WITH CANCELLATION OF CANDIDATURE AND ALSO BE DEBARRED FROM APPEARING AT FUTURE EXAMINATIONS / SELECTIONS AS MAY BE DECIDED BY THE COMMISSION DEPENDING ON THE CIRCUMSTANCES / GRAVITY OF THE CASE.
- ✓ USE OF MOBILE PHONES, CALCULATORS AND ANY KIND OF ELECTRONIC GADGETS INSIDE THE EXAMINATION HALL WILL LEAD TO CANCELLATION OF CANDIDATURE WITHOUT GIVING AN OPPORTUNITY OF BEING HEARD.
- ✓ CANVASING IN ANY FORM WILL DISQUALIFY THE CANDIDATE IMMEDIATELY.

IMPORTANT TENTATIVE DATES IN A NUTSHELL

- ✓ Period of submission of applications : **From 11th February, 2014 to 14th March, 2014**
- ✓ Admit cards to be dispatched by : **23rd May, 2014**
- ✓ Duplicate Admit Cards may be downloaded from website : **9th June, 2014**
- ✓ Date of Examination : **22nd June, 2014 (Sunday)**
- ✓ Time of publishing result of Written Test : **August, 2014**
- ✓ Period of Personality Test : **August - September, 2014**
- ✓ Time of publishing Final Result : **October, 2014**
- ✓ Nomination to be completed by : **November, 2014**

All dates / periods noted above are purely tentative. Commission may change such dates / periods due to any reason whatsoever. Intimation regarding any change will be informed through the website of the Commission.

**Secretary cum Controller of Examinations
West Bengal Staff Selection Commission**