

# **PUBLIC SERVICE COMMISSION, WEST BENGAL**

## **W.B.C.S. (Executive) etc. Examination, 2014**

### **IMPORTANT INFORMATION**

In accordance with the State Services Recruitment Rules, the Public Service Commission, West Bengal will hold the West Bengal Civil Service (Exe) etc. Examination, 2014 on the results of which recruitment to the West Bengal Civil Service (Exe.) and certain other services and posts will be made. The rules of the examination and other particulars are stated in the following paragraphs. A candidate should verify from the notified rules that he/she is eligible for admission to the examination. The conditions prescribed cannot be relaxed.

The W.B.C.S. (Exe.) etc. Examination will be held in two successive stages, viz., (i) Preliminary Examination (Objective Type) and (ii) Main Examination (Both Objective and Conventional Type-Written) and Personality Test. A number of candidates to be selected on the results of the Preliminary Examination will be allowed admission to the Main Examination and a number of candidates to be selected on the results of the Main Examination (Written / Objective) will be called to appear at the Personality Test.

The Preliminary Examination will be held at various centres in Kolkata and in certain other districts in West Bengal sometime at the end of June, 2014. Only scheduled tribe candidates of Darjeeling district and other candidates of the three hill sub-divisions, namely Darjeeling Sadar, Kalimpong and Kurseong will be allowed to appear at Darjeeling centre. The Main Examination will be held in Kolkata in the later part of the same year. The Personality Test will be held thereafter in the office of the Public Service Commission, West Bengal, in Kolkata.

The W.B.C.S. (Exe.) etc. Examination is to be treated as a combined Competitive Examination comprising four separate and distinct examinations for four groups of services and posts as detailed below.

**GROUPING OF SERVICES :** The services and posts to which recruitment is made on the results of the W.B.C.S. (Exe.) etc. Examination are divided into groups: A, B, C and D with a graduated syllabus. A candidate may compete for one or more groups but is required to submit one application only indicating choice of group(s).

#### **Scale of pay attached to different posts of Group A, B, C & D –**

##### **GROUP – A**

- (i) West Bengal Civil Service (Executive):  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (ii) West Bengal Commercial Tax Service :  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (iii) West Bengal Agricultural Income tax Service:  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (iv) West Bengal Excise Service:  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (v) West Bengal Co-operative Service:  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (vi) West Bengal Labour Service :  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (vii) West Bengal Food and Supplies Service :  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.

- (viii) West Bengal Employment Service [Except the post of Employment Officer (Technical)] :  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (ix) West Bengal Registration and Stamp Revenue Service :  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.

#### **GROUP – B**

West Bengal Police Service :  
(PB-4A) Rs.15,600/- to 42,000/- + G.P. Rs. 5,400/-  
Gross emoluments at the entry level : **Rs.21,000/-** besides D.A., M.A. and H.R.A. admissible as per rules.

#### **GROUP – C**

- (i) Joint Block Development Officer :  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,700/-  
Gross emoluments at the entry level : **Rs.14,930/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (ii) Deputy Assistant Director of Consumer Affairs and Fair Business Practices :  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,700/-  
Gross emoluments at the entry level : **Rs.14,930/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (iii) West Bengal Junior Social Welfare Service:  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,700/-  
Gross emoluments at the entry level : **Rs.14,930/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (iv) West Bengal Subordinate Land Revenue Service, Grade-I :  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,700/-  
Gross emoluments at the entry level : **Rs.14,930/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (v) Assistant Commercial Tax Officer :  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,700/-  
Gross emoluments at the entry level : **Rs.14,930/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (vi) Assistant Canal Revenue Officer (Irrigation) :  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,400/-  
Gross emoluments at the entry level : **Rs.13,400/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (vii) Chief Controller of Correctional Services:  
(PB-4) Rs.9,000/- to 40,500/- + G.P. Rs. 4,400/-  
Gross emoluments at the entry level : **Rs.13,400/-** besides D.A., M.A. and H.R.A. admissible as per rules.

#### **GROUP – D**

- (i) Inspector of Co-operative Societies :  
(PB-3) Rs.7,100/- to 37,600/- + G.P. Rs. 3,900/-  
Gross emoluments at the entry level : **Rs.12,270/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (ii) Panchayat Development Officer under the Panchayat and Rural Development Department :  
(PB-3) Rs.7,100/- to 37,600/- + G.P. Rs. 3,900/-  
Gross emoluments at the entry level : **Rs.12,270/-** besides D.A., M.A. and H.R.A. admissible as per rules.
- (iii) Rehabilitation Officer under the Refugee Relief and Rehabilitation Department :  
(PB-3) Rs.7,100/- to 37,600/- + G.P. Rs. 3,900/-  
Gross emoluments at the entry level : **Rs.12,270/-** besides D.A., M.A. and H.R.A. admissible as per rules.

**VACANCIES :** The number of vacancies in different services and posts to be filled up on the results of the examination will be announced in due time. Certain vacancies may be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes of West Bengal declared as such by the Govt. of West Bengal. Some vacancies may also be reserved for Persons with Disabilities (40% and above) provided that they are otherwise suitable and possess the capacity to perform the duties attached to the post. The benefits of reservation of vacancies for S.C./S.T./B.C. candidates are admissible to S.C./S.T./B.C. candidates of West Bengal only. The S.C./S.T./B.C. candidates of other States shall be treated as general candidates.

**QUALIFICATIONS :** A candidate must have the following qualifications which should be clearly stated in the application. The qualifications prescribed in the advertisement are as per the notified recruitment rules issued by Govt. Candidates must fulfil the essential qualifications by the closing date.

- (i) A degree of a recognized University.
- (ii) Ability to read, write and speak Bengali (not required for recruitment in the case of candidates from hill areas of the district of Darjeeling, i.e. for Nepali speaking candidates).
- (iii) **Age** not below 21 years but not more than 32 years on the 1st January of the year of examination for services and posts included in Group 'A', 'C' and 'D' (i.e. born not earlier than the 2<sup>nd</sup> January, 1982 and not later than the 1<sup>st</sup> January, 1993). For the West Bengal Police Service only (i.e. Group 'B' Service) age not below 20 years but not more than 32 years on the 1st January of the year of examination (i.e. born not earlier than the 2<sup>nd</sup> January, 1982 and not later than the 1<sup>st</sup> January, 1994).

**Those candidates whose date of birth lies between the 1<sup>st</sup> January, 1993 & the 1<sup>st</sup> January, 1994 [i.e. whose age is between 20 & 21 years as on 01.01.2014] may apply for Group B only.**

**Concession in age :** The upper age limit is relaxable for S.C., S.T. & B.C. candidates of West Bengal, by 5 years for S.C. & S.T. candidates and by 3 years for B.C. candidates. In the case of Persons with Disabilities (PWD), the upper age limit is relaxable upto 45 years. S.C./S.T./B.C. candidates of other States shall be treated as general candidates.

**Note :** Age as recorded only in the Madhyamik or equivalent certificate will be accepted. The age limits apply to all candidates whether in Government Service or not.

- (iv) The candidate must be
  - (a) A citizen of India (either natural or by registration), or
  - (b) Such other nationals as declared eligible by the Govt.

Provided that a candidate belonging to category (b) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

- (v) Good health and character and suitability in all respects for appointment to Government service.

**N.B.:** Candidates suffering from blindness or low vision may be allowed the help of Scribe, if required.

**LIST OF PRELIMINARY EXAMINATION CENTRES WITH CODE NO. :**

**01–Kolkata (North), 02–Kolkata (South), 03–Baruipur, 04–Barrackpore, 05–Barasat, 06–Howrah, 07–Burdwan, 08–Asansol, 09–Medinipur, 10–Tamluk, 11–Bankura, 12–Berhampore, 13–Malda, 14–Jalpaiguri, 15–Cooch Behar, 16–Siliguri and 17–Darjeeling.**

**N.B. : [ candidates suffering from blindness or low vision requiring the help of a Scribe should opt 02–Kolkata (South) Centre only ]**

**CHOICE OF GROUPS OF SERVICES AND ALLOTMENT :** (i) As already stated, a candidate may apply for one or more of the four groups of services, viz., A, B, C, and D. The candidate is required to state clearly in the appropriate column of the application the particular Group or Groups for which he/she intends to compete. No further application for change of group(s) will be entertained.

(ii) Candidates called to Personality Tests on the results of their Main Examination (Written/ Objective) will be required to specify the order of their preference for the posts or services included in the Group or Groups for which they have applied. Choice of preference thus exercised will be deemed to be final and no alteration thereafter will be allowed.

(iii) Allotment of candidates will be made in order of merit and according to the number of vacancies. Due consideration will be given, as far as practicable, to the preferences indicated by a candidate, if any, but the Commission reserves the right to allot the candidate to any service or post for which he/she is a candidate on consideration of his/her fitness and the number of vacancies available.

**Note :** (i) All appointments will be made on temporary basis in the first instance.

- (ii) Candidates are particularly advised to note that unless they indicate preference for a post or service they shall not be recommended for such post or service even if they may be otherwise eligible for the same on the results of the examination. Belated request for being considered for appointment to such post or service is liable to rejection.

**SPECIAL CONDITION FOR :** (a) West Bengal Police Service (Group 'B' Service)- The minimum height requirement is 1.65 metres for male candidates and 1.50 metres for female candidates subject to relaxation in the case of candidates belonging to races such as Gorkhas, Garwalis, Assamese, Tribals etc. Candidates intending to be considered for this Group must indicate their height in appropriate column of the application form.

(b) Assistant Canal Revenue Officer – They will have to work in remote areas and their jurisdiction will cover a large number of villages. They will also be required to attend Tahsil and Zilla Offices for which they may have only cycles as the means of transport and to face and tackle general public.

(c) West Bengal Junior Social Welfare Service – For service in the Homes for the Blind and / or Deaf and Dumb, a degree or Diploma or certificate in the training of Blind and / or Deaf and Dumb shall be an essential qualification. Any person not possessing the above qualification may be appointed in these Homes on condition that he / she will have to receive in service training for teaching of the Blind and / or Deaf and Dumb. Male candidates will be unsuitable for the posts meant for institutions for females, and female candidates unsuitable for the posts meant for institutions for males.

(d) West Bengal Subordinate Land Revenue Service, Grade – I – No person shall be appointed to the service unless he has good working knowledge of the Bengali Language, written and spoken (candidates whose mother tongue is Nepali shall be exempted from this requirement, but will be required to pass, within a period of two years a departmental examination in Bengali).

Selected candidates for West Bengal Subordinate land Revenue Service, Grade-I shall be appointed provisionally and shall undergo a period of six months' in-service training during which they will draw the initial of the scale of pay and allowances as admissible.

The training shall include subjects such as cadastral survey, preparation of records-of-rights, Revenue Laws, elementary instructions in all other laws relevant for the service.


Incumbents who do not apply themselves to the in-service training with due diligence or fail to pass the end of Training Examination shall be liable to be discharged without notice. The period of training may also be extended in special circumstances.

**FEE : Rs.210/-** (Rupees two hundred ten) only.

SC/ST candidates of West Bengal and Persons with disabilities (PWD) having physical disability of 40% and above are not required to pay any fee. 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.

**APPLICATION :** Applications can be submitted through online only. Before applying for the post, candidates should register as per "**ONE TIME REGISTRATION**" scheme through the Official Website of Public Service Commission, West Bengal at [www.pscwbonline.gov.in](http://www.pscwbonline.gov.in). **Candidates who have already registered as per "ONE TIME REGISTRATION" scheme for any examination of the Commission are not required to do the same.**

**How to Register :**

1. Log on to [www.pscwbonline.gov.in](http://www.pscwbonline.gov.in)
2. Click on the link "ONE TIME REGISTRATION" at the left panel of the home page.
3. The fields marked with asterisk (\*) are the mandatory fields. For details view, place your mouse over  sign to get hint for this field.
4. Scan photo and signature and ensure that both of them adhere to the required specifications given below :  
Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpg format between 20 KB to 50 KB by using MS Paint or MS Office Picture Manager. Scanned photo and signature (scan at 200 dpi) can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced to desired size by using crop and then resize option. Similar options are available in other photo editor also.
5. After filling up all the fields click on the register button for registration.
6. When you click on the Register button then next page will contain the link, from where you can download the filled up registration form. **THE COMPLETED REGISTRATION FORM CAN BE DOWNLOADED ONCE ONLY. THEREFORE, YOU ARE ADVISED TO DOWNLOAD THE REGISTRATION FORM AT THIS STAGE OTHERWISE YOU WILL NOT BE PERMITTED TO DOWNLOAD THE SAME IN FUTURE.** In this page you will get two other buttons also, one is marked as Confirm and other one is Back.

- ✓ If you click on the Back button then you will get your registration form again to modify any fields/values.
  - ✓ If you click on the Confirm button then you will get the Registration ID and Password. (**in case you have provided your Email ID then your registration details will also be sent to you through Email**).
7. After a successful registration candidate has to Log in to the system. Click on Log in to Your Account under Candidates Corner Pane (In the Right Side of home page). The candidate's log in page will open.
  8. Input your Registration ID and Password that you have got after registration as we have mentioned before (See point number 5). Then click on Log in.
  9. After successful Log in, the candidate will be redirected to candidates' dashboard page, where he/she will get List of current examination matches his/her profile. Choose the examination matches and click on Apply now.


**NOTE : 1. Candidates are responsible to ensure correctness of the personal information and secrecy of PASSWORD and they must preserve the USER ID for further communication with the Commission which includes downloading of admit card from the online system as well as for applying for future examinations.**

**2. Candidates may modify the editable items only of his/her profile subsequently after registration. However, the non-editable items viz. Name, Date of Birth, Father's Name, Mother's Name etc. cannot be changed, once registered.**

### **How to Apply :**

1. Go to [www.pscwbonline.gov.in](http://www.pscwbonline.gov.in)
2. From the home page of WBPS, you need to click on the Log in to Your Account under Candidates Corner Pane (In the Right Side). The candidate's Log in page will open.
3. Give your Registration ID and Password that you have got after registration. Then click on Log in Button.
4. After successful log in, the candidate will redirect to the candidates' dashboard page. Where you will get the list of current examination matches the candidate profile. The candidate will choose the matched examination and click on Apply now.
5. On clicking Apply Now button, an application form will open. Like the registration form there are fields marked with asterisk (\*) which are mandatory fields.
6. Among the six tabs the first tab is Caution, where the Important Information about the examination as well as Scheme and Syllabus is given. On clicking the "Important Information" and "Scheme and Syllabus" the candidate can view the Important Information and Scheme & Syllabus for that particular examination. The candidate needs to check "I have read the above mentioned caution" box for proceeding further.
7. Accordingly Next button will appear and candidate needs to click on the Next button.
8. The candidate then move to 2<sup>nd</sup> tab namely Personal Details tab. The information provided at the time of registration will appear here and he/she can edit their photo or signature if required or just fill up the required fields and click on the Next button.

[Note : Here the information fields which are provided in time of registration are non-editable except your photo and signature].

9. The next tab is Contact Details like the previous tab. If your present address is same as permanent address then click "Yes" in the "Same as Permanent Address" field and click on the Next button.
10. The next tab is Qualification Details. This is also as same as the previous tab just fill up the required field. But here you can add more Educational Qualification and Additional Qualification by clicking on the Add More button. (The button located at the last column of the table). See the below image → Add More 
11. Click on the Next button when finished.
12. The Next tab is Exam Specific. This tab is very important to finish the application form fill up. In this tab you have to select the centre of the preliminary examination, select the language and also select the optional languages. Then click on the next button.

13. The Last tab is the Declaration tab. Read out the declaration and click on the below check boxes. A submit button will appear. Click on the submit button. **The process of submission of application is complete for non-fee candidates.**
14. The candidates must submit the application fee amounting to **Rs.210/-** (Rupees two hundred ten) only either by Net Banking or Offline through Bank Counter in any branch of Banks participating in the GRIPS (Govt. Receipt Portal System), Govt. of West Bengal through duplicate challan, as generated after filling up the online Application Form. Govt. Receipt Head of Account is **"0051-00-105-001-16"**.

#### How to apply online and make payment of fees through GRIPS :

Eligible candidates have to apply through online registration system of P.S.C., W.B. i.e. [www.pscwbonline.gov.in](http://www.pscwbonline.gov.in) No other means/mode of application shall be accepted. Online submission of the applications will be allowed on the website between 08.04.2014 to 30.04.2014 (Mid Night).

While applying on-line, candidates should have the following particulars readily available :

- Candidates must have a valid Mobile Number (e-mail ID is optional). The Commission may send information for downloading Admit Card for Written Test/Interview through the registered E-mail ID/Mobile Number. Under no circumstances he/she should share/mention Application No./Password to/or any other person.
- A sum of Rs.210/- shall be deposited as application fees by the candidates. Fee should be deposited in any branch of Banks participating in the GRIPS (Govt. Receipts Portal System), Govt. of West Bengal through a Duplicate CHALLAN. After filling up his/her initial Personal bio-data, the candidate will be directed to the next screen. If he/she belongs to SC/ST/PH category, he/she shall be asked to proceed for filling up the Online application form. If the candidate belongs to UR/OBC category, he/she shall be prompted to proceed for payment of fees in the subsequent screen by (i) Payment through Online Mode, (ii) Payment through Offline Mode/Counter Payment. **No fees will be paid by the SC/ST/PH Category candidates.**
- i) Payment through Online Mode : If the Candidate chooses to make the payment through online mode using NET Banking Facility, he/she shall be directed to the GRIPS Portal automatically wherein he shall see a screen line this below :

PRESS "CONFIRM" button. Next you shall be prompted to select any of the listed banks wherein you have your account with Internet Banking Facility. **Payment through Credit Card/Debit Card is not accepted now.** Once payment is made through Net Banking Facility, please take a print out/Save the acknowledgement for your records. The acknowledgement slip also carries the Government Reference Number (GRN) and Bank Reference Number (BRN) and the Fees paid amount, as shown below.

ii) Payment through Offline Mode/Counter Payment : If the Candidate chooses to make the payment through offline mode using Bank Counter Payment Facility, he/she shall be directed to the GRIPS Portal automatically wherein he shall see a screen like this below :

**FINANCE DEPARTMENT  
GOVERNMENT OF WEST BENGAL**

Payments through GRIPS portal  
Public Service Commission, West Bengal

CONFIRM FOLLOWING INFORMATION

Department Ref No	300040167004851	Depositor/Owner name	ASAA
E mail of owner	smonga@umctech.com	Mobile number	9831067373
Office Name	PSCWB	Payment Mode	Online Payment
Period from	01012014	Period to	20052014
Remarks	Application Fee	Transaction Id	300040

CONFIRM PAYMENT DETAILS

PAYMENT DETAILS		
HEAD OF ACCOUNT DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[₹]
Public Service Commission, West Bengal - Other Fees	0051-00-105-001-16	1
		Total Amount: 1

CONFIRM CANCEL

Here the Payment Mode is given as "Counter Payment". Click on Confirm, and go the next screen which shows the Choice of Banks where counter payment can be made such as :

**FINANCE DEPARTMENT  
GOVERNMENT OF WEST BENGAL**

✓ Payment Details are Saved. Please Select a Bank

Following Banks are available to make counter payment through GRIPS PORTAL

- Indian Overseas Bank
- UCO Bank
- United Bank of India
- State Bank of India
- Axis Bank
- INDIAN Bank
- Central Bank of India
- Allahabad Bank
- HDFC Bank
- IDBI
- Bank of Baroda
- ICICI Bank
- Union Bank of India
- Vijaya Bank
- Punjab National Bank
- Canara Bank
- Bank of India
- Corporation Bank
- Oriental Bank of Commerce
- Bank of Maharashtra

Once you select and click on the Bank, the following screen of GRIPS portal will prompt you to as for example "GO to United Bank of India for Counter Payment" as below.

**FINANCE DEPARTMENT  
GOVERNMENT OF WEST BENGAL**

Payments through GRIPS portal  
Public Service Commission, West Bengal

(\*Please carry this receipt to bank for counter payment)

Govt. Reference No(GRN) : 152013140006815642 (Please NOTE this GRN for future reference)

Department Ref No	300041284224157	Depositor/Owner name	SUDEEP SEN
E mail of owner	s@gmail.com	Mobile number	9831012121
Office Name	PSCWB	Payment Mode	Counter Payment
Period from	01012014	Period to	20052014
Remarks	Application Fee	Transaction Id	300041

CONFIRM PAYMENT DETAILS

PAYMENT DETAILS		
HEAD OF ACCOUNT DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[₹]
Public Service Commission, West Bengal - Other Fees	0051-00-105-001-16	1
		Total Amount: 1

GO TO State Bank of India (For Counter Payment) CANCEL

Click on the Link above to go to the respective Banks Portal where you will be prompted to fill up the captcha code (upper/lower case letters, etc.) as shown below and conform the same :

Head of Account Five	-
Amount Five	-
Head of Account Six	-
Amount Six	-
Head of Account Seven	-
Amount Seven	-
Head of Account Eight	-
Amount Eight	-
Head of Account Nine	-
Amount Nine	-
Head of Account Ten	-
Amount Ten	-
Amount in words	One Rupees only

Enter the text as shown in the image

Once confirmed, you will be prompted to save and print the e-Challan.

**4. Candidate shall ONLY proceed to any of the bank branch of the respective bank, e.g. UBI to make the payment after 24 hrs of generation of Challan during the banking hours only. Money Order / Postal Order or any other mode of payment is not acceptable. He/she should take the print out of the challan in Duplicate.**

**5. The CHALLAN (wherever applicable), valid E-mail ID and Mobile No are mandatory data without which online registration will not be possible at all.**

**Candidates are not required to submit any certificate during online submission of applications.** However, the Original Certificates and photocopies of certificates duly attested relating to citizenship (by registration), age, qualifications, caste (SC/ST/BC), Physical disability (40% and above) and previous employment, if any, will have to be submitted when the Commission asks for them. If any candidate fails to furnish any certificate or any other relevant document or information relating to his / her candidature within the time specified by the Commission, his / her claim for allotment may be passed over without further reference to him / her.

#### **PARTICULARS AND CERTIFICATES REQUIRED :**

- (a) A candidate claiming to be S.C., S.T., B.C. or Persons with Disabilities (40% and above) must have a certificate in support of his / her claim from a competent authority of West Bengal as specified below :

#### **For S.C., S.T. & B.C. Candidates :-**

- 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, in this behalf and the District Welfare Officer, Kolkata and Ex-officio Joint Director, Backward Classes Welfare.

[vide the W.B.S.Cs. & S.Ts. (Identification) Act, 1994 and S.Cs. & Ts. Welfare Deptt. Order No. 261-TW/EC/MR-103/94 dated 6.4.95 read with B.C.W. Deptt. Order No.6320-BCH/MR-84/10, dated 24.09.2010 and No.2420-BCW/MR-61/2012 (Pt.), dated 12.07.2013]

#### **For Persons with Disabilities (PWD) :-**

A Medical Board constituted at Government Medical College Hospitals in Kolkata, District Hospitals and Sub-divisional Hospitals.

[vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

- (b) The Public Service Commission may require such further proof or particulars from the candidates as it may consider necessary and may make enquiries about their character and other particulars regarding suitability and eligibility.



**CAUTION :**

- i. The candidates must abide by the instructions as may be given by Supervisors / Invigilators of the Examination. If the 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.
- ii. A candidate who has been reported against by the Supervisor of the Examination Centre for violating any of the instructions will be punished with cancellation of candidature and also debarment from future examinations and selections as may be decided by the Commission according to the circumstances of the case.
- iii. If at any stage even after issue of the letter of appointment, a candidate is found ineligible in terms of advertisement his / her candidature will be cancelled without further reference to him / her.
- iv. The conditions prescribed cannot be relaxed in any case other than those mentioned in this Important Information.
- v. A candidate should note that his / her admission to the examination will be deemed provisional subject to determination of his / her eligibility in all respects. If at any stage after issue of the admit card a candidate is found ineligible for admission for this examination, his / her candidature will be cancelled without further reference to him / her. No candidate shall be allowed to take the examination unless he / she holds an admit card.

**MEDICAL EXAMINATION :** Candidates who will be selected for appointment will be required to appear before a Medical Board for certificates of their fitness for Government service in the form prescribed for the purpose.

**CANVASSING :** Any attempt on the part of a candidate to enlist support for his / her application through persons, officials of Government, or agencies will disqualify him / her for appointment. Spontaneous recommendations from persons interested in the candidates, or otherwise known to them, will be disregarded and will render the candidates ineligible.

**RESULTS OF THE EXAMINATION :** The names of the candidates called to Personality Test and those recommended for appointment will be published provisionally subject to determination of eligibility of the candidates in all respects and verification of original certificates etc. If at any stage of such verification any candidate is found ineligible, his / her candidature / allotment will be cancelled.

Commencement of submission of online application : **The 8<sup>TH</sup> APRIL, 2014 from 11:30 a.m.**

Closing date for submission of fees : **The 28<sup>TH</sup> APRIL, 2014.**

Closing date for submission of online application : **The 30<sup>TH</sup> APRIL, 2014.**

**For further details and assistance the candidates may contact the Commission's control room telephonically from 11-00 a.m. to 04-00 p.m.**

**on any working day, the numbers being**

**(033) 2463-2262 [For technical assistance]**

**(033) 2465-0779 [For other general information]**