

**PUBLIC SERVICE COMMISSION, WEST BENGAL**

**CLERKSHIP EXAMINATION, 2019**

**ADVERTISEMENT NO. 05 /2019**

The Commission will hold the Clerkship Examination 2019 on the results of which recruitment is made to certain clerical posts under Government of West Bengal.

Applications can be submitted through online only in the Commission's website at [www.pscwbapplication.in](http://www.pscwbapplication.in) on and from **11.30 a.m., the 22<sup>nd</sup> February, 2019**. Before applying for the post, candidates are required to enroll themselves as per '**ONE TIME ENROLLMENT**' scheme through the same website. Those who have already made enrollment through the same website (i.e. [www.pscwbapplication.in](http://www.pscwbapplication.in) ) need not enroll once again.

Detailed information regarding age limit, qualifications, scale of pay, closing date for submission of online applications and fees through online and offline, scheme and syllabus of the examination etc. will be available in the Commission's websites at:

[www.pscwbapplication.in](http://www.pscwbapplication.in) & <https://www.pscwbonline.gov.in/>

**Closing date for submission of application & fees through online: 25.03.2019 up to 12-00 midnight**

**Closing date for submission of fees through offline: 26.03.2019.**

**IMPORTANT INFORMATION**

In accordance with the State Services Recruitment Rules, the Public Service Commission, West Bengal will hold the Clerkship Examination on the results of which recruitment is made to the posts of lower division assistant or lower division clerk and posts similar to that of lower division assistant or lower division clerk in the Secretariat, Directorates, District offices and similar posts in regional offices (including Kolkata) under the rule making power of the Govt. of West Bengal.

The examination will be held in two successive stages, viz., i) Part-I (Objective Type) and (ii) Part-II (Conventional Type – Written). The elementary knowledge in Computer operation and ability of typing on Computer of the candidates shall be judged only after they are found qualified in Part-I and Part-II.

The Direct Recruitment Examination will be held at various centres in Kolkata and in certain other districts in West Bengal. Only scheduled tribe candidates of Darjeeling district and other candidates of the three hill sub-divisions, namely Darjeeling Sadar, Mirik and Kurseong will be allowed to appear at Darjeeling centre. Similarly all candidates from the Kalimpong district will be allowed to appear at KALIMPONG centre.

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

**01–Kolkata (North), 02–Kolkata (South), 03–Baruipur, 04–Diamond Harbour, 05–Barrackpore, 06–Barasat, 07– Krishnanagar, 08–Howrah, 09– Chinsurah 10–Burdwan, 11–Asansol, 12– Purulia, 13–Medinipur, 14–Tamluk, 15–Jhargram, 16–Bankura, 17–Suri, 18–Berhampore, 19–Malda, 20– Balurghat, 21– Raiganj, 22–Jalpaiguri, 23–Alipurduar, 24–Cooch Behar, 25–Siliguri, 26–Kalimpong and 27–Darjeeling**

**N.B.: The P.S.C., W.B. reserves the right to allot a candidate to a centre other than the centre ( for Preliminary Examination ) opted for by the candidate at the time of submission of application, if necessary.**

**Scale of pay :** (PB-2) Rs.5,400/- to 25,200/- + G.P. Rs. 2,600/- besides D.A., M.A. and H.R.A. admissible as per rules.

All Appointments will initially be made on a temporary basis. Number of vacancies will be announced later.

**N.B. : The benefits of reservation of vacancies are admissible to :**

1. S.C./S.T./B.C. (non-creamy layer) candidates of West Bengal only. The S.C./S.T./B.C. candidates of other States shall be treated as general candidates.

2. PWD (with disabilities 40% and above ), Ex-Servicemen and Meritorious Sports Persons.

**Qualifications :** The qualification for direct recruitment shall be as follows :

**a. Pass in Madhyamik examination of the West Bengal Board of Secondary Education or its equivalent.**

**b.** Acquisition of elementary knowledge in Computer operation with ability of typing on computer at the speed of 20 (twenty) words per minute in English or 10 (ten) words per minute in Bengali.

**Age :** Not below 18 years but not more than 40 years as on 01.01.2019 (i.e. born not earlier than 2nd January, 1979 and not later than 1st January, 2001).

**Concession in age :**

1. The upper age limit is relaxable by 5 years for S.C. & S.T. candidates and by 3 years for B.C. (non-creamy layer) candidates. In the case of Persons with Disabilities (PWD), the upper age limit is relaxable upto 45 years. No relaxation is applicable to S.C./S.T./B.C. candidates of other States as they shall be treated as general candidates. Upper age limit is also relaxable for Ex-Servicemen who have put in not less than six months' continuous service in any rank (whether as a Combatant or as a Non-Combatant ) in the Armed Forces of the Union. Such Ex- Servicemen shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post/service for which he seeks appointment by more than 3(three) years, he shall be deemed to have satisfied the condition regarding age limit.

2. 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:-

(i) Athletics (including Track and Field events), (ii) Badminton, (iii) Basket Ball, (iv) Cricket, (v) Football, (vi) Hockey, (vii) Swimming, (viii) Table Tennis, (ix) Volley Ball, (x) Tennis, (xi) Weightlifting, (xii) Wrestling, (xiii) Boxing, (xiv) Cycling, (xv) Gymnastics, (xvi) Judo, (xvii) Rifle Shooting, (xviii) Kabaddi and (xix) Kho-Kho. - vide Govt. of West Bengal, Labour Department Notification No. 49-EMP/1M-25/98 dated 1st March, 2011.

No claim for being a member of S.C./S.T./B.C. (non-creamy layer) or a person with disability or a meritorious sportsperson will be entertained after submission of the application.

**Note :** Date of birth 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.**

3. 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. of India.

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.

4. Ability to read, write and speak in Bengali (**not required for those candidates whose mother tongue is Nepali**) – vide Finance Department's Notification No.1243-F(P) dated 02.03.2016.

**CANDIDATES WITH LOCOMOTOR DISABILITY/CEREBRAL PALSY/ LOW VISION WILL BE ALLOWED COMPENSATORY TIME OF 20 MINUTES PER HOUR.**

**N.B.: Candidates suffering from blindness or low vision, loco motor disability/cerebral palsy with writing extrimity may be allowed the help of Scribe, if required. The Commission, however, will not provide scribe for the candidates. Scribe will have to be arranged by candidates themselves. The Scribe should possess educational qualification not higher than the requisite qualification for the examination.**

**Fee: Rs.110/-** (Rupees one hundred ten) only + Service Charge 1% of Examination Fee subject to a minimum of Rs.5/- (Rupees Five) only for online payment through debit/credit card plus service charge as applicable as Govt. Duty **or** Service Charge of Rs.5/- (Rupees Five) only for Net Banking **or** Service Charge of Rs.20/- (Rupees Twenty) only for payment through Bank Counter (off-line payment).

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 (non-creamy layer) 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.

**Particulars and Certificates required :**

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

**For S.C., S.T. & B.C. (non-creamy layer) 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]

**For Ex-Servicemen :-**

The claim of a candidate for being considered as an Ex-Serviceman should be supported by a certificate from the Army/ Air Force/ Naval Headquarters indicating therein the date of his joining the Armed Forces, the period of his / her service and the date of his/her release from the Armed Forces or the date of the completion of the period of his/her service requisite for being entitled to be released or transferred to the reserve.

**For Meritorious Sportspersons :-**

Competent Authorities for issuing Certificates 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.

- (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.
- vi. **The Commission shall have discretion to fix qualifying marks in Part-I and each group of Part-II and the aggregate of the examination. It shall also have discretion to relax such qualifying marks in the cases of Scheduled Castes, Scheduled Tribes and Other Backward classes candidates of West Bengal.**
- vii. **The Commission shall hold Part-I examination at the first instance. A limited number of candidates obtaining qualifying marks in Part-I examination will be allowed to appear in the Part-II examination on a subsequent date to be notified by the Commission and the final merit list shall be prepared on the basis of total marks obtained in the 2 parts provided the candidates have been found qualified in the test judging elementary knowledge in computer operation and ability of typing on computer.**
- viii. **The candidates who will take Hindi, Urdu, Nepali or Santali as the case may be, in lieu of Bengali of Group B of Part-II examination shall, before confirmation, have to pass a departmental Examination in Bengali during the period of probation. The syllabi for the examination shall be the same as laid down under the Finance Department notification no. 9045-F dated the 26<sup>th</sup> July, 1983.**
- ix. **Candidates are not allowed to carry mobile phones or any other gadget of communication inside the examination halls. This instruction must be strictly enforced.**
- x. **There will be arrangements for frisking of the candidates at entry points of venues – separately for male and female candidates so that candidates with mobile phones may not enter the venue.**
- xi. **PERSONS WITH DISABILITIES ARE ADVISED TO BRING A CERTIFICATE FROM THE COMPETENT AUTHORITY IN THIS REGARD AND PRODUCE THE SAME IN THE EXAMINATION HALL ON DEMAND FOR VERIFICATION.**
- xii. **A deduction of 10 % of full marks will be made from the total marks secured by the a candidate in the answer sheets if he / she discloses his / her identity by writing his / her name, roll no. or putting any identifying marks.**

**Option for Posting:**

- 1) Candidates shall be required to indicate their options in order of preference for the vacancies in the (a) Secretariat Departments, (b) Directorates and (c) Regional Offices including district offices of one particular district or Kolkata.
- 2) Vacancies shall be filled up from the merit list prepared by the Commission according to the merit position vis-à-vis the option exercised by the candidates.

**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 22 <sup>nd</sup> February, 2019 from 11:30 a.m.
Closing date for submission of online application	: The 25 <sup>th</sup> March, 2019 (upto 12-00 midnight)
Closing date for submission of fees through online	: The 25 <sup>th</sup> March, 2019 (upto 12-00 midnight)
Closing date for submission of fees through offline	: The 26 <sup>th</sup> March, 2019.

\* However, the Challan must be generated by the 25<sup>th</sup> March , 2019 positively.

**For further details and assistance the candidates may contact the following numbers on any working day from 11-00 a.m. to 4-00 p.m.**

**(033) 2262-4181 [Related to Offline Payment]**

**(033) 4003-5104 [Related to Online Payment]**

**(033) 2419-8185 [For general information]**

## **SCHEME & SYLLABUS**

### **Scheme of Examination :**

The examination shall consists of two parts, viz., i) Part-I (Objective Type) (ii) Part-II (Conventional Type – Written).

### **Part-I Examination :**

Part-I will carry 100 marks having 100 questions of 1 (one) mark each, comprising of multiple choice, objective type question on English (30 marks), General Studies (40 marks) and Arithmetic (30 marks). The duration of Part-I examination shall be 1 hour and 30 minutes.

### **Part-II Examination :**

Part-II shall consist of conventional type questions on a) Group-A : English b) Group-B : Bengali/Hindi/Urdu/Nepali/Santali carrying 50 marks each for Group-A and Group-B. The duration of Part-II examination shall be 1 hour.

The elementary knowledge in Computer operation and ability of typing on Computer of the candidates shall be judged only after they are found qualified in Part-I and Part-II.

### **Syllabus for the Examination :**

#### **Part -I :**

**English** : Fundamentals of the English language such as vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

#### **General Studies :**

Matters of everyday observation including everyday science, current events and problems with special reference to India and elementary knowledge of Indian History and Indian Geography.

#### **Arithmetic :**

Divisibility, fractions, decimals, recurring decimals, simplification, HCF, LCM, Partnership, Average, Ratio and proportions, percentage, simple interest, profit & loss, time & distance, area of rectangles and squares.

#### **Part-II :**

##### **Group-A : English**

- Drafting of a report in English from points or materials supplied ;
- Condensing of a prose passage (Summary/Precis) ;
- Translation from Bengali/Hindi/Urdu/Nepali/Santali, as the case may be, into English ;

##### **Group-B : Bengali/Hindi/Urdu/Nepali/Santali :**

- a) Drafting of a report from points or materials supplied ;
- b) Condensing of a prose passage (summary or précis) ;
- c) Translation from English into Bengali/Hindi/Urdu/Nepali/Santali, as the case may be ;

The standard of examination shall be similar to that of Madhyamik Examination of the West Bengal Board of Secondary Education.