

# PUBLIC SERVICE COMMISSION, WEST BENGAL

## W.B.C.S. (Executive) etc. Examination, 2012

### 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 on the results of which recruitment is made to the West Bengal Civil Service and certain other services and posts. 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.

1. 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 (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) will be called to appear at the Personality Test.

2. The Preliminary Examination will be held at various centres in Kolkata and in certain other districts in West Bengal sometime in the 1<sup>st</sup> part of the year. 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 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.

3. 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 in para 4 below.

4. 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.

5. Vacancies : The number of vacancies in different services and posts to be filled 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 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.

6. 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 in Bengali (not required for recruitment in the case of candidates from hill areas of the district 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, 1980 and not later than the 1<sup>st</sup> January, 1991). 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, 1980 and not later than the 1<sup>st</sup> January, 1992).

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, or
  - (b) A subject of Nepal, or
  - (c) A subject of Bhutan, or
  - (d) A Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India, or
  - (e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, Kenya, Uganda, Tanzania, Zambia, Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India;

Provided that a candidate belonging to categories (b), (c), (d) and (e) 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.

7. 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) 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.

8. Application : A candidate whether in Government Service or not, must submit his/her application in prescribed form on or before the closing date mentioned in the advertisement. Application received after the closing date shall not be accepted. The application form shall be filled in candidate's own handwriting and signed by him/her. Should any of the statements made in the application be subsequently found to be false within the knowledge of the candidate, his/her candidature will be liable to cancellation, and even if appointed to a post on the results of this examination his/her service will be liable to be terminated. Willful suppression of any material fact will also be similarly dealt with.

Candidates should take particular note that entries in their applications submitted to the Commission must be made correctly against all the items, which will be treated as final and no alteration or addition in this regard will be entertained after submission of the application.

Applications not duly filled in or found incomplete or without requisite documents or defective in any respect will be liable to rejection.

Candidates in service of Government, a Local or Statutory Body must submit their applications in prescribed form with the requisite documents direct to the commission's office within the closing date.

Candidates in service of Government, a Local or Statutory Body are required to submit an undertaking ( as in the declaration printed in the Application Form) to the effect that they have informed, in writing, their Head of Office/ Department as to their applying for the examination.

Candidates who hold substantive appointment including those placed on probation under the Government of West Bengal, are also required to submit an undertaking ( as in the declaration printed in the application Form) that they have informed, in writing, the P & A R Department as to their applying for the examination.

Those appointed after submission of their applications for admission to the examination, must furnish forthwith evidence to show that their appointing Authorities and/or the P & A R Department have no objection to their being selected for new appointment on the results of the examination.

9. FEE : Candidates must enclose with their applications a fee of Rs.210/- (Rupees two hundred ten) only in the form of Indian Postal Order which must be purchased on a date after publication of this advertisement and crossed and endorsed to THE SECRETARY, PUBLIC SERVICE COMMISSION, WEST BENGAL, or in the form of a receipted challan from a Government Treasury in West Bengal or the Reserve Bank of India, Kolkata under the head "0051-00-105-State PSC Examination fees-001-Examination fees-16 other fees". Money Orders, Cheques, Bank Drafts, Cash etc. will not be accepted. No application will be considered unless accompanied with the requisite application fees. 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. The application without fee of such candidates will not be accepted if the same is not accompanied with the attested photocopy of SC/ST certificate issued by the competent authority of West Bengal in a prescribed format or Physical disability (40% and above) certificate issued by the competent authority. 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.

10. 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.

#### 11. 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 [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]

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.

For Persons with Disabilities (PWD) [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, Sub-divisional Hospitals and Block Level Hospitals.

(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.

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 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.

12. Photograph : The candidates must submit one copy of his / her recent passport size photograph which should be pasted on the first page in the space provided for the purpose in the application form. An identical copy of the photograph will be required for pasting on the Attendance Sheet to be sent by this office along with the Admit Card.

13. Caution : 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.

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.

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.

“Candidates suffering from blindness or low vision may be allowed the help of a scribe, if required”.

The conditions prescribed cannot be relaxed in any case other than those mentioned in this Important Information.

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.

14. 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.

15. 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.

16. 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.

Applications along with (i) I.P.O./Treasury Challan, in original, for Rs.210/- only (for candidates other than SC/ST of West Bengal and for candidates having physical disabilities of 40% and above), (ii) One copy of recent passport size photograph signed by the candidate and pasted on the application (An identical copy of the photograph will be required for pasting on the Attendance Sheet to be sent by this office along with the Admit Card), (iii) Photocopies of certificates of age, prescribed educational qualification and other documents in support of the claim for having SC/ST/BC and Persons with Disabilities (40% and above) status from competent authority, if applicable, either self-certified or duly attested by a Group-'A' Officer of Central/State Government or Head of a recognised Secondary School or College and (iv) Two self-addressed unstamped envelopes may be submitted either personally between 11-00 a.m. & 3-30 p.m. on all working days at the Enquiry Counter of the Commission's Office at 161-A, S.P. Mukherjee Road, Kolkata – 700 026 or strictly by registered or speed post or under certificate of posting addressed to the Deputy Secretary (Examination), Public Service Commission, West Bengal at the same address. The envelope containing application must be superscribed with (i) advertisement no., (ii) the name of the Examination and (iii) the name of the Examination Centre opted. Applications received after the closing date shall be rejected. The application form shall be filled in candidate's own handwriting in blue/black ink and signed by him/her.

SUBMISSION OF MORE THAN ONE APPLICATION IS STRICTLY FORBIDDEN. THE CANDIDATURE OF A CANDIDATE WHO SUBMITS MORE THAN ONE APPLICATION FOR ADMISSION TO THE EXAMINATION, WILL BE CANCELLED EVEN IF HE/SHE IS ADMITTED TO THE SAME.

Closing date for receipt of application : THE 15<sup>TH</sup> NOVEMBER, 2011.

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