

PUBLIC SERVICE COMMISSION, WEST BENGAL

Special Recruitment Examination for the post of Assistant Programme Officer, 2017

ADVERTISEMENT No.- 17/2017

IMPORTANT INFORMATION

The Public Service Commission, West Bengal will hold the Special Recruitment Examination for the post of Assistant Programme Officer, 2017 on the results of which recruitment will be made to the posts of Assistant Programme Officer under the Panchayats and Rural Development Department, Govt. of West Bengal. The rules of the examination and other particulars are stated in the following paragraphs. A candidate should verify from the notified rules whether he/she is eligible for admission to the examination. The conditions prescribed cannot be relaxed.

The Special Recruitment Examination for the post of Assistant Programme Officer, 2017 will be held in two successive stages, viz., (i) Preliminary Examination (Objective Multiple Choice Question) and (ii) Final Examination (Conventional Type) followed by Personality Test. A number of candidates to be selected on the results of the Preliminary Examination will be allowed admission to the Final Examination and a number of candidates to be selected on the results of the Final Examination will be called to appear at the Personality Test.

The Preliminary Examination will be held simultaneously in **Kolkata** centre as well as in **Burdwan, Medinipur, Malda and Siliguri** centre tentatively on **16th September, 2017** or thereabout. However, the Commission has the discretion to allot candidates to any centre other than the opted one depending on number of applicants. The Final Examination will be held in **Kolkata**. **The schedule for the Final Examination will be announced later on.** The Personality Test will be held thereafter in the office of the Public Service Commission, West Bengal, in Kolkata.

LIST OF CENTRES FOR PRELIMINARY EXAMINATION WITH CODE NO.:

01 - KOLKATA, 02 - BURDWAN, 03 - MEDINIPUR, 04 - MALDA AND 05 - SILIGURI.

Scale of pay : (PB-3) Rs.7,100/- to 37,600/- + G.P. Rs. 3,900/-

---besides D.A., M.A. and H.R.A. admissible as per rules.

No. of Vacancy : 50 [Unreserved – **23**, SC – **11**, ST – **03**, OBC(A) – **06**, OBC(B) – **04**, PH – **02**(one each for H.I & L.V.), Meritorious Sportsman – **01**]

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

1. 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.
2. Meritorious Sportsman 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.

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 the Govt. Candidates must fulfil the qualifications by the closing date.

1. A degree from a recognized University or its equivalent.

2. Age : Not below 21 years but not more than 39 years as on 01.01.2017 (i.e. born not earlier than 2nd January, 1978 and not later than 1st January, 1996).

Concession in age : The upper age limit is relaxable 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. No relaxation is applicable to S.C./S.T./B.C. candidates of other States as they shall be treated as general candidates.

No claim for being a member of S.C./S.T./B.C. or a person with disability or a meritorious sportsman 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 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.160/-** (Rupees one hundred sixty) 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 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.

HOW TO APPLY ONLINE

Candidates have to first go for "One Time Registration" (link available on top of the left panel in home page of the website www.pscwbonline.gov.in) and fill up all the required data and uploading scanned photo and signature to get User ID and Password. The process of one time registration is mentioned in details in right panel of the home page of the website www.pscwbonline.gov.in , in "Instruction to Candidate" link under Candidate's Corner. **However, those candidates who have earlier registered themselves with PSC, West Bengal need not to do registration again.** They can use their previous User Id and Password for login into their respective Dashboards.

With the User ID and Password, as provided to the candidate, they need to login to their Dashboard through the link "Login to your Account" which is available in right panel of the home page of the website under Candidate's Corner.

Candidates who forget their password can reset the password for which the link is available in the Candidate's Login Page which can be opened through the link "Login to your Account". For resetting the password, click on the "Reset Your Password" link. Then after, candidates have to provide User ID, Mother's Maiden Surname, Last School Attended and Grandfather's Name. Mother's Maiden Surname, Last School Attended and Grandfather's Name should match exactly the one given during One Time Registration. If all the data matches correctly, candidates will get the new password. Candidates are advised to note down the new password for future reference.

After login into the Dashboard, candidates will find the name of the Examination with **Apply Now** link. Click on the link and the application form will be opened.

Candidates are advised to read thoroughly and cautiously the documents available in the link **Important Information** and **Scheme and Syllabus** present in the top of the application form before filling the application. **Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of application. The candidates are requested to check the entries made against each column thoroughly before submission of application.**

The Photo and Signature of the candidate, as uploaded by them during One Time Registration, are displayed. Candidate may change the photo and/or signature, if required, by clicking the respective Edit Button/s.

Following is the procedure for filling up the Application Form :

1. Personal Details

- a. User ID – Data preloaded from One Time Registration. Not editable.
- b. Name – First Name, Middle Name, Last Name - Data preloaded from One Time Registration. Not editable.
- c. Candidate's Date of Birth - Data preloaded from One Time Registration. Not editable.
- d. Do you have the ability to read, write and speak in Bengali – Candidates have to select the value from drop down list.
- e. **NOTE (re: item no.d) : "Provided that the said compulsory requirement of knowledge in Bengali including the ability to read, write and speak in Bengali, for recruitment to any post or Service under the State Government, shall not be applicable to those candidates whose mother tongue is Nepali." – vide Finance Department's Notification No.1243-F(P) dated 02.03.2016.**
- f. State you mother tongue – Candidates have to write their mother tongue
- g. Place of Birth – State, District, Place - Data preloaded from One Time Registration. Not editable.
- h. Father's Name, Gender, EPIC No. (Optional), Caste Category - Data preloaded from One Time Registration. Not editable.
- i. Mention Your Sub Caste, State, Issuing Authority – If the candidates are of SC/ST/BC-A/BC-B category, then they have to write their Sub Caste, select the State of Issuing Caste Certificate and have to write Issuing Authority. This is mandatory for candidates of SC/ST/BC-A/BC-B category.

- j. Whether you are a person with disability – By default the selected option is No. If the candidates are Handicapped in nature, then they have to select the Yes option.
- k. If the disability option is Yes, candidates have to State the category of disability viz., Hearing Impairment and Orthopaedically Handicapped as applicable.
- l. Whether you are a person with disability – By default the selected option is No. If the candidates are Handicapped in nature, then they have to select the Yes option.
- m. If the disability option is Yes, candidates have to State the category of disability viz., Blindness or Low Vision, Hearing Impairment, Locomotor Disability and Cerebral Palsy as applicable.
- n. If the nature of disability is Blindness or Low Vision, then candidates have to mention whether they need the help of a scribe. By default, the selected option is No.

2. Contact Details

- a. Permanent Address
 - i. Address Line 1 - Data preloaded from One Time Registration. Not editable.
 - ii. Address Line 2 - Data preloaded from One Time Registration, if available. Not editable.
 - iii. State - Data preloaded from One Time Registration. Not editable.
 - iv. District - Data preloaded from One Time Registration. Not editable.
 - v. Police Station - Data preloaded from One Time Registration. Not editable.
 - vi. Post Office - Data preloaded from One Time Registration. Not editable.
 - vii. Pin Code - Data preloaded from One Time Registration. Not editable.
- b. Present Address (Address of Communication) – If the Present Address is as same as the Permanent Address, the candidates have to select the Yes option. Then the entire Permanent Address field value will be copied in the respective fields of Present Address.
- c. Mobile No (Optional) - Data preloaded from One Time Registration.
- d. Email (optional) - Data preloaded from One Time Registration.
- e. Whether a Citizen of India - Data preloaded from One Time Registration. Not editable.
- f. Whether a natural Citizen or Citizen by registration - Candidate has to select the value from drop down list.

3. Qualification Details

- a. Educational Qualification – Candidates have to provide the details of their educational qualifications in the respective columns available in this section.
- b. If candidates have any time been employed, they have to give the details in the respective columns in chronological order, starting from the present job.

4. Examination Details

- a. Select Language in Paper – II - Candidates have to select the Language from drop down list.
- b. If the candidate is presently engaged in any Government/Government Undertaking/PSU/Constitutional/ Statutory/Autonomous body, then they have to accept the declaration that they have informed their head office in writing that they are applying for the examination. Otherwise this option can be left untouched.
- c. Lastly candidates have to accept the declaration that they have provided correct information. This section is mandatory.
- d. Finally candidates have to click on the Submit button.

- 5. SC, ST Candidates of West Bengal and PWD Candidates (Handicapped Candidates) of any State are exempted from paying fees. Their application submission status will be completed soon after submission. For rest of the candidates, they will be forwarded to Payment Module, where they need to pay the required Examination Fees with Service Charge and/or Service Tax as applicable to complete the application submission process.

6. There are two payment methodologies – Online Payment and Offline Payment.

- 7. In Offline Payment Mode, Candidates will get a Challan of United Bank of India (UBI) in their dashboard. On selecting the Offline Payment mode, candidates will be forwarded to their respective Dashboard from where they have to download the Challan by clicking the Challan button. Candidates can go to nearest UBI next working day 11:00 AM onwards and within closing hours of the bank to deposit the requisite fees. Initially, the application submission status in the dashboard of the candidate will be shown as Submitted. After depositing the fees in the bank, on next working day or two, candidate will find their application submitted status as Completed.
- 8. In Online Payment mode, there will be three options of payment, viz., Credit Card, Debit Card and Net Banking. Soon after selecting the Online Payment option, candidates will be forwarded to Payment Gateway for making the payment. After successfully making the payment, candidates will be redirected to their respective Dashboard, where they will find their application submission status as Completed.
- 9. In case, the payment process failed due to any technical snag, candidate will get the option to try for payment again either in Online Mode or Offline Mode. However, in Offline Mode, Challan can be generated only once.
- 10. Candidates can also download their Application Form (in PDF format) by clicking the Application Button in their Dashboard.

11. Word of Caution:

- a. **Don't close the website directly from your dashboard (after login) without Log Out. In case of illegal shut down, Candidate's dashboard will be locked for unspecified period.**

- b. **During payment process, candidates are advised not to close the browser or press Back Button. This may severely hamper the payment process.**

Particulars and Certificates required :

- (a) A candidate claiming to be S.C., S.T., B.C., 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. 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 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 "Information to Candidates".
- 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 Public Service Commission, West Bengal, shall have discretion to fix qualifying marks in any paper or all papers of Written Examination, Personality Test or in the aggregate.**
- vii. **Final Merit List will be prepared on the basis of total marks obtained in all the written papers of the Final Examination and in the Personality Test.**
- viii. **Candidates are not allowed to carry mobile phones or any other gadget of communication inside the examination halls. This instruction must be strictly enforced.**
- ix. **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.**

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 27th June, 2017 from 11:30 a.m.**

Closing date for submission of online application : **The 18th July, 2017 (upto 12-00 midnight)**

Closing date for submission of fees through online : **The 18th July, 2017 (upto 12-00 midnight)**

Closing date for submission of fees through offline : **The 19th July, 2017.**

*** However, the Challan must be generated by the 18th July, 2017 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]