



THE WEST BENGAL CENTRAL SCHOOL SERVICE COMMISSION  
ACHARYA SADAN  
11 & 11/1, BLOCK - EE, SALT LAKE, SECTOR - II, KOLKATA - 700091

NOTIFICATION

**Recruitment for Group C and Group D Categories Posts under the University of Calcutta 2018**

Memo No. 644 /6891/CSSC/ESTT/2018

Date: 29.06.2018

Advertisement No. 01/CUNT/2018

Date: 29-06-2018

Applications are invited from eligible candidates who are Citizens of India for the following posts in Group C and Group D Categories. The entire processes will be guided by existing norms and procedure of the University of Calcutta and the following Guidelines.

**1. Important Dates and Information:**

**1) Submission mode: Strictly Online Application.**

**a) Website: [www.westbengalssc.com](http://www.westbengalssc.com)**

**b) Date of submission of Online Application: 05-07-2018 (5pm) to 20-07-2018 (5pm)**

**[However, scope for payment by cash challan will be available upto 25-07-2018 (5 pm)]**

**2) Date of the Test: Test will be held on two separate dates for Clerk & Group-D Categories posts which will be announced in due course.**

**One candidate may apply for any one post from each category (i.e. Group C or Group D) provided he/she has requisite qualification as prescribed.**

**3) Educational Qualification:**

**Please go through qualification paragraph as mentioned bellow in sl. No 02 before applying Online.**

**4) Download of Admit Card: Through [www.westbengalssc.com](http://www.westbengalssc.com). The date of downloading web enabled admit card will be notified later on in the official website of the Commission, noted above.**

**5) Duration of Test: 1(One) hour [for both Clerk & Group D posts]**

**6) Age as on 01.01.2018:**

**a) Minimum 18 years (not born after 01.01.2000) and b) Maximum 40 years (not born before 02.01.1978) for Clerk and Group D Staff.**

**[However relaxable by 5 years for Scheduled Caste/Scheduled Tribe Candidates, 3 Years for Other Backward Class Candidates and 8 years for the Physically Disabled Candidates. In case of Ex-Serviceman (General category): relaxable by 3 years after deduction of military service rendered from the actual age. (OBC-A/OBC-B category): relaxable by 6 years after deduction of military service rendered from the actual age and Ex-Serviceman (SC/ST) relaxable by 8 years after deduction of military service rendered from the actual age for Ex-serviceman and within 60 years of age.]**

**7) i. Application fees for Clerk:**

(a) Application fees for General & OBC-A/OBC-B candidates: 200 /-

(b) Application fees for reserved (SC/ST/ PD) candidates: 140 /-

ii. Application fees for Group D Staff:

(a) Application fees for General & OBC-A/OBC-B candidates: 150 /-

(b) Application fees for reserved (SC/ST/ PD) candidates: 100 /-

[Bank charge/Online Payment charge of Rs 5/- is also applicable with fees as mentioned above in sl no (7) or (8)]

Fees once remitted shall not be refunded or adjusted in present or any future test under any circumstances.

8) Process of payment of Fees:

i) After successful submission of Online Application form one can pay the required fees:

through Internet Banking or Debit card or Credit Card, instantly through online.

[Please read privacy policy and other information available in the bottom of the link: [www.westbengalssc.com](http://www.westbengalssc.com)]

Or

through printed Bank Challan with Cash, during office hours at any branch of Allahabad Bank branch in West Bengal after 24hours of successful submission of Online Application till 25-07-2018.

Or

through Sahaj Mitr Kendra by cash instantly

ii) List of Allahabad Bank Branches will be available at [www.westbengalssc.com](http://www.westbengalssc.com)

9) Version of Language of Question Papers: English & Bengali.

10) Syllabus: As published in [www.westbengalssc.com](http://www.westbengalssc.com)

11) TEST Patterns:80 multiple choice questions(MCQ's) for Clerk and 60 multiple choice questions (MCQ's) for group D recruitment examination. Each question carries 1(one) mark. The candidates will have to darken the circles with Black Ball point Pen for correct response for each item on the specific OMR sheet provided for the purpose. There will be no negative marking.

N.B.

i. Please take a print out of your submitted application form (after successful payment of fees) and payment Slip where your application ID will be available and that ID will be required for future references.

ii.OMR sheets will be evaluated by computer system. No scope for re-assessment/ re- evaluation of OMR sheet will be provided.

For any communication after Online Application submission, please use Application ID to identify candidature.

**1. Tentative vacancies:** Tentative vacancies for Group - C and Group D posts under various categories of Posts are as follows:

Sl. No	Name of the Post	UR	SC	ST	OBC- A	OBC- B	TOTAL
1	Technical Assistant Gr.-II	29 [ESM- 1, EC-8, PD-2, MS- 1]	24 [EC- 6]	08 [EC- 1]	07 [EC- 2]	04 [EC- 1]	72
2	Junior Assistant	39 [ESM- 4, MS- 1, PD-4, EC- 12]	58 [EC-13, ESM- 2]	27 [EC- 5]	39 [EC- 11]	25 [EC- 4]	188
3	Junior Compositor	03	02 [ESM- 1]	01	01	01	08
4	Junior Machine man	01 [EC-1]	01	NIL	NIL	NIL	02
5	Junior Proof Pressman	02 [EC- 1]	01	NIL	NIL	NIL	03
6	Junior Fly Boy	02 [PD-1, EC- 1]	01	NIL	01 [EC-1]	NIL	04
7	Junior Sorter	02 [ESM- 1]	03 [EC-1]	02	01	03	11
8	Junior Peon	81 [EC- 24, PD-6, MS- 3, ESM- 7]	56 [EC- 14, ESM- 4]	14 [ESM- 2, EC-4]	20 [EC-6, ESM- 1]	17 [EC-3, ESM-2]	188
9	Junior Durwan	26 [EC-9, PD- 3, ESM- 3, MS- 1]	18 [EC- 6, ESM- 1]	05 [EC- 2, ESM- 1]	08 [EC- 2, ESM- 1]	04 [EC- 1, ESM- 1]	61
10	Junior Farash	04 [ESM- 1, PD-1, EC-1]	04 [EC-1]	01	02 [EC- 1]	01	12
11	Junior Sweeper	13 [EC-7, PD-2, MS- 1]	03 [EC-2, ESM-1]	04 [EC-1, ESM- 1]	05 [EC-2, ESM- 1]	06 [EC-1, ESM- 1]	31
12	Junior Majhi	NIL	01	01	NIL	NIL	02
13	Junior Press Attendant	04 [EC-2, ESM- 1]	02 [EC-1]	01	01	01	09

\* **ESM= Ex-Serviceman**  
**EC= Exempted category**  
**PD= Physically Disabled**  
**MS= Meritorious Sports person**

**N.B. : ) Number of final vacancies will be notified on the date of publication of the result of the written examination.**

**2. Qualification:** Qualification for various posts under which vacancies are available are as mentioned below:

<b>Sl. No</b>	<b>Name of the Post</b>	<b>Requisite Qualification</b>
1	Technical Assistant Gr.-II	Bachelor degree in Science or Higher Secondary/Pre-University in Science with requisite technical qualification such as L.C.E/L.M.E/L.E.E/D.L.T.C. or 3 year's diploma recognized by the Council of Technical Education as prescribed by G.O. No. 711(6)-Edn(U) dt. 24-04-1979 (/G.O. No. 242-Edn(U)/1U(C)-06/15 dt. 16-03-2015 may kindly be perused.
2	Junior Assistant	Higher Secondary / Pre-University or its equivalent.
3	Junior Compositor	Class VIII standard plus proficiency certificate from a recognized institution or experience where such training facility is not available.
4	Junior Machine man	Class VIII standard plus proficiency certificate from a recognized institution or experience where such training facility is not available.
5	Junior Proof Pressman	Class VIII plus 16 year experience in the relevant field mentioned in the G.O. No. 1423-Edn(U) dt. 07-09-1987. (clause iv of the G.O. No. 416-edn(U)/1u(C)-06/12 dated 16-04-2013 with regard to promotion under Qualified Pool Scheme need be perused here).
6	Junior Fly Boy	Class VIII plus 16 year experience in the relevant field mentioned in the G.O. No. 1423-Edn(U) dt. 07-09-1987. (clause iv of the G.O. No. 416-edn(U)/1u(C)-06/12 dated 16-04-2013 with regard to promotion under Qualified Pool Scheme need be perused here).
7	Junior Sorter	Class VIII plus 16 year experience as library Attendant mentioned in the G.O. No. 1423-Edn(U) dt. 07-09-1987 (clause iv of the G.O. No. 416-Edn(U)/1U(C)-06/12 dated 16-04-2013 with regard to promotion under Qualified Pool Scheme need be perused here).
8	Junior Peon	Class VIII standard.
9	Junior Durwan	Class VIII standard.
10	Junior Farash	Class VIII standard.
11	Junior Sweeper	Class VIII standard.

12	Junior Majhi	Class VIII standard.
13	Junior Press Attendant	Class VIII standard.

**NB:**

**a) Candidates should have proficiency in Bengali /English Language.**

**b) Group C post includes**

- a) Junior Assistant,**
- b) Technical Assistant Gr II**

**c) Group D post includes**

- a) Junior Peon,**
- b) Junior Durwan,**
- c) Junior Farash,**
- d) Junior Sweeper,**
- e) Junior Proof Pressman,**
- f) Junior Compositor,**
- g) Junior Machineman,**
- h) Junior Fly Boy,**
- i) Junior Press Attendant,**
- k) Junior Sorter.**
- l) Junior Majhi**

**Recruitment will be made on the basis of availability of vacancies at the material point of time.**

**3. Scale of Pay:** As admissible as per Rules of University of Calcutta.

**4. Age:**

- (i) Minimum 18 years and maximum 40 years as on 1<sup>st</sup> January of 2018.**
- (ii) Mode of limit of relaxation of upper-age for reserved candidates:**
  - a) SC/ST: relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates.
  - b) OBC-A/OBC-B: relaxable by 3 years for OBC-A or OBC-B candidates.
  - c) Physically Disabled: relaxable by 8 years for Physically Disabled candidates.
  - d) Ex-Serviceman (General): relaxable by 3 years after deduction of military service rendered from the actual age.
  - e) Ex-Serviceman (OBC-A/OBC-B): relaxable by 6 years after deduction of military service rendered from the actual age.
  - f) Ex-Serviceman (SC/ST) relaxable by 8 years after deduction of military service rendered from the actual age.

Candidate with 40% or above disability will be treated as Physically Disabled Candidates.

Reserved category candidates of states other than West Bengal will be treated as General.

**Explanation.-** The age for the post of Clerk shall be calculated on the basis of the date of birth recorded in the certificate or admit card of the Madhyamik Examination or its equivalent and the age for the post of Group D staff shall be calculated on the basis of date of birth recorded in Birth Certificate

issued by the Birth Registrar of statutory local body or by the certificate issued by the Headmaster/Head-Mistress of a School, where the candidate actually studied, on the basis of date of birth recorded in the Admission Register or Admit card of Madhyamik Examination or its equivalent if available.

**4. Disqualification.** (1) No person shall be eligible for selection for appointment to the post of non-teaching staff in University of Calcutta within its territorial jurisdiction unless he is a citizen of India

(2) No person shall be eligible for selection for appointment to the post of non-teaching staff if he/she has accepted or offered dowry in any form at the time of his/her marriage or his/her son's or daughter's marriage.

(3) No person shall be eligible for selection for appointment to the post of **Group - C or Group D** if he/she is convicted by any Court of law or who is under suspension from University of Calcutta or removed from service from University of Calcutta or against whom criminal case is pending in any court of law.

#### 5. Form of application.–

- (1) The form of application for appointment to such posts shall be **Only through Online Application** from [www.westbengalssc.com](http://www.westbengalssc.com)
- (2) Before applying online one should keep the following information with him/her.

- (1) **NAME OF THE CANDIDATE:** (Excluding Sri/Smt/Mr./Mrs etc as salutation )
- (2) **DATE OF BIRTH :** [to be put in MM/DD/YYYY format]
- (3) **FATHER'S/MOTHER'S NAME :** (Excluding Sri/Smt/Mr./Mrs etc as salutation )
- (4) **POST APPLYING FOR :**
- (5) **Proficiency in Language :**
- (6) **LANGUAGE STUDIED IN (VIII, MADHYAMIK /HIGHER SECONDARY or its equivalent)**
- (7) **CATEGORY : CANDIDATES OWN CATEGORY**
- (8) **GENDER : CANDIDATES OWN GENDER**
- (9) **RESIDENTIAL DISTRICT**
- (10) **ACADEMIC DETAILS AND EXPERIENCE DETAILS AS PER NOTIFICATION IF ANY.**
- (11) **FULL MARKS, MARKS OBTAINED, DIVISION,% OF MARKS OBTAINED, Name of BOARD/COUNCIL, PASSING YEAR OF MP, HS/ PRE UNIVERSITY OR ITS EQUIV, GRADUATION, TECHNICAL QUALIFICATION( FOR THE POST OF CLERK - Technical Assistant Gr.-II) and ONLY PASSING YEAR OF CLASS VIII( FOR THE POST OF GROUP D )**
- (12) **For calculation of marks in case of Graduation aggregated marks of any one combination (i.e. Total Marks Obtained in Honours ii) Total marks obtained in Pass or iii) Total Marks Obtained in Honours+ Pass subjects) will be considers for percentage.**
- (13) **RELIGION :**
- (14) **COMMUNICATION DETAILS: FULL MAILING ADDRESS (ADDRESS WITH PIN CODE, MOBILE NO/CONTACT NUMBER, EMAIL ID)**
- (15) **IF EX SERVICEMAN: RETIREMENT DATE FROM MILITARY SERVICE.**
- (16) **Recently taken Color Passport size photograph duly signed under as soft copy (10kb to 30kb in size).**

**NB: During Online application submission “Do Not Click Back Button” and “Do Not Click Refresh Button”.**

**11. a) Manner of Selection to Group – C post:-**

Selection to the posts of the **Group – C post** shall be made strictly on the basis of merit. The merit will be determined by the results of the Selection Test comprising written examination (OMR Based MCQ Type) and evaluation of academic qualifications of the candidates in the manner as specified in the following schedule:

<b>1.</b>	<b>Written Examination (MCQ Type)</b>	<b>80 Marks</b>
<b>2.</b>	<b>Academic qualification including professional qualifications</b>	<b>20 Marks</b>

**i) Academic awards shall be distributed in following manner for Junior Assistant:**

Examination	Full Marks 10	Award of Marks		
a) School Final/Madhyamik or its equivalent	10	<b>10</b> [For 60% and Above]	<b>8</b> [ 45% and above to Bellow 60%]	<b>6</b> [Bellow 45%]
b) Higher Secondary / Pre-University or its equivalent.	10	<b>10</b> [For 60% and Above]	<b>8</b> [ 45% and above to Bellow 60%]	<b>6</b> [Bellow 45%]
or				
Old H.S in lieu of School Final/Madhyamik and HS or its equivalent	20	<b>20</b> [For 60% and Above]	<b>16</b> [ 45% and above to Bellow 60%]	<b>12</b> [Bellow 45%]

**ii) Academic awards shall be distributed in following manner for Technical Assistant Gr II:**

Examination	Full Marks 10	Award of Marks		
a) School Final/Madhyamik or its equivalent	5	<b>5</b> [For 60% and Above]	<b>4</b> [ 45% and above to Bellow 60%]	<b>3</b> [Bellow 45%]
b) Higher Secondary / Pre-University/Graduation(Science) or its equivalent.	5	<b>5</b> [For 60% and Above]	<b>4</b> [ 45% and above to Bellow 60%]	<b>3</b> [Bellow 45%]
or				
Old H.S in lieu of School Final/	10	<b>10</b>	<b>8</b>	<b>6</b>

Madhyamik and HS/ Graduation (Science) or its equivalent		[For 60% and Above]	[ 45% and above to Bellow 60%]	[Bellow 45%]
c) Technical qualification such as L.C.E/L.M.E/L.E.E/D.L.T.C. or 3 year's diploma	10	<b>10</b> [For 60% and Above]	<b>8</b> [ 45% and above to Bellow 60%]	<b>6</b> [Bellow 45%]

**b) Manner of Selection to the Post of Group D Staff :-**

Selection to the posts of the **Group D Staff** shall be made strictly on the basis of merit. The merit will be determined by the results of the Selection Test comprising written examination (MCQ Type) and OMR Sheet which will be evaluated by Computer.

1.	Written Examination (MCQ Type)	60 Marks
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NB: Written answer script /OMR shall not be reviewed or re – evaluated.

**12. A) Preparation of panel for Group – C Post:-**

I) The Examination Conducting Authority shall, on the basis of the marks obtained in the written examination, evaluation of the academic qualifications all added together shall prepare a merit list which shall not exceed 02 ( Two) times the number of Final Vacancies published at the time of declaration of the result of written examination.

II) From the merit list the authority shall prepare :-

- a) A panel: candidates found fit for appointment to the posts of Group C(Post-wise, Category-wise), strictly in order of merit equal to the number of vacancies who appeared in merit list and not disqualified strictly on the basis of merit or any such other grounds as notified in the recruitment rule.
- b) A waiting list: the rest of the candidates from the list as prepared on the basis of available vacancies (i.e. two times the number of final vacancies).
- c) If more than one candidate obtains the same aggregate (total marks), the merit position of the candidates shall be determined according to their date of birth, i.e., candidates with earlier date of birth shall be preferred, and if the aggregate and date of birth shall also be same, the candidates obtaining higher score in written examination shall be preferred and if the aggregate, date of birth and score in written examination shall be same, the candidates obtaining higher marks in Academic score shall be preferred.

**12. B) Preparation of panel for the posts of Group-D Staff :-**

I) The Examination Conducting Authority shall, on the basis of the marks obtained in the written examination shall prepare a merit list which shall not exceed 02 ( Two) times the number of Final Vacancies published at the time of declaration of the result of written examination.

II) From the merit list the authority shall prepare :-

- a) A panel: candidates found fit for appointment to the posts of Group D(Post-wise, Category-wise), strictly in order of merit equal to the number of vacancies who appeared in merit list, and not disqualified strictly on the basis of merit or on such other grounds as notified in recruitment rule.
- b) A waiting list: the rest of the candidates from the list as prepared on the basis of available vacancies (i.e. two times the number of final vacancies).
- c) If more than one candidate obtains the same aggregate (total marks), the merit position of the candidates shall be determined according to their date of birth, i.e., candidates with earlier date of birth shall be preferred, and if the aggregate and date of birth shall also be same, the candidates obtaining higher score in written examination shall be preferred.

**12. Validity of Panel and waiting list :** Each panel and waiting list prepared by the Authority shall remain valid for one year from the date of publication of the panel and waiting list or as will be decided by University of Calcutta.

**13) Important Notes:**

- a) After the last date of online submission of application no certificates obtained / informed in respect of qualification and others will be considered.
- b) Recommendation will be made to the University of Calcutta
- c) All candidates will be considered against GENERAL(UNRESERVED) vacancies in terms of existing Govt. orders besides being considered against respective categories and with due observation of provisions of Rules & orders.
- d) The candidate should satisfy himself/herself about his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria. It is to be noted that if a candidate has been allowed to appear in the Selection Test for Appointment to the posts of Non-Teaching Staff, it does not imply that the candidate's eligibility has been verified. It does not vest any right with the candidate for appointment. The eligibility even for a candidate, who has qualified in Selection Test for Appointment to the posts of Non-Teaching Staff, shall be finally verified by the concerned appointing authority i.e. the University of Calcutta.

**14. Cancellation or Withdrawal of Appointment.**– If prior to or after **Appointment** or during the course of selection process, it is found that any candidate concealed or suppressed or misrepresented or made false declaration in his/her application or if at any stage it is detected that the candidate has been recommended, out of a mistake or an inadvertent error, in contradiction to the provisions of these Rules or other conditions as may be laid down, such candidate will be treated as disqualified and his/her recommendation will be cancelled and/or withdrawn at any stage and further his/her appointment, if any, shall stand terminated/cancelled and in such cases the decision of the University shall be final. Further the University of Calcutta may also take steps to fill up such post/s from Waiting List within the validity period of the Panel and Waiting List.

**15) Online submission process**

- a) At first eligible incumbent should apply On-line by logging on the official website of the School Service Commission [www.westbengalssc.com](http://www.westbengalssc.com) ,where he/she has to provide all the required information as asked for .

## ONLINE APPLICATION FORM FOR RECRUITMENT OF GROUP-C AND GROUP-D STAFF IN THE UNIVERSITY OF CALCUTTA

### Important Instruction (Read Carefully Before Applying Online)

1. Please use the latest version of Firefox/Chrome/Internet Explorer for Successful Submission of Online Form.
2. Please do not disable Javascript in your web browser ( Firefox/Chrome/Internet Explorer etc).
3. Please refer to Information Brochure for General Information and Application Process..
4. Do not click on the back button or do not refresh the browser during Application Submission.

[GO For Online Application](#)

b) Incumbent has to fill all the required information step by step, at first 1) Primary Information 2) then Personal Information.

ONLINE APPLICATION FORM FOR RECRUITMENT OF GROUP-C AND GROUP-D STAFF IN THE UNIVERSITY OF CALCUTTA

1 Primary Information 2 Personal Information 3 Photo Uploading 4 Payment

Please Fill in all the required fields carefully.

### PRIMARY INFORMATION

\* 1. NAME OF THE CANDIDATE :

\* 2. FATHER'S/MOTHER'S NAME :

\* 3. POST APPLYING FOR :

\* 4. CATEGORY :

\* 5. SUB-CATEGORY :

\* 6. GENDER :  MALE  FEMALE

[Save & Next](#)

c) After filling in 1) Primary Information, 2) Personal Information applicant needs to upload his/her passport size image duly signed by him/her **(10kb to 30kb in size)** .

1 Primary Information 2 Personal Information 3 Photo Uploading 4 Payment

You have Successfully Saved your Data.

Click to Submit Photograph

d) Photo uploading screen will look like the screen as displayed bellow:

1 Primary Information 2 Personal Information 3 Photo Uploading 4 Payment

UPLOAD SCANNED PHOTOGRAPH WITH SIGNATURE BELOW IT

Sample Photo With Signature

Click here to upload your photo with Signature



Submit & Next

Clicking on the link button **“Click here to upload photo with signature”** one POP UP window will come up where incumbent has to click on browse button. Browsing the Photograph with signature from computer or external drive(Pen drive/ memory card etc) location he/she has to click on **“Upload”** button .

After clicking on **“Upload”** button candidate has to click on **“Next”** button and he/she can view the uploaded image in the web application .

**If the image is correct he/she can proceed to final submission of the form and at the last step he/she will see the following options:**

**i) Pay Application Fees through**

**ii) Print Application Form : Please take a printout of the application form after successful payment of fees for your further reference.**

**a) Debit/ Credit card or Net Banking :** following the link applicant will be directed to the concerned banking website where he/she has to provide **“debit /credit card number”** , **“Card valid through date”**, **“CVV”** for Debit/ Credit Card and **“User Name”** and **“Password”** for

net banking and to follow the instructions. After successful payment the page will be automatically re-directed to the Commission's website(**Do not Press Back/Refresh Button during Payment Process**) and one can print the payment report instantly.

**b) Allahabad Bank Cash Challan:** Applicant may also choose "Allahabad Bank Cash Challan" instead of "Debit/ Credit card or Net Banking" and for that he/she has to take a printout of the challan . Incumbent has to contact any Branch of Allahabad Bank in West Bengal after 24 hours of Submission of Application with printed Challan and required Fees in cash. The branch representative will accept the fees and provide Journal No., date , seal & sign on the Challan and will return the candidate's portion of the Challan with Bank Branch seal.

**Candidate can check the payment status after 48 hours of cash deposit.** All the applicants who are paying through Bank Challan are instructed to retain duly acknowledged copy of bank challan for future reference. Any manually modified challan will not be accepted at selected Bank counters.

**The candidates are NOT required to send hard copy of confirmation page to School Service Commission.**

*However, the candidates are advised to retain the hard copy of the application(after successful payment of fees), Candidate's Portion of challan for future reference after successful payment of the application fees.* The particulars once filled by the candidate shall be final and will not be changed in future.

**The Commission will not be responsible for any consequences arising out of non-acceptance of any correction/addition/deletion in any particular once filled in the Application Form whatsoever the reasons may be.**

**No change will be accepted through offline/online mode i.e. through fax/application or by email etc. No correspondence in this regard will be entertained.**

**16) Bank Branches:** Any bank branch of Allahabad Bank in West Bengal. List of branches may be available from [www.westbengalssc.com](http://www.westbengalssc.com).

**17) Sahaj Mitr Kendra:** Applicant can also visit nearest Sahaj Mitr Kendra with his/her documents with recent colored photograph attached in a white paper with signature under the photo . At Sahaj Mitr Kendra applicant can apply online and also can pay the fees through cash and obtain a receipt.

In addition to the requisite fees as mentioned for the posts above rupees 22 (twenty two) will be charged by Sahaj Mitr Kendra for their service.

#### **18) General Information and Disqualification of Candidature:**

1. Admit Cards will be provided to the candidates through Online System.
2. Candidates must abide by the instructions as may be specified on the cover page of the question Booklet or any other instructions as may be printed in the Admit Card/OMR Sheet or may be given by the Officer-in-Charge of the Centre.
3. No. T.A / D.A will be paid to the candidates for appearing at the Examination Centre.
4. Use of Calculator/Mobile Phone/Log Tables (other than any instruction provided in the Admit Card/

Examination Booklet) is not permitted. In case of using of Mobile Phone or any electronic gadget within the premises of Examination during Examination hours, instant legal action will be initiated against the concerned candidate as per Law of the Land.

5. A candidate found **canvassing in any form and/or found guilty of indiscipline** in the Examination Hall or using unfair means of any nature or noting down the question, except on OMR Answer Sheet, shall be liable to be disqualified from this Examination and future Tests also.
6. INCORRECT/ FALSE INFORMATION IF DETECTED BEFORE OR AFTER THE EXAMINATION WILL LEAD TO CANCELLATION OF CANDIDATURE SUMMARILY AND APPROPRIATE LEGAL ACTION WILL BE TAKEN UP, EVEN IF DETECTED AFTER PUBLICATION OF THE PANEL OR AFTER RECRUITMENT AS PER PANEL. LEGAL ACTION WILL ALSO BE INITIATED IN CASE OF DETECTION OF SUCH FALSE INFORMATION GIVEN BY ANY CANDIDATE AT ANY STAGE AS STATED ABOVE.
7. Verification of the Testimonials shall be done at the Proper time.
8. SIGNATURE SHOULD NOT BE IN CAPITAL LETTERS.
9. If any commission(s)/omission(s) on the part of any applicant is/are detected at any stage of the entire selection process, the candidature is liable to be rejected.
10. If a candidate submits incomplete application form his/her candidature will be rejected.
11. Once submitted no rectification shall be allowed for Applications.
12. Any one of the following documents as proof of photo identity card is required at the examination centre:
  - a) Voter Identity Card(EPIC)
  - b) Aadhar Card
  - c) Passport
  - d) Caste Certificate issued by the appropriate authority
  - e) PAN Card
  - f) Driving License
  - g) Physically Disabled Certificate issued by appropriate authority.
  - h) Any other Card with Photograph issued by Govt. authority.
  - i) Pension Payment Order with photograph(May be considered in case of Ex-Service Man only)
13. Relaxation of any of the above conditions may be done only by the Venue-in-Charge or any higher authority of the W.B. School Service Commission.
14. Mismatch of applicant's photograph at any stage of selection process is liable to cancellation of the candidature.
15. Academic qualification for all applicants and certificates such as SC /ST / OBC –A /OBC – B / PD etc for reservation Category obtained /informed after the last date of submission of application forms will not be accepted.
16. Signature of applicant in CAPITAL LETTERS or the signature of the applicant in the testimonial not tallying with the signature put on the online application form, below the Photograph is liable to cancellation of the candidature.
17. Signature missing below the photograph on Online Application form is liable to cancellation of the candidature.
18. Under age and over age with respect to caste /Reservation category as per Rule is liable to cancellation of the candidature.
19. Date of Birth missing in Application Form, Age proof Certificate not submitted when asked for is liable to cancellation of the candidature.
20. Caste Certificate of Other State, Caste Certificate from incompetent authority will not be entertained.
21. Physically Disability certificate issued by incompetent authority will not be entertained.
22. Any omission or commission of mistake in OMR will lead to non-evaluation of OMR sheet.
23. If signature (Candidate/Invigilator) is missing in OMR Sheet, where it is required that OMR will be rejected.
24. Roll no and / or registration no is missing or wrongly mentioned in the OMR Sheet is liable to cancellation of the OMR Sheet.
25. **Every Candidate is requested to visit the official website ([www.westbengalssc.com](http://www.westbengalssc.com)). All information will be given in the website from time to time preferably on each Friday.**

### 19) Information for differently abled persons:

The differently abled candidates with 40% or more disability may be given compensatory time of 20 minutes who are making use of scribe/amanuensis.

The facility of scribe/amanuensis may be allowed to Visually Disabled person who has disability of 40% or more if so desired by the person for which he/she has to apply at respective West Bengal Regional School Service Commission or to the venue-in-charge at least 5 days before the Examination. One differently abled incumbent may be permitted for opting of his/her own scribe/amanuensis provided he/she will get authenticated/ approved his/her scribe from respective Regional Office/ venue in charge well in advance (at least 5 days before). (Scribe approval form may also be obtained from the Regional offices). Educational Qualification of the scribe/ amanuensis will be up to HS/ Madhyamik or its equivalent appearing for Clerk and Class Eight appearing for Gropu D post.

Application Form for Amanuensis for Visually Disabled candidates will be available at [www.westbengalssc.com](http://www.westbengalssc.com)

NB . (a) HARDCOPY OF APPLICATION FORM, CERTIFICATES, BANK CHALLANS ETC SHOULD NOT BE SENT TO COMMISSION. THE SAME MAY BE KEPT FOR FUTURE REFERENCES.

(b) THIS NOTIFICATION AND SYLLABUS FOR EXAMINATION WILL BE AVAILABLE AT WWW.WESTBENGALSSC.COM

### Help Line and Communication Details:

1) Allahabad Bank Help Line Nos. (Only for Bank related queries and payment related queries through Allahabad Bank)

1.Amitav Chattopadhyay - 9433036633

2.Suvra Ranjan Jena- 9556429489

2. Help Lines for getting information regarding Billdesk (India Ideas.com Limited) :

Candidates may utilize the facility on contacting there from 11:00 am to 5:00 pm on all working days.

033-40035104

3. Help Lines for getting information regarding Sahaj Mittr Kendras(Toll Free : 18004190250) :

Candidates may utilize the facility on contacting there from 11:00 am to 5:00 pm on all working days.

DISTRICT	NAME	CONTACT NUMBER
ALIPURDUAR	MANAS ROY DAKUA / PABITRO DHAR / SUVODEEP DUTTA	7595096904 / 7595071001 / 8373059586
COOCHBEHAR	MANAS ROY DAKUA / SUVODEEP DUTTA	7595096904 / 8373059586
DARJEELING	RANA CHOWDHURY / SUVODEEP DUTTA	7595096908 / 8373059586
DAKSHIN DINAJPUR	RINTU SUTRADHAR / KAJAL DEBNATH / SUVANKAR ROY / SUVODEEP DUTTA	7595096905 / 9800072832 / 8293256572 / 8373059586
JALPAIGURI	RANA CHOWDHURY / PABITRO DHAR / SUVODEEP DUTTA	7595096908 / 7595071001 / 8373059586
UTTAR DINAJPUR	KAJAL DEBNATH / SUVANKAR ROY / SUVODEEP DUTTA	9800072832 / 8293256572 / 8373059586
BIRBHUM	SUMIT KUMAR RAY / SUVODEEP DUTTA	7595096906 / 8373059586
MALDA	MEHAMUD ALI SHAIKH / BIKASH CHANDRA MAJHI / SUVODEEP DUTTA	9733020300 / 9831867900 / 8373059586
MURSHIDABAD	ABDUL WADUD / SUVODEEP DUTTA	9002837033 / 8373059586
NADIA	PRANTIK CHOWDHURY / SUVODEEP DUTTA	8016094976 / 8373059586
NORTH 24-PARGANAS	SUVODEEP DUTTA	8373059586
SOUTH 24-PARGANAS	BIVASH MAZUMDER / TUHIN SUBHRA MONDAL / SUVODEEP DUTTA	7595096903 / 7595096907 / 8373059586

<b>BURDWAN</b>	SUMAN GOSWAMI / PROTAP REZ / SUVODEEP DUTTA	7595096901 / 8697969688 / 8373059586
<b>HOOGHLY</b>	RUPAK GHOSH / PRASANTA DAS / SUVODEEP DUTTA	7595096912 / 7595046458 / 8373059586
<b>HOWRAH</b>	SUVODEEP DUTTA	8373059586
<b>BANKURA</b>	MANSA CHARAN PRAHARAJ / SUVODEEP DUTTA	7595096909 / 8373059586
<b>PURULIA</b>	MANSA CHARAN PRAHARAJ / SUVODEEP DUTTA	7595096909 / 8373059586
<b>PASCHIM MEDINIPUR</b>	SUDIP BHATTACHARYA / CHANDAN MAJHI / SUVODEEP DUTTA	7595096910 / 9007199426 / 8373059586
<b>PURBA MEDINIPUR</b>	HAREKRISHNA BERA / GOUTAM MONDAL / SUVODEEP DUTTA	7595096902 / 7595096911 / 8373059586

#### 4. Addresses and Contact Numbers of The Central Commission and Regional Commissions.

SI NO	Name of the office with Address	Contact No.
1	W.B. Central School Service Commission. 'Acharya Sadan ', Salt Lake.EE -11 & 11/1, Bidhannagar, Sector - II , Kolkata - 700091	<b>033-2321-4550</b>
<b><u>Help Line Ph No.for Application Form Fill up related Queries :-</u></b> <b><u>033-2321-4550/9051174600/9051174700/9051176500/9830454218</u></b>		

Date - 29-06-2018

Place - Kolkata



Secretary

W.B. Central School Service Commission