

Government of West Bengal
Finance Department
Audit Branch

No. 9102-F

Dated: 3rd Dec., 2008

NOTIFICATION

In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor is pleased hereby to make the following rules regulating the special recruitment to clerical posts in the Districts and Regional offices under the Government of West Bengal, namely:-

1. Short title and Commencement -

(1) These rules may be called the West Bengal Services (Special recruitment of Lower Division Clerks and similar categories of clerical personnel in the Districts and Regional offices) Rules, 2008.

(2) These rules shall take immediate effect and shall remain valid till the completion of the process of selection for special recruitments to the posts specified under rule 2.

2. Application:

(1) These rules shall apply to direct recruitments to the posts of Lower Division Clerks and other similar posts in the Districts (including Kolkata) and Regional offices under the Government of West Bengal, which are hitherto made otherwise than through the Public Service Commission, West Bengal.

Note: For the purpose of these rules, the posts similar to the post of Lower Division Clerk shall mean such posts as are clerical in nature and are borne in the same scale of pay as that of the Lower Division Clerk, and shall include the posts of Accounts Clerk, Store Assistant, 4th Grade Clerk and Sub- Divisional Clerk etc, in the different Engineering Departments and other Departments under the Government of West Bengal.

(2) These rules shall not apply to vacancies of posts earmarked for employment assistance to the candidates on compassionate ground or to any other category of candidates the State Government may, by notification.

3. Definitions:

In these rules, unless the context otherwise requires -

(a) "Commission" means the Public Service Commission, West Bengal;

(b) "Confirmation" means confirming of a Government employee in accordance with, the Provisions of the West Bengal Services (Appointment, probation and Confirmation) Rules, 1979;

(c) "Probation" means appointment on trial before confirmation;

(d) "State Government" means the Government of West Bengal in the Finance Department.

4. Special recruitment to clerical posts:

Notwithstanding anything contained in any rules regulating recruitment to the post of Lower Division Clerks and similar categories of clerical posts, recruitments of Lower Division Clerks and similar categories of clerical posts in the Districts and Regional offices., which were cleared by the Appointment Committee of the Cabinet but recruitment process was not initiated as on 25th September, 2008, shall be made on the results of the special Clerkship Examination to be held by the Commission, in the manner hereinafter provided.

Note - For the purpose of this rule, the expression "initiation of recruitment process" shall mean such initiative as has been started by taking approval of the Cabinet or the Appointment Committee of the Cabinet, as the case may be and include sending requisitions for candidates to the Employment Exchanges and/ or issuing advertisements in the newspapers- inviting for applications for the said posts.

5. Educational qualifications and age limit for direct recruitment-

(1) Every candidate must have - (a) passed the Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent;

(b) a certificate on computer application.

(2) Every candidate must not be less than 18 years of age and not more than 37 years of age as on 1st January, 2008. The upper age limit shall be relaxable by 5 years for the candidates belonging to the Scheduled Castes or Scheduled Tribes of the State of West Bengal, and by 3 years for candidates belonging to other Backward Classes. The upper age limit shall be relaxable upto 45 years for persons with disabilities specified under the relevant rules and for Ex- Servicemen, the upper age limit shall be relaxable according to the Ex-Servicemen (Reservations of vacancies in the State Services and posts, Group 'C' and Group 'D' Rules, 1982.

6. Choice of district:

Every candidate shall be required to opt for one particular district and he shall be considered for vacancy in that district only.

7. Scheme of examination:

(1) The examination shall consist of only one paper being, sub- divided in two parts, viz. Part-I and Part-II.

(2) The Part-I shall carry 70 marks comprising of multiple choice objective type questions on English, General Studies and Arithmetic and the Part- II shall carry 30 marks and consist of conventional type questions on (i) Group 'A' - English and (ii) Group 'B' - Bengali/Hindi/Urdu/Nepali.

(3) A time of 1.5 hours shall be allotted for the whole paper.

(4) In case of candidates whose mother tongue is not Bengali, the examination in Group 'B' of Part- II shall be held in Hindi/ Urdu/Nepali, as the case may be. The candidates who take up Hindi or Urdu or Nepali shall, before confirmation, have to Pass a Departmental Examination in Bengali during the period of probation.

(5) The standard of examination of English and Arithmetic in Part-I and Part - II shall be similar to that of the Madhyamik Examination of the West Bengal Board of Secondary Education.

(6) The Commission shall have the discretion to fix qualifying marks in any of the two parts and in the aggregate to relax such qualifying marks in respect of candidates belonging to the Scheduled Castes/Scheduled Tribes/Other Backward Classes of West Bengal.

(7) The Commission shall assess the Answer Scripts on Part-I Answer Scripts of part- II in respect of those candidates who have obtained the qualifying marks in Part-I as fixed by the Commission shall be evaluated and the final merit Lists shall be prepared on the basis of total marks obtained in Part-I and Part-II.

(8) Syllabus for examination - The syllabus for the examination shall be as detailed below:-

PART-I

English:

Candidates' understanding of the fundamentals of the English Language such as Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would be tested.

General Studies:

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

Arithmetic:

Divisibility. Fractions, Decimals, Recurring Decimals, Simplification, HCF, LCM, Partnership. Average, Ratio and proportion, Percentage, Simple interest, Profit and Loss. Time and Distance, Area of Rectangles & Squares.

PART-II

Group - A :

(a) Drafting of a report in English from points of materials supplied.

(b) Translation into English from Bengali/ Hindi/ Urdu/ Nepali.

Group - B :

- (a) Drafting of a report in Bengali/Hindi/Urdu/Nepali from the points or materials supplied.
- (b) Translation into Bengali/Hindi/Urdu/Nepali from English.

By order of the Governor,

Sd/- D. Mukhopadhyay

Pr. Secy. to the
Govt. of West Bengal.