

Government of West Bengal
Finance Department
Audit Branch

No. 8135-F

Kolkata, the 3rd November, 2008

NOTIFICATION

In exercise of the power conferred by the proviso to article 309 of the Constitution of India and in supersession of the rules published with this Department's Notification No. 645-Misc., dated the 21st May, 1941, as subsequently amended the Governor is pleased hereby to make the following rules regulating recruitment to the posts of English Typist (Basic Grade) in the Secretariat and certain other office namely :

RULES

01. Short title and commencement:

- i) These rules shall be called the West Bengal Services [Recruitment of English Typists (Basic Grade)] Rules, 2008.
- ii) They shall come into force on the date of issue of this Notification.

02. Application:

These rules shall apply to the secretariat, Directorates and other offices and establishments under the rules making power of the Government of West Bengal.

03. Method of recruitment:

The method of recruitment shall be by direct recruitment on the basis of the results of the English Typists' Recruitment Examination to be conducted by the Public Service Commission, West Bengal.

04. Qualifications for direct recruitment:

The required qualifications of candidates applying for recruitment to the post of English Typist (Basic Grade) shall be as follows:

- a) Must be a Citizen of India or such other nationalities as are declared eligible by Government of India;
- b) Must have passed the Madhyamik Examination of West Bengal Board of Secondary Education or its equivalent;
- c) Must have basic knowledge of Computer Operation to be supported by a Certificate from any recognised Institute/Institute of repute;
- d) Must have ability to transcribe at the rate of 30 words per minute to be tested by the Commission under Rule 65 of this rules.
- e) Must have ability to read, write and speak in Bengali (Not required for recruitment in the case of Nepali speaking candidates from hill areas of the District of Darjeeling);

05. Age:

Not less than 18 years and not more than 30 years on the 1st day of January of the year of advertisement subject to the condition that the provisions of the West Bengal Services (Raising of Age limit) Rules 1981, as amended from time to time, shall apply so long as the said rules shall remain in force. The age limit shall be relaxable only in the case of Scheduled castes/ Scheduled Tribes/ Backward Classes/ Physically Handicapped/ Ex-Servicemen as per rules/order of the Government.

06. Scheme and Syllabus of the Examination:

The scheme and syllabus of the examination shall be as detailed in the schedule below:

SCHEDULE

The English Typists' Recruitment Examination shall be held in two successive stages, viz.

- i) Preliminary Examination (Objective Type)
- ii) Main Examination (Type Test).

I. Preliminary Examination (Objective Type)

- 1) The Preliminary Examination is meant to serve as a screening test only for the purpose of selection of candidates for the Main Examination.
- 2) The marks obtained in this examination the candidates shall not be considered for final selection. Only those candidates who will be declared qualified at the Preliminary Examination will be eligible for admission to the Main Examination.
- 3) The Preliminary Examination will consist of one paper having objective type multiple choice questions as per following Schemes:

Subject	Mark	Time
i) General English	30 Marks	One hour
ii) Current Affairs	20 Marks	

II. Main Examination (Type Test)

- 1) Every candidate shall be required to type 450 words in 15 minutes from a manuscript of English Passage to be supplied by the commission.
- 2) The maximum percentage of error admissible shall not be more than 5 (five) percentum.

Note: The Public Service Commission, West Bengal, shall have the discretion to fix qualifying marks for both preliminary and Main Examination.

By order of the Governor

Sd/- D. Mukhopadhyay
Principal Secy. to the
Govt. of West Bengal