



Government of West Bengal
West Bengal Staff Selection Commission

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**LOWER DIVISION ASSISTANT/ LOWER DIVISION
CLERK RECRUITMENT – 2016**

EXAMINATION CODE: LDA 15 – 16

Online Applications / Applications through Tathya Mitra Kendras are invited from eligible Indian Citizens for recruitment to the post of **Lower Division Assistant (LDA) / Lower Division Clerk (LDC)** in **Secretariat Offices, Directorates and District Offices** under Government of West Bengal, selection of which will be made by the West Bengal Staff Selection Commission in terms of section 6 (1) of the West Bengal Staff Selection Commission Act, 2011.

Commission had invited applications for filling up of 599 posts of LDC/LDA on 27/11/2015 for vacancies in Secretariat Offices, Directorates and District Offices. Government has now reported **534 more LDC/LDA posts** for recruitment in the **Secretariat Offices**. In view of the considerable increase in number of vacancies, commission likes to give an opportunity to those who did not apply for LDA 15 to apply now. Applications against both advertisements will be combined.

Candidates who applied for LDA 15 need not apply again.

Details of vacancies including these 534 more vacancies in the Secretariat are as the following:-

TABLE: I - DEPARTMENT WISE VACANCIES

Sl. No.	Name of the Department	No of Vacancies	Vacancies at the offices of		
			Department (Secretariat)	Directorate	District
1.	Personnel & Administrative Reforms	300 (LDA 15)	✓		
2.	Personnel & Administrative Reforms	534(new)	✓		
Total in Secretariat (LDA-15 + New)		834	✓		
LDA15					
	School Education	36			✓
	Agricultural Marketing	05		✓	
	Fisheries	10			✓
	Irrigation & Waterways	100			✓
	Irrigation & Waterways	10		✓	
	Youth Services	25		✓	
	Finance (Revenue)	07			✓
	Food Processing Industries & Horticulture	04		✓	
	Food Processing Industries & Horticulture	26			✓
	Social Welfare	49		✓	
	Correctional Administration	05		✓	
	Industrial Training	02		✓	
	Higher Education	20			✓
Total		1133			

NOTE: Total vacancies as stated above is purely provisional and subject to change. Conditions of recruitment will be guided by the provisions of the **West Bengal Services (Appointment, Probation and Absorption of Group 'C' Employees) Rules, 2013** issued under Finance Department Notification No.1832-F (P) dt. 01.03.2013.

NOTE: Vacancies shown at Table – I bears the following meaning:-

Heading shown at the table	Meaning
Vacancies at the offices of Department (Secretariat)	It means that candidates to be selected against these vacancies will be posted at the Secretariat offices (presently in and around Kolkata and in Siliguri) of various departments of West Bengal under direct supervision and control of the Personnel & Administrative Reforms Department . Candidates may be transferred from one department to another in the Secretariat.
Vacancies at the offices of Directorate	It means that candidates to be selected against these vacancies will be posted at the Directorate offices under various departments spread throughout the state of West Bengal including Kolkata. Candidates may be transferred from one office to another under same Directorate.
Vacancies at the offices of District	Candidates selected against these vacancies will be posted at the District mentioned against respective vacancies and the candidates are generally not transferred anywhere beyond the particular district.

TABLE: II - CATEGORY WISE BREAK UP OF VACANCIES

Name of the Department	Total No of Vacancies	UR	LV	HI	LM/ CP	SC	SC (ESM)	ST	BC-A	BC-B
Personnel & Administrative Reforms	300 (LDA 15)	156	03	03	03	66		18	30	21
Personnel & Administrative Reforms	534 (new)	278	06	05	05	118		32	53	37
Secretariat (Total)	834	434	09	08	08	184		50	83	58
School Education	36	19				09		02	03	03
Agricultural Marketing	05	02				02				01
Fisheries	10	04			01	01	01	01	01	01
Irrigation & Waterways	100	Break up of vacancies not yet reported by the department								
Irrigation & Waterways	10									
Youth Services	25	21								04
Finance (Revenue)	07	04						01		02
Food Processing Industries & Horticulture	04	02						01	01	
Food Processing Industries & Horticulture	26	13				06		02	03	02
Social Welfare	49	32				10		03	02	02
Correctional Administration	05	01				01		01	01	01
Industrial Training	02					01		01		
Higher Education	20	Break up of vacancies not yet reported by the department								
Total	1133									

Abbreviations used in Table: II - UR - Unreserved, LV – Low Vision, HI – Hearing Impaired, LM/CP - Loco-Motor Disability or Cerebral Palsy, SC - Scheduled Caste, SC(ESM) – Scheduled Caste (Ex-Servicemen), ST - Scheduled Tribe, BC:A - Backward Classes: A, BC:B - Backward Classes: B.

**TABLE: III - DISTRICT WISE BREAK UP OF DISTRICT LEVEL VACANCIES
ADVERTISED EARLIER IN LDA 15.**

Name of the District	Department wise vacancies					
	School Education	Fisheries	Irrigation & Waterways	Finance (Revenue)	Food Processing & Horticulture	Higher Education
Bankura	06		District wise Break up of vacancies not yet reported by the department	District wise Break up of vacancies not yet reported by the department	01	02
Bardhaman					02	01
Birbhum	04				01	
CoochBehar	02				02	
Dakshin Dinajpur					02	02
Hooghly		01			02	01
Jalpaiguri	04				01	01
Malda	06	02			01	
Murshidabad		01			02	
Nadia		02			01	02
Paschim Medinipur	02	01			01	04
Purba Medinipur		01			02	01
Purulia	04	01			02	02
South 24 Pgs	04				01	01
Uttar Dinajpur					01	
Darjeeling		01			01	02
North 24 Pgs	04				02	01
Alipurduar			01			
Total	36	10			26	20

SCALE OF PAY

Pay Band-2 (Rs. 5,400/- – 25,200/-) Initial Pay in the Pay Band - Rs. 6, 240/- Grade Pay- Rs. 2,600/-

N.B. : Drawal of salary during the period of probation (for a period of three years) - only the entry point pay i.e. Basic Pay plus Grade Pay of the concerned Group C posts or service or cadre or category shall be allowed with annual increment @ 3% per annum and medical allowance, if any.

NOTE: OPTION FOR POSTING :-

Candidates shall be required to indicate any two options from the following three available choices, for posting, in order of their preference:-

- A. Vacancies in the Department
- B. Vacancies in the Directorate
- C. Vacancies in the Districts (Any one District)

Vacancies shall be filled up from the merit list prepared by the Commission according to the merit position vis-a-vis the option exercised by the candidates.

However, a candidate will be considered for posing against other available vacancies too, if he/ she fails to secure a place against the vacancies opted for by him/ her, depending on his / her position in the merit list.

DECISION OF THE COMMISSION REGARDING NOMINATION OF CANDIDATES TO THE DEPARTMENTS/ DIRECTORATES / DISTRICTS IS FINAL.

ELIGIBILITY CRITERIA/ QUALIFICATIONS

- i) A Pass in **Madhyamik Examination** of the West Bengal Board of Secondary Education or its equivalent.
- ii) **Acquisition of elementary knowledge in Computer operation** with the ability of typing on Computer at the speed of **20 words per minute in English** or **10 words per minute in Bengali** from a reputed organization for a period **not less than 6 (six) months**.

NOTE:

The above noted qualifications must be possessed by the Candidate on or before the date of publication of the advertisement.

IF IT IS FOUND DURING VERIFICATION OF TESTIMONIALS AT ANY STAGE THAT ANY CANDIDATE HAS ACQUIRED QUALIFICATION AS STATED ABOVE AT ANY DATE AFTER THE DATE OF PUBLICATION OF THIS ADVERTISEMENT, HIS/ HER CANDIDATURE WILL BE SUMMARILY REJECTED.

NOTE:

After recruitment to the post of the Lower Division Assistants or Lower Division Clerks, incumbent shall have to pass the examination on elementary knowledge on computer operation and computer typing, which will be conducted every year by the West Bengal Staff Selection Commission. The Lower Division Assistants/ Lower Division Clerks who will be unable to pass the examination, shall not be entitled to get increment or any other career benefits including promotion or any benefit under Carrier Advancement Scheme.

AGE

- **THE AGE OF THE CANDIDATE SHALL BE NOT LESS THAN 18 YEARS AND NOT MORE THAN 40 YEARS ON THE 1st DAY OF JANUARY, 2016.**
- **DATE OF BIRTH** as recorded in **MADHYAMIK OR EQUIVALENT ADMIT CARD / CERTIFICATE** will only be accepted as a valid proof for verification of Age.

AGE RELAXATIONS

- **The upper age limit is relaxable :-**
 - by **5 years** for **SC and ST candidates** of West Bengal,
 - by **3 years** for **BC - A and BC - B candidates** of West Bengal,
 - **upto 45 years** of age for **Persons with Disabilities (having physical disability of at least 40% and above),**
 - **by 2 years** for candidates who have been in **Government service continuously for at least two years.**
- Age relaxation for the **Ex-Servicemen candidates** will be given as per existing Govt. rules and regulations.

IMPORTANT NOTES:-

RESERVATION / AGE RELAXATION

A. For SC/ ST/ BC- A / BC-B Candidates :-

- The **benefit of reservation** will be admissible to the **SC/ ST/ BC-A / BC- B candidates of West Bengal only**, if such reservation is advertised against any post for respective Category.
- The **benefits of age relaxation** for SC/ ST/ BC- A/ BC- B candidates will be admissible to the **SC/ ST/ BC-A / BC- B candidates of West Bengal only**, as per relevant rules & regulations.
- SC/ ST / BC- A / BC- B CANDIDATES OF OTHER STATES WILL BE TREATED AS UNRESERVED CANDIDATES.

Any candidate belonging to the SC/ ST/ BC- A/ BC- B category, if shortlisted against vacancies for respective reserved category or claiming age relaxation, will be directed to furnish original certificate issued by any of the following Competent Authorities of West Bengal as laid down in the **West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 & SC & TW Department Order No. 261-TW/EC/MR-103/94 dt.06.04.1995**, during verification of testimonials at any time to be fixed by the Commission.

List of Competent Authorities for issuing Caste Certificates:

- i. In the District, the Sub-Divisional Officer of the Sub-Division concerned,
- ii. In Kolkata, the District Welfare Officer, Kolkata and ex-officio Joint Director, Backward Classes Welfare, and
- iii. Any competent authority, specially notified for the purpose, over any specific jurisdiction.

B. For Persons with Disabilities of at least 40% and above :-

- The **benefits of reservation** will be given to the candidates with disabilities of at least 40% and above, if such reservation is advertised against any post for respective Sub - Category.
- The **benefits of age relaxation** for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant rules & regulations.
- Any Person with Disabilities as stated, if shortlisted, under respective reserved sub-category will be directed to furnish his / her original Disability Certificate in prescribed form in support of his/ her claim, issued by a Competent Authority as per the provisions of the West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, i.e. **a Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-divisional Hospitals.**

Candidates having disability of less than 40% shall be treated as unreserved candidates and therefore shall not get benefit of reservation / age relaxation.

C. For Ex-Servicemen candidates:

- The **benefit of reservation** will be admissible to the Ex-servicemen candidates, if such reservation is advertised against any post for this Sub-Category.
- The benefit of **age relaxation** will be admissible to Ex-Servicemen candidates. Age relaxation for the Ex-Servicemen candidates will be given on the basis of the tenure of service rendered by the candidate in Defense Service (s), as laid down in relevant Government Notifications.
- Any candidate belonging to Ex-Servicemen sub- category, if shortlisted against vacancies for respective reserved sub category, or claims Age relaxation, will be directed to furnish original certificate / testimonials issued by the Competent Authorities to prove his / her claim.

D. For Departmental Candidates:

- The **benefit of age relaxation** will be given to the Government employees as Departmental Candidates, who is in Government service continuously at least for **two years**.
- Any Departmental candidate, if shortlisted, will be directed to furnish original certificate issued by his / her Appointing Authority to prove his / her claim.

PERIOD OF APPLICATION

APPLICATIONS MAY BE SUBMITTED ONLY THROUGH ONLINE / TATHYA MITRA KENDRA WITH EFFECT FROM **2nd March, 2016 TO 22nd March 2016**

EXAMINATION FEES & PROCESSING FEES

The following Examination Fees and / or Processing Fees have been fixed by the Commission for this Examination:-

Sl. No.	Category	Examination Fee	Processing Fee	Total Amount Payable
1	All categories except Scheduled Caste / Scheduled Tribe and Persons with Disabilities (of 40% and above only)	Rs. 200/-	Rs. 20/-	Rs. 220/-
2	Scheduled Caste	Nil	Rs. 20/-	Rs. 20/-
3	Scheduled Tribe	Nil	Rs. 20/-	Rs. 20/-
4	Persons with Disabilities (of at least 40% and above only)	Nil	Rs. 20/-	Rs. 20/-

- All categories of candidates except Scheduled Caste / Scheduled Tribe / Persons with Disabilities (of 40% and above only) shall pay **Examination fees of Rs. 200/- and Processing fees of Rs. 20/- (Total amount - Rs. 220/-)** only.
- Candidates belonging to the Scheduled Caste/ Scheduled Tribe / Persons with Disabilities (40% and above only) shall pay **Processing fees of Rs. 20/- only** as they are exempted from paying any Examination fees. However, shortlisted candidates are required to produce their SC/ ST/ Disabilities (40% and above) Certificates issued by the competent authority at the time of verification.
- **No exemption of fees is available to the SC / ST / BC-A / BC-B candidates of other states.**
- Neither claim for refund of the fee will be entertained nor will it be reserved for any other examination under any circumstances whatsoever.

MODES OF SUBMISSION OF APPLICATIONS

West Bengal Staff Selection Commission extends the following facilities to the candidates for submission of online applications –

A) ONLINE SUBMISSION:-

Candidates will be able to submit application through Commission's website www.wbssc.gov.in by filling up their basic information including scanned photograph and signature.

Payment of Examination fees and Processing fees can be made online through payment gateway using **Debit Cards / Credits Cards / Net banking** of any bank. An amount of **Rs. 5/-** only will be charged by the concerned agency as "Service Charge" for availing Debit Card / Credit Card / Net Banking facility.

ONLINE APPLICANTS ARE REQUIRED TO UPLOAD SCANNED COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH AND FULL SIGNATURE.

On successful submission of the application an auto generated receipt with **Registration Number** will be generated. CANDIDATES ARE ADVISED TO NOTE IT DOWN AND MENTION THE REGISTRATION NUMBER FOR ALL FUTURE COMMUNICATIONS, IF ANY, WITH THE COMMISSION.

CANDIDATES MAY ALSO "SAVE" / "PRINT" A COPY OF THEIR APPLICATIONS AFTER SUCCESSFUL SUBMISSION ONLINE, FOR THEIR READY REFERENCE.

B) SUBMISSION THROUGH TATHYA MITRA KENDRAS:-

- The Commission extends facility to submit application through about 1800 Tathya Mitra Kendras set up by the Govt. of West Bengal up to the level of Gram Panchayats in the rural areas of West Bengal.
- Applicants may approach any of the Tathya Mitra Kendras (**list provided in the website**) with all particulars and a passport size photograph. The authorized staff of the Kendra will fill up the online application form on the basis of information provided by the applicant.
- He / She will also scan the photograph and signature of the applicant and upload it.
- **CANDIDATES MUST CHECK ON SCREEN DETAIL INFORMATION ENTERED BY THE STAFF BEFORE PROCEEDING FOR ONLINE PAYMENT.**
- The Examination fees and / or Processing fees have to be paid to the Tathya Mitra Kendras. The Kendra will take Service charge of **Rs. 20/- extra** for filling up of the form and uploading the same along with Scanned Copies of Candidate's Photograph and Signature and making online payment of Examination Fees and / or Processing Fees received from the applicant.
- All categories of candidates except Scheduled Caste / Scheduled Tribe / Persons with Disabilities (of 40% and above only) shall pay **Rs. 240/- only [Examination fees - Rs. 200/- , Processing fees - Rs. 20/- and Service Charge - Rs. 20/-]** to the authorized staff of the Tathya Mitra Kendra, while Candidates belonging to the Scheduled Caste/ Scheduled Tribe / Persons with Disabilities (40% and above only) shall pay **Rs. 40/- only [Processing fees - Rs. 20/- and Service Charge - Rs. 20/-]** to the authorized staff of the Tathya Mitra Kendra.
- **UNDER NO CIRCUMSTANCES CANDIDATES SHALL PAY ANY AMOUNT IN EXCESS OF THE FEES AND CHARGES MENTIONED ABOVE TO THE AUTHORISED STAFF OF THE TATHYA MITRA KENDRAS.**
- AFTER PAYMENT OF THE FEES AND SERVICE CHARGE, THE AUTHORISED STAFF OF THE KENDRA WILL HAND OVER THE APPLICANT A PRINTED RECEIPT WITH REGISTRATION NUMBER AS ACKNOWLEDGEMENT OF SUCCESSFUL SUBMISSION OF APPLICATION ONLINE.

- CANDIDATES MUST KEEP THE RECEIPT WITH THEM AND NOTE DOWN THE REGISTRATION NUMBER FOR ALL FUTURE COMMUNICATIONS WITH THE COMMISSION, IF ANY.
- Candidates may contact Commission through e-mail at **adm.ssc-wb@nic.in** to report any kind of non-cooperation from any of the Tathya Mitra Kendras, with details of the concerned Kendra.
- **HELPLINE (TOLL FREE) OF TATHYA MITRA KENDRA: 18004190250:** Candidates may contact the toll free helpline number for locating nearby Tathya Mitra Kendra.

SCHEME & SYLLABUS

A. SCHEME OF EXAMINATION: - The Examination shall consist of two parts viz. **Part-I** and **Part-II** and shall be held on two different dates.

Candidates shortlisted on the basis of marks obtained in Part – I shall only be allowed to appear in the Part-II examination.

Candidates who have applied earlier for LDA 15 published on 27/11/2015 will be allowed to change their options for posting if necessary.

The **Part-I** will carry **100 marks having 100 questions of 1 (one) mark each**, comprising of multiple choice objective type questions on **English (30 marks), General Studies (40 marks) and Arithmetic (30 marks)**,

The **Part-II** shall consist of conventional type questions on

- (a) **Group -A - English**, and
- (b) **Group-B – Bengali/ Hindi/ Urdu/ Nepali** carrying **50 marks each for Group –‘A’ and Group ‘B’**. The duration of **Part-I** Examination shall be **1 hour and 30 minutes** and the duration of **Part-II** Examination shall be **1 hour**.

Note :

The Candidates who will take Hindi or Urdu or Nepali, as the case may be, in lieu of Bengali of the Group – B of Part-II Examination shall, before confirmation, have to pass a Departmental Examination in Bengali during the period of probation.

Note:

FINAL MERIT LISTS SHALL BE PREPARED ON THE BASIS OF TOTAL MARKS OBTAINED IN THE PART – I AND PART – II EXAMINATIONS.

Note:

The standard of Examination shall be similar to that of **Madhyamik Examination** of the West Bengal Board of Secondary Education.

B. SYLLABUS FOR EXAMINATION - The syllabus for Examination shall be as be as detailed below:-

Part – I

ENGLISH	: Fundamentals of the English such as Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage, etc.
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, H.C.F., L.C.M., Partnership, Average, Ratio and Proportion, Percentage, Simple Interest, Profit and Loss, Time and Distance, Area of Rectangle & Squares.

Part –II

GROUP – A: ENGLISH:

- (a) Drafting of a report in English from points or materials supplied; (b) Condensing of a prose passage (summary or précis);
- (b) Translation from Bengali/ Hindi/ Urdu/ Nepali, as the case may be, into English.

GROUP – B: BENGALI/ HINDI/ URDU/ NEPALI:

- (a) Drafting of a report from points or materials supplied; (b) Condensing of a prose passage (summary or précis);
- (b) Translation from English into Bengali or Hindi or Urdu or Nepali, as the case may be.

SPECIAL SERVICE CONDITIONS

[Extracts from Finance Department Notification No.1832-F (P) dt. 01.03.2013]:

“In exercise of the power conferred by the proviso to article 309 of the Constitution of India and in partial modification of notification No.6060-F, dated the 25th June, 1979, the Governor is hereby pleased to make the following rules, namely:-

Rules

1. Short title and commencement (1) These rules may be called the West Bengal Services (Appointment, Probation and Absorption of Group ‘C’ employees) Rules 2013.
(2) They shall come into force with effect from the 1st day of March, 2013.
2. Application – (1) These rules shall apply in case of appointment to any post or cadre or service or category belonging to Group C.
(2) These rules shall not apply to :-
 - (a) Part-time workers, casual labourers, daily labourers, muster roll workers and seasonal labourers;
 - (b) Such other categories of persons as may be specified from time to time by Government notification in the Official Gazette;
 - (c) Cases of appointment on promotion.
3. Definition – In these rules, unless the context otherwise requires-
 - (1) “Appointment on probation” means appointment on trial before absorption;
 - (2) “Government” means the Government of West Bengal;
 - (3) “Probationer” means a Government employee appointed on probation.
4. Mode of appointment – On or after the date of coming into force of these rules, all appointments on entry into posts or cadre or service or category belonging to Group C in the Government service, shall be on probation for a period of three years [Probation period will be two years as per Notification No. 265-F(P), the 18th January, 2016].
5. Absorption after probation – A Government employee shall be absorbed on regular basis on satisfactory completion of the period of probation and for this purpose, the performance of the concerned employee shall be reviewed after completion of each year;
Provided that where passing of departmental or other examination like computer skill etc. is essential under any existing rules of the concerned Group C post, the concerned employee shall have to pass the same within the period of probation;
Provided further that in case such Government employee fails to pass the departmental or other examination within the period of probation, the period of probation may be extended for further period of one year on the request of the employee.

6. Discharge on non-satisfactory performance during the period of probation – In case of non satisfactory performance or failing to pass the departmental examination or other examination as mentioned in rule 5, the Government employee concerned may be discharged.
7. Selection procedure- Selection shall be made on the basis of competitive examination to be conducted by the Staff Selection Commission, West Bengal or the Public Service Commission, West Bengal (Clerkship Examination only), as the case may be, by way of following the procedures mentioned in the relevant recruitment rules of the concerned Group C posts or cadre or service or category.
8. Drawal of salary during the period of probation- During the period of probation only the entry point pay i.e. Basic Pay plus Grade Pay of the concerned Group C posts or service or cadre or category shall be allowed with annual increment @ 3% per annum and medical allowance, if any.
9. Treatment of probation period after absorption – (1) After absorption on successful completion of the period of probation and passing of such departmental examination wherever applicable an employee shall be allowed to draw pay in the regular scale related to the concerned posts or service or cadre or category from date of confirmation.

(2) The period of probation shall be counted for pensionary benefit and shall not count for Modified Career Advancement Scheme (MCAS) or for promotion.
10. Leave during period of probation – Leave during period of probation shall be allowed as per rule 213 of the West Bengal Service Rules, Part-I applicable for contractual appointment”.

DISCLAIMER: IN CASE OF ANY DISCREPANCY FOUND IN THIS ADVERTISEMENT REGARDING THE TERMS AND CONDITIONS OF RECRUITMENT TO THE CONCERNED POST, THE RECRUITMENT RULE FOR THE POST WILL PREVAIL.

RECRUITMENT RULES ARE AVAILABLE IN COMMISSION’S WEBSITE www.wbssc.gov.in.

Sd/-
Secretary cum Controller of Examinations
West Bengal Staff Selection Commission