



Government of West Bengal
Office of the District Magistrate
(Panchayat & Rural Development Section)
Jalpaiguri

Employment Notification No. 1225/P&RD/ DLSC Jal/PS-GP/Recr.

Dated – 08/12/2016

Recruitment of Various Posts at Gram Panchayat & Panchayat Samiti Level in Jalpaiguri District.

Application in prescribed proforma is invited from Indian Citizens as defined in Part-II of the Constitution of India for Recruitment to different posts at Gram Panchayats & Panchayat Samiti Level under Jalpaiguri District. Willing candidates shall be required to apply online in the website <http://www.jalpaiguri.gov.in> on or before the closing date i.e. **23/12/2016 upto 5:00 p.m.** The relevant particulars like Name of the Post, Qualification, Age limit, Scale of Pay & Anticipated Vacancy Position under each category of posts are stated in the following paragraphs. A candidate must go through the instruction thoroughly and carefully before submitting online application. Any omission / suppression of information shall lead to rejection of application or candidature at any stage of the process without further intimation. The conditions so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by the District Level Selection Committee (DLSC), Jalpaiguri. All appointments will initially be made on a temporary basis.

A) Gram Panchayat Level::

Sl. No. of the post	Name of the Post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
1.	Nirman Sahayak	<p>a) Must be a citizen of India as defined in part-II of the Constitution of India, and</p> <p>a) Must have a Diploma in Civil Engineering from any Institute recognized by the State Government or the Central Government.</p>	<p>Diploma in Computer Application from any Institute Recognized by State Government or Central Government.</p>	<p>As on 01.01.2016,</p> <p>Gen – 18 –40 yrs.</p> <p>SC – 18-45 yrs,</p> <p>ST – 18-45 yrs,</p> <p>OBC-A – 18-43 yrs,</p> <p>OBC-B – 18-43 yrs,</p> <p>Ex-Serviceman –</p> <p>As admissible as per length of service in armed service.</p>	<p>Total – 05</p> <p>UR – 02,</p> <p>SC – 01,</p> <p>ST – 02</p>	<p>Pay Band – 4</p> <p>Rs. 9,000/- - Rs. 40,500/- (Entry point min. Pay Rs. 9,000/- Plus Grade Pay – Rs. 4,400/-) and other allowances will also be admissible as per Government orders in force.</p>

B) Panchayat Samiti Level::

Sl. No. of the post	Name of the Post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
1.	Accounts Clerk	<p>a) Must be a Citizen of India as defined in Part-II of the Constitution of India.</p> <p>b) Have passed Madhyamik or Equivalent examination from any Recognized University or Board or Council.</p>	Six month formal training in using personal computer from a recognized institution.	<p>As on 01-01-2016,</p> <p>Gen – 18 –40 yrs.</p> <p>SC – 18-45 yrs,</p> <p>ST – 18-45 yrs,</p> <p>OBC A – 18-43 yrs,</p> <p>OBC B – 18-43 yrs,</p> <p>Ex-Serviceman –</p> <p>as admissible as per length of service in armed service.</p>	<p>Total – 07</p> <p>UR – 01,</p> <p>UR (EC) – 02</p> <p>SC – 03</p> <p>OBC-B (EC) – 01</p>	<p>Pay Band – 2</p> <p>Rs. 5,400/- - Rs. 25,200/- Plus Grade Pay – Rs. 2,600/- & Other Allowances as admissible as per Government orders in force.</p>
2.	Clerk – cum – Typist	<p>a) Must be a citizen of India as defined in Part-II of the Constitution of India.</p> <p>b) Have passed Madhyamik or its Equivalent examination from any Recognized University or Board or Council.</p> <p>c) Must have a minimum typing speed of 30 words per minutes in English and 20 words per minutes in Bengali. Provided that the selected candidates shall have to acquire proficiency in MS word or such other standard computerized word processing application before confirmation in service.</p>		<p>As on 01-01-2016,</p> <p>Gen – 18 – 40 yrs.</p> <p>SC – 18-45 yrs,</p> <p>ST – 18-45 yrs,</p> <p>OBC A – 18-43 yrs,</p> <p>OBC B – 18-43 yrs,</p> <p>Ex-Serviceman –</p> <p>as admissible as per length of service in armed service.</p>	<p>Total – 03</p> <p>UR – 01</p> <p>OBC-A – 01</p> <p>SC (EC) – 01</p>	<p>Pay Band – 2</p> <p>Rs. 5,400/- - Rs. 25,200/- Plus Grade Pay – Rs. 2,600/- & Other Allowances as admissible as per Government orders in force.</p>

Note:

- Total Vacancies as stated above is purely provisional and subject to revision.
- Condition of recruitment will be guided by the existing provisions of the West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules 2007 & West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007 and subsequent amendments thereof.
- Qualification as stated in the table A and B above must be possessed by the candidate on or before the publication of the advertisement. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his / her candidature shall be summarily rejected.

Reservation:

Abbreviations used regarding reservation

- UR – Unreserved; also noted by General or Gen; SC – Scheduled Caste; ST – Scheduled Tribe; OBC A – Other backward Classes – Category A; OBC B - Other backward Classes – Category B; EC – Exempted Category; M-Sports – Meritorious Sports person, PH – Physically Handicapped (Read Challenged).
- The benefits for reservation of vacancies and age concession for SC, ST, OBC-A & OBC-B candidates are admissible to SC, ST, OBC-A & OBC-B candidates of West Bengal only as per existing rules.
- Before final selection short listed candidates belonging to the SC, ST, OBC-A & OBC-B category will be directed to furnish original certificate issued by a competent authority of West Bengal as laid down in the West Bengal Schedule Castes and Schedule Tribe (Identification) Act. 1994 and SC and Tribal Welfare Department Order no. 261-TW/EC/MR-103/94 dated – 06-04-1995, for verification of testimonials in support of their claim.
- SC, ST, OBC-A & OBC-B candidates of other states will be treated as general candidates.
- The benefits of reservation are also available for the meritorious sports person. Such candidates are required to furnish certificates in original in support of their claim from a competent authority as lead down in the notification no. 49-EMP/1M-25/98 dated – 01-03-2011, of Labour Department, Government of West Bengal for checking and verification.
- Similarly the Ex-Servicemen candidates shall have to produce relevant documents, in original, in support of their claim in reservation as well as age relaxation at the time of verification.
- Similarly candidates applying for Exempted Category shall have to produce relevant documents in original in support of their claim for reservation as well as age relaxation at the time of verification.
- No claim for being a member of SC/ST/OBC-A/OBC-B or a person with Disability or a Meritorious Sports person or Ex-servicemen shall be entertained at any time after submission of the application.
- Particulars and certificates required: a candidate claiming to be SC/ST/OBC-A/OBC-B/PH/Meritorious Sports person must have a certificate in support of his/her claim from a competent authority as specified below:-
- For SC/ST/OBC-A/OBC-B candidates [Vide West Bengal Schedule Castes and Schedule Tribe (Identification) Act. 1994 and SC and Tribal Welfare Department order no. 261-TW/EC/MR-103/94 dated – 06-04-1995] –
 - 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, on his behalf.

✓ For Meritorious Sportspersons :-

Meritorious Sportsperson in the area of international Competition, National Competition, Inter-University Tournament and National Sports/Games for School Education in the following list of sports entertained to avail the benefit of the Sports Quota :-

✓ For Meritorious Sportspersons :-

Name of the Sports	Code Number	Name of the Sports	Code Number
Athletics (including Track and Field Event)	1	Weight lifting	11
badminton	2	Wrestling	12
Basket Ball	3	Boxing	13
Cricket	4	Cycling	14
Football	5	Gymnastics	15
Hockey	6	Judo	16
Swimming	7	Rifle Shooting	17
Table Tennis	8	Kabaddi	18
Volley Ball	9	Kho-Kho	19
Tennis	10		

- ✓ **Competent Authorities for issuing certificate to Meritorious Sports person are as follows :-**

Area	Competent Authority
International	Secretary of the National Federation/National Association of the Sports Concerned.
National Competition	Secretary of the State Association of the Sports concerned.
Inter-University	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.

- ✓ Names of Exempted Category Candidates shall also be obtained by DLSC directly from the Exempted Category Cell under the Directorate of Employment, West Bengal to fill up the vacancies meant for Exempted Category candidates in terms of provision of point no.6 as lead down in the Notification issued by Labour Department vide No. 50-Emp/1m-25/98, Kolkata, dated the 1st March 2011.
- ✓ For Ex-Servicemen Candidate :- Names of the Ex-Servicemen shall be obtained both from Zilla Sainik Board as well as through online application for filling up the vacancies meant for Ex-Servicemen.

Mode of Application:-

Step-1:- Online Registration:

- All applicants shall apply for any post by submitting their applications from the link mentioned in the website <http://www.jalpaiguri.gov.in> through online submission.
- An application form along with a unique registration number will be generated thereafter automatically.
- This registration number shall be preserved for any future reference and generation of Admit Card etc.
- After filling up and submission of the application form properly, a print out shall be taken for future reference.
- Last date for submission of the application is **23/12/2016 up to 5:00 p.m.**
- **There shall be no provision for receiving of hard copy of the Application Form at this office.**
- Self-Attested photocopy in respect of proof of Date of Birth, Academic Qualification, Photograph, Caste and EC Certificate – has to be uploaded online in the respective field.

Ground of Rejection of Application Form :-

- ✓ The application form received by post shall be rejected straightway.
- ✓ Any application form which is incomplete in nature shall be rejected.

Step-2 :- Generation of Admit Card:

- ✓ The applicant will have to generate the Admit Card by putting his/her auto generated Registration Number along with his/her date of birth in the respective place. It will be available in the website www.jalpaiguri.gov.in on & from **02/01/2017**. Candidates are requested to check the site for final examination schedule for written test.
- ✓ After generation of the Admit card, a print out is to be taken.
- ✓ Two copies of identical colored passport size photograph self-attested to be affixed on the Admit Card in the place earmarked for the purpose.
- ✓ The lower part of the Admit Card is to be signed by the applicant in examination hall on the day of examination and to be handed over to the invigilator.
- ✓ The candidate shall have to bring with him/her any photo identity document viz. EPIC, PAN Card, Passport, Admit card / Certificate of Madhyamik or equivalent with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate / any other photo identity card issued by the competent Govt. Authority.
- ✓ Candidate without Admit Card and any photo identity document as mentioned above shall not be allowed to enter the examination hall.

Mode of Examination :-

Part-I : Written Examination including practical test wherever applicable : (85 marks)

Part-II : Viva Voce Test : (15 marks)

- 1) Candidate will be short-listed for Viva-Voce test from the list prepared in descending order of the marks obtained by the candidate in written examination subject to fulfillment of minimum qualifying marks in written examination (including practical test where applicable) as fixed up by the DLSC.
- 2) The successful candidate in the written examination will be called for appearing at the Viva-Voce test in 1:5 ratio against the total number of vacancies in a particular post.
- 3) The successful candidates of the post for which computer knowledge is essential or desirable, shall have to undergo a Computer Test at the time of Viva-Voce.
- 4) The Written Examination will be through MCQ. / Descriptive (where applicable) method and there will be negative marking for wrong Answer **(One mark will be deducted for every 03 wrong answers given).**

Name of the Post	Marks Deistribution			Remarks
	Written Examination	Viva-Voca Test	Total Marks	
Nirman Sahayak, Accounts Clerk, Clerk- cum-Typist	For each Recruitment Test there would be objective type of question in MCQ type: Having 85 Marks (there will be negative marking for wrong answer)	15 Marks	100 Marks	For C-C-T, there'll be a typing test through desktop PC.
	Total Marks : 85 Marks	15 Marks	100 Marks	

Syllabus for Part-I (Written Examination) :-

Name of the Post	Syllabus For Written Examination
Nirman Sahayak	A) Engineering (Civil) : 65 marks B) English : 13 marks (Madhyamik Standard) C) General Knowledge : 07 marks
Accounts Clerk of Panchayat Samiti	A) English : 20 marks ;-(Std : Madhyamik or its equivalent) B) Bengali : 20 marks;-(Std : Madhyamik or its equivalent) C) Arithmetic : 25 marks;-(Std : Madhyamik or its equivalent) D) General knowledge : 20 marks (Emphasis on Rural Life & Rural Development)
Clerk-cum-Typist of Panchayat Samiti	E) English : 20 marks ;-(Std : Madhyamik or its equivalent) F) Bengali : 20 marks;-(Std : Madhyamik or its equivalent) G) Arithmetic : 25 marks;-(Std : Madhyamik or its equivalent) H) General knowledge : 20 marks (Emphasis is on Rural Life & Rural Development)

Important Dates ::

Sl. No.	Event	Date
1	Period of Online Submission of Application	08/12/2016 to 23/12/2016
2	Examination Scheduled (Written)	05/02/2017
3	Download Admit Card From Website	02/01/2017 ONWARD.

General Condition Fixed by the Committee ::

- Willing candidates can apply online with effect from the date of advertisement till the last date i.e. up to 5:00 p.m. on 23/12/2016.
- Submission of more than one application for a single post is strictly forbidden. **The candidature of a candidate, who submits more than one application for a single post for admission to the examination shall stand cancelled even if he/ she is eligible for the same.** If due to inadvertence any wrong information has been made, it should be verified before "confirmation" of application and rectification of information can be made before "confirmation" stage.
- Print out of online submission of application can neither be claimed as a proof of application, nor accepted as a demand to appear in the written test. Only Admit Card with other valid testimonials, like any photo identity card as mentioned below will be considered at the time of written test.

- Incomplete application will be summarily rejected.
- Admission to the examination will be purely provisional subject to verification at any later stage. That is, Candidature of any candidate shall be rejected straightway if found not eligible at any stage even after appearance at the examination.
- Candidates must bring along with the Admit Card any Photo Identity Card recognized by the Govt. in order to get entrance into the examination venue to prove their identity. Any deviation in this regard may straightway lead to non admission of him/her into the examination venue and rejection of candidature without giving him/her opportunity of being heard.
- The photo identity cards to be accepted by the Committee for the said purpose are as follows :
 - Elector's Photo Identity Card (EPIC).
 - Passport.
 - Admit Card/Certificate of Madhyamik or Equivalent Examination bearing photograph.
 - PAN Card.
 - Driving License.
 - Bank Pass Book containing photograph of the candidate.
 - Any other photo identity card issued by the competent Govt. Authority.
- Only short-listed candidate will be asked to produce all relevant original certificates along with the self attested photo copies for verification, failing which their candidature shall be rejected without any further communication.
- Candidates must abide by the instruction as given by the Supervisor/Invigilator of the examination centre. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable for expulsion from the examination hall and/or such other punishment as the Committee may deem fit to impose.
- A candidate who has been reported against by the Supervisor/Invigilator of the examination centre for violation of norms of examination hall shall be punished with cancellation of candidature and will also be debarred from appearing at future examination/selection as decided by the committee depending on the gravity of the case.
- Authority reserves the right to conduct the written test for all the posts on a single date.
- Use of mobile phones, calculator and any kind of electronic gadget inside the examination hall is STRICTLY PROHIBITED. Use of the same will lead to cancellation of candidature without giving opportunity of being heard.
- Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to garner support for his/her application through persons, officials of Government, or agencies will disqualify him/her for appointment. Specific recommendation from persons interested in the candidates, or otherwise known to them will be disregarded and will render the candidates ineligible.
- The final merit list will be prepared on the basis of total marks obtained in the Written Examination including practical test (where applicable) and the Viva-Voce test.

Particulars which are to be verified :

- Scanned attested copy in respect of proof of date of Birth, Academic Qualification, including technical qualification (as required or, if any), caste Certificate (if any or as per category), documents in favour of Exempted Category (scanned attested copy of National Employment Card), or, Ex-Servicemen and of course, photograph (in the respective space as per resolution and size) and proof as mentioned below;
- For Date of Birth of the Candidate: Admit Card of Madhyamik or Equivalent Examination or Certificate of Madhyamik or Equivalent Examination.
- For Academic Qualification of the Candidate: The Mark Sheet / Certificate of Madhyamik or Equivalent Examination issued by the recognized Board/Council/University in original is to be verified.

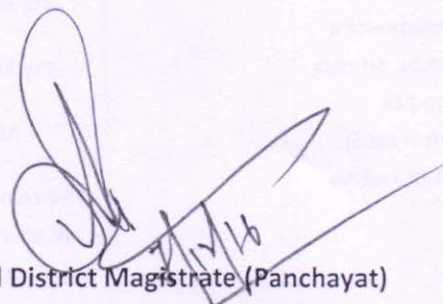
- For Technical Qualification of the Candidate : the Mark Sheet/Certificate issued by any recognized Board/Council/University or any institute recognized by the State or Central Government or State Council of Technical Education or All India Council of Technical Education. In case of any dispute in respect to qualification, decision of the DLSC, Jalpaiguri will be final.
- For Attestation of Photograph : any photo identity documents viz. EPIC, PAN Card, Passport, Admit card / Certificate of Madhyamik or equivalent with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate / any other photo identity card issued by the competent Govt. Authority.
- For Caste : Caste Certificate issued by the SDO concerned in all districts and in respect of Kolkata, The Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas, on his behalf.
- For Meritorious Sports persons : Certificate issued by the Secretary of the National Federation/National Association/State Association of the Sports concerned; Dean/ Director of sports or officer in overall charge of Sports of the University concerned. Director or Deputy Director in overall charge of sports/games for school in the Directorate of Education, West Bengal.
- For Ex-Servicemen: Identity Card issued by the respective Zilla Sainik Board.
- Exempted Category: Any Exempted Category candidate willing to apply online must also submit an attested scanned copy of his/her Employment Exchange Card issued by the National Employment Exchange (Exempted Category Cell).
- Physically Handicapped: Any Physically Handicapped (challenged) candidate willing to apply online must also submit an attested scanned copy of his/her certificate issued by competent medical board/authority.
- Most importantly, before "Confirmation", a candidate can verify application and can rectify any information, in case of any wrong entry. Remember, there may not be any scope to rectify any entry after "confirmation", and so please remember, incomplete/ineligible application will be rejected straightway.

Help Desk :-

Help Line service at info.dmjpg@applythrunet.co.in will be available from 11:00 a.m. to 5:00 pm on working days. For further assistance one may call at **033-24617092** or mail at dprdo_jalpai@yahoo.co.in.

Note: if any change takes place in any issue directly related with this Notification the same will be brought to the notice of candidate in a manner as decided by the District Level Selection Committee, Jalpaiguri through the website www.jalpaiguri.gov.in.

The DLSC, Jalpaiguri also reserves the right to make any alteration and modification with respect to tentative schedule of Examination and other itineraries.


Additional District Magistrate (Panchayat)

&

Additional Executive Officer, Zilla Parishad,
Jalpaiguri