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3RD RLST (NT) 2016

INFORMATION BROCHURE

FOR THE CANDIDATES APPEARING
IN 3RD REGIONAL LEVEL SELECTION TEST, 2016

FOR

APPOINTMENT TO THE POSTS OF
NON-TEACHING STAFF

IN Govt.aided /Sponsored Junior High /Secondary /Higher Secondary Schools
IN WEST BENGAL (Except Hill Region)

THE WEST BENGAL CENTRAL SCHOOL SERVICE COMMISSION
Block-EE, Sector-II, Plot No-11 & 11/1, Bidhannagar, Kolkata-700091

INFORMATION - BROCHURE FOR

3rd Regional Level Selection Test for Recruitment of Non Teaching Staff 2016 in Govt. aided / sponsored Junior High/Secondary/Higher Secondary Schools (Except Hill Region) approved by the West Bengal Board of Secondary Education / West Bengal Council of Higher Secondary Education

As per the instruction vide ref. no 697-ES/S/S-18/08 dated 09.07.2009 of the Department of School Education (Govt. of West Bengal), i.e. The West Bengal School Service Commission (Selection of Persons for Appointment to the Post of Non-Teaching Staff), Rules, 2009. The West Bengal School Service Commission has been designated to conduct 3rd Regional Level Selection Test, 2016 for post of Non-Teaching Staff namely Clerk and Group-D Staff (Peon, Laboratory Attendant, Night Guard, Matron, Helper) in Recognized Non-Govt. aided/Sponsored/Junior High/Secondary/Higher Secondary Schools in West Bengal against the vacancies available under the W.B. School Service Commission (Selection of Persons for Appointment to the post of Non-Teaching Staff) Rules, 2009, and subsequent amendments (Vide Ref. No.258-SE(S)/IS-08/2014 dated 06.04.2015 and Vide Ref. No.727-SE(S)/IS-08/2014 dated 02.06.2016).The entire processes will be guided by The West Bengal School Service Commission Act, 1997, above Rules and subsequent Amendments as on the date of advertisement.

Note A Any citizen of India may apply only for the post of Non-Teaching Staff i.e. Clerk and Group D Staff [Peon or Laboratory Attendant or Night Guard or Matron or Helper] in schools. **The Candidate for the Post of Clerk and Group D Staff shall not be permitted to apply in more than one District in a Regional Level Selection Test.** For the post of **Night Guard only male candidates** are eligible. For the post of **Matron only Female Candidates** are eligible.

However one can apply for the post of Clerk and also any one of Group D posts if eligible.

Note B Eligible candidates for 3rd RLST (NT), as per the Minimum Qualification laid down by the W.B. School Service Commission (Selection of Person for Appointment to the Post of Non-Teaching Staff) Rules, 2009, and subsequent amendments may apply **Online only (and by no other mode)** visiting the official website of The West Bengal School Service Commission (i.e., www.westbengalssc.com)

1. Important Dates and Information:

1) Submission mode: Only through Online Application.

a) Website: www.westbengalssc.com

b) Online Application Submission date: 10-08-2016 (5pm) to 31-08-2016 (5pm)

[However, payments by cash challan will be available upto 05.09-2016 (5pm)]

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

3) Educational Qualification:

Clerk: Passed School Final/Madhyamik or its equivalent or Old H.S. in lieu of School Final / Madhyamik or its equivalent

Group D: Passed Class VIII from any School recognized or affiliated by Board / Council or equivalent

4) Download of Admit Card: Through www.westbengalssc.com . The date of downloading web enabled admit card will be notified later in the official website of the Commission .

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

6) Age as on 01.01.2016 :

a) Minimum 18 years (not born after 01.01.1998) and maximum 40(not born before 02.01.1976) 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 Handicapped Candidates, 5 years for Ex-Serviceman and up to 55 years of age as on 01.01.2016 for Non-Teaching Staff in recognized Govt aided/ Sponsored /Jr. High / Secondary / Higher Secondary Schools approved by the West Bengal Board of Secondary Education / West Bengal Council of Higher Secondary Education.

Ex Serviceman will get age relaxation only]

7) i. Application fees for Clerk:

(a) Application fees for General & OBC-A/OBC-B candidates: 140 /-

(b) Application fees for reserved (SC/ST/ PH-VH/PH-HI/PH-OH) candidates: 70 /-

8) ii. Application fees for Group D Staff:

(a) Application fees for General & OBC-A/OBC-B candidates: 120 /-

(b) Application fees for reserved (SC/ST/ PH-VH/PH-HI/PH-OH) candidates: 60 /-

[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.

6) 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]

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 05-09-2016.

Or

through Sahaj Tathya Mitra Kendra by cash instantly

ii) Allahabad Bank Branch list will be available at www.westbengalssc.com

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

8) Syllabus: As published in www.westbengalssc.com

9) TEST Patterns:60 multiple choice questions(MCQ's) for Clerk and 45 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. OMR sheets will be evaluated by computer system. No re assessment/ re evaluation of OMR sheet / Type Test Sheet will be allowed.

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

2. MANNER OF SELECTION OF NON-TEACHING STAFF IN GOVT. AIDED / SPONSORED JUNIOR HIGH/SECONDARY/HIGHER SECONDARY SCHOOLS

A) CLERK: Selection to the posts of Clerk shall be made strictly on the basis of merit. The merit will be determined by the results of the Regional Level Selection Test comprising written examination (MCQ Type), evaluation of academic qualifications and Personality Test with Typing and Computer proficiency to be determined by the Commission in the following manner :-

(a) Written examination (MCQ Type Question) (1 question will carry 1 mark and no negative marking) 60 marks						
(b) Academic qualifications 10 marks						
(c) Personality Test with typing and computer proficiency 30 marks						
<table border="1"> <tr> <td>Personality Test</td> <td>..... 05 marks</td> </tr> <tr> <td>Typing using computer and Computer Proficiency</td> <td>25 marks</td> </tr> <tr> <td colspan="2">(Appearance before the Personality Test Board is compulsory)</td> </tr> </table>		Personality Test 05 marks	Typing using computer and Computer Proficiency	25 marks	(Appearance before the Personality Test Board is compulsory)	
Personality Test 05 marks						
Typing using computer and Computer Proficiency	25 marks						
(Appearance before the Personality Test Board is compulsory)							

GROUP-D STAFF: Selection to the posts of **Group D Staff** shall be made strictly on the basis of merit. The merit will be determined by the results of the Regional Level Selection Test comprising written examination (MCQ Type) and Personality Test in the following manner :-

(a) Written examination (MCQ Type Question) (1 question will carry 1 mark and no negative marking) 45 marks
(b) Personality Test (Appearance before the Personality Test Board is compulsory) 05 marks

THERE IS NO EVALUATION OF ACADEMIC QUALIFICATION FOR THE SELECTION OF GROUP-D STAFF INCLUDING LABORATORY ATTENDANT, PEON, NIGHT GUARD & MATRON IN SCHOOLS

3(A). Preparation of panel for the post of Clerk:-

In terms of sub rule 7 of rule 13 , after the evaluation of the answer sheet of the written examination, each Regional Commission shall prepare a medium-wise, category-wise and gender-wise list of the candidates, who shall be qualified for Personality Test (with typing using computer and computer proficiency) on the basis of the marks obtained by him/her in the written examination and academic qualification:

Provided that the number of qualified candidates to be called for the Personality Test with Typing and Computer Proficiency shall not exceed 02 (two) times the number of final vacancies published at the time of declaration of the result of written examination:

Provided further that if the marks at the last position of the qualified list of candidates shall be same for more than one candidate, all such candidates at that position shall be called for the Personality Test with Typing using computer and Computer Proficiency.

In terms of sub rule 8 of rule 13 After preparation of the list of qualified candidates, each Regional Commission shall call the candidates for Personality Test with Typing using computer and Computer Proficiency through registered post or speed post mentioning the date, time and venue of Personality Test with Typing using computer and Computer Proficiency:

Provided that the candidates can also obtain such information from the website of the Commission and from the Offices of Central Commission and the concerned Regional Commissions.

In terms of sub rule 9 of rule 13 Each Regional Commission shall, on the basis of the marks obtained in the written examination, academic qualification and marks obtained in the Personality Test with Typing using computer and Computer proficiency, all added together, and on the basis of the guidelines issued by the Central Commission prepare -

(a) a district wise panel of candidates found fit for appointment to the posts of Clerk, strictly in order of merit and each such panel shall include names equal to the number of districtwise vacancies referred to in clause (b) of sub-rule (2) of rule 8, and

(b) a waiting list: in order of merit containing names of candidates equal to 0.10 times the number of vacancies declared against a post .

Provided that there shall be separate mediumwise, categorywise or genderwise sets of panel or waiting list, as may be necessary.

In terms of sub rule10 of rule 13 If more than one candidate obtain 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 the same, the candidates obtaining higher marks in Typing and Computer Proficiency shall be preferred.

3(B) Preparation of panel for the post of Group D Staff :-

In terms of sub rule 7 of rule 14 After the evaluation of the answer sheets of the written examination, each Regional Commission shall prepare a mediumwise, categorywise and genderwise list of the candidates, who shall be qualified for Personality Test on the basis of the marks obtained by them in the written examination:

Provided that the number of qualified candidates to be called for the Personality Test shall not exceed two times the number of final vacancies published at the time of declaration of the result of written examination:

Provided further that if the marks at the last position of the qualified list of candidates shall be same for more than one candidate, all such candidates at that position shall be called for the personality test.

In terms of sub rule 8 of rule 14, after preparation of the list of qualified candidates, each Regional Commission shall call the candidates for personality test through registered post or speed post mentioning the date, time and venue of personality test;

Provided that the candidates can also obtain such information through the website of the Commission and from the Offices of Central Commission and the concerned Regional Commissions.

In terms of sub rule 9 of rule 14, each Regional Commission shall, on the basis of the marks obtained in the written examination and in the personality test, all added together, and on the basis of the guidelines issued by the Central Commission prepare-

(a) a district-wise panel of candidates found fit for appointment to the posts of Group D Staff. strictly in order of merit and each such panel shall include names equal to the number of district-wise vacancies referred to in clause (b) of sub-rule (2) of rule 8, and

(b) a waiting list: in order of merit containing names of candidates equal to 0.10 times the number of vacancies declared against a post

Provided that there may be separate medium-wise, category-wise or gender-wise sets of panel or waiting list, as may be necessary .

In terms of sub rule 10 of rule 14 if more than one candidate obtain 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.

Validity of panel - (1) Each such panel and waiting list, prepared by Regional Commission shall remain valid for one year from the date of acceptance of the panel or waiting list by the concerned Regional Commission.

(2) Notwithstanding anything contained in sub-rule (1), the Central Commission may, if it thinks expedient to extend the validity of the panel or waiting list beyond the period of one year for any reasonable cause, for the reasons to be recorded in writing, extend the period of validity of such panel or waiting list for a further period of six months, beyond which the panel or waiting list shall not be extended.

**4. EDUCATIONAL QUALIFICATION AND AGE LIMIT FOR RECRUITMENT OF NON-TEACHING STAFF IN GOVT. AIDED / SPONSORED
JUNIOR HIGH/SECONDARY/HIGHER SECONDARY SCHOOLS**

Sl.No.	Name of post	Educational qualification including professional qualifications	Age limit
(1)	(2)	(3)	(4)
1.	Clerk	Passed School Final/Madhyamik or its equivalent or Old H.S. in lieu of School Final / Madhyamik or its equivalent	Minimum 18 years and maximum 40 years as on the 1st day of January of the year of advertisement and the upper age limit is relaxable by 5 years for Scheduled Caste or Scheduled Tribe candidates and 3 years for Other Backward Class candidates and 8 years for the Physically Handicapped Candidates and 5 years for Ex-Servicemen.
2.	Group D	Passed Class VIII from any School recognized or affiliated by Board / Council or equivalent	Minimum 18 years and maximum 40 years as on the 1st day of January of the year of advertisement and the upper age limit is relaxable by 5 years for Scheduled Caste or Scheduled Tribe candidates and 3 years for Other Backward Class candidates and 8 years for the Physically Handicapped Candidates and 5 years for Ex-Servicemen.

NOTE: Provided further that the person who is already in service in the approved post of non-teaching staff of any School may apply for the post of non-teaching staff upto the maximum age of 55 years to be calculated as on 1st January of the year of advertisement.

Explanation – The age for the posts 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 the Birth Certificate issued by the Birth Registrar and /or the certificate issued by the Headmaster/ Headmistress of a school, where the candidate actually studied on the basis of date of birth recorded in the Admission Register. In conflict, the date of birth recorded in Birth Certificate issued by the Birth Registrar shall prevail.

Rules and Acts regarding Recruitment of Clerk and Group D which is not mentioned in the brochure can be found in the official website of The West Bengal School Service Commission at www.westbengalssc.com.

5) Vacancy Position (Tentative) : Published in WBCSSC Official Website with notification

Region Name	Clerk	Group - D Staff
Eastern Region	441	738
Northern Region	274	755
Southern Region	284	375
Western Region	461	1034
South-Eastern Region	247	314

N.B. Detailed Districtwise Vacancies are available in separate sheet in our Official Website. Final Vacancies may increase due to creation of New Vacancies and Vacancies may decrease due to General Transfer on special ground and transfer in compliance with order of Hon'ble Courts.

6) Scale of Pay : As admissible as per Govt. Rules.

7) TEST CENTRES / EXAMINATION VENUES : To be informed later on through Commission's Website and all the offices of this Commission.

8) Medium Of Instruction : A candidate willing to be selected as a non-teaching staff in any School, having Bengali or English or Hindi or Nepali or Oriya or Santhali or Telegu or Urdu as the medium of instruction, must have Bengali or English or Hindi or Nepali or Oriya or Santhali or Telegu or Urdu, as the case may be, as first or second or third language -

a) at Secondary level of the Board or its equivalent for the post of Clerk;

b) at School Level up to Class VIII for the post of group D staff.

9) SYLLABUS:

For the Post of Clerk

A. General Knowledge - 15

Questions will be designed to test the candidates General Knowledge of the environment around him/her and its application to society.

B. Current Affairs - 15

Questions will be designed to test Knowledge of current events and of such matters of every day observation and experience. The Test will also include questions relating to India and other countries especially pertaining to Sports, History, Literature, Culture, Geography, Economic Science, Polity, Indian Constitution and Scientific research etc.

C. General English - 15

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.

D. Arithmetic - 15

Questions of this component will cover number system including questions on simplification, decimals, Recurring Decimals, Divisibility, fractions LCM, HCF, Partnership, Average, Ratio and proportions, percentage, profit and loss, discount, simple interest, time and work, time and distance.

E. Typing skill using Computer and Computer Proficiency: - 25

It will be tested during Personality Test, for the persons those who will qualify in the Written Examination and qualify for the Personality Test. The desired minimum typing speed for qualifying the Typing skill using computer is 20 words per minutes (in English). The typewriting test will consist of one paper of running matter of 05 minutes duration.

For the Post of Group-D Staff

A. General Knowledge - 15

Questions will be designed to test the candidates General Knowledge of the environment around him/her and its application to society.

B. Current Affairs - 15

Questions will be designed to test Knowledge of current events and of such matters of every day observation and experience. The Test will also include questions relating mainly to the States of West Bengal and other States of India especially pertaining to Sports, History, Culture and Geography.

C. Arithmetic - 15

Questions of this component will cover number system including questions on simplification, decimals, fractions LCM, HCF, Average, Ratio and proportions, percentage, profit and loss, discount, simple interest, time and work, time and distance.

9). Mode of submission of application:

A candidate can apply at 3rd Regional Level Selection Test for Recruitment of Non Teaching Staff 2016 in Govt. aided / sponsored Jr High/Secondary/Higher Secondary Schools only through online mode (no other mode is applicable / entertained)

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) MEDIUM OF INSTRUCTION APPLYING FOR :

6) "MEDIUM OF INSTRUCTION APPLYING FOR" STUDIED IN (VIII, MP or its equivalent)

7) CATEGORY : CANDIDATES OWN CATEGORY

8) GENDER : CANDIDATES OWN GENDER

9) PREFERRED VENUE DISTRICT : District under the same Region for which applying for .

10) PREFERRED VENUE AREA : Area under the preferred district and under the same Region for which applying for.

ACADEMIC DETAILS

11) FULL MARKS, MARKS OBTAINED, DIVISION,% OF MARKS OBTAINED, Name of BOARD, PASSING YEAR OF MP/ EQUIV(FOR THE POST OF CLERK) and ONLY PASSING YEAR OF CLASS VIII(FOR THE POST OF GROUP D)

12) RELIGION :

13) COMMUNICATION DETAILS : FULL MAILING ADDRESS(ADDRESS WITH PIN CODE, MOBILE NO/CONTACT NUMBER, EMAIL ID)

14) IF IN-SERVICE NON TEACHING STAFF: JOINING DATE IN THE PRESENT POST IN PRESENT SCHOOL.

15. 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”.

10) Online submission process

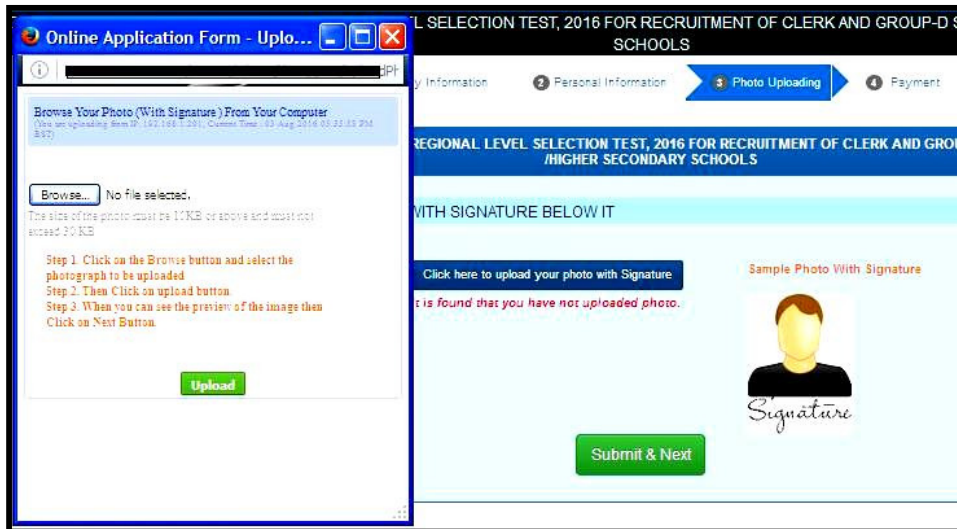
a) At first eligible incumbent should apply On-line by logging on the official website of the School Service Commission www.westbengalssc.com ,where he/she has to provide all the required information as asked for .



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

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) .

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



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) Print Application Form : Please take a printout for your further reference.

ii) Pay Application Fees through

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 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 Application Submission 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 the sealed & signed challan copy of the bank for future reference. Any manually modified challans will not be accepted at selected Bank counters.

Your Application has been submitted provisionally.

Please take Printout of e-cash Challan, filled in Application Form and contact the designated bank branch with requisite fees, as applicable.

Please Note Your Application ID **XXXXXXXXXXXXXXXXXX** for future reference.

Print Application Form

Please Click on the button to print the Details as per your Filled up Application Form. Please note that your Application Status is Provisional. Application will be approved on successful payment.

PAY APPLICATION FEE

CREDIT/ DEBIT CARD/NET BANKING

Click on the button 'Pay Application Fees Now' to Pay through Credit Card/ Debit Card/ Internet Banking.

Pay Application Fees Now

ALLAHABAD BANK CHALLAN

Important Instruction

1. For Payment through **ONLINE MODE**, Click on the TAB 'CREDIT/ DEBIT CARD/NET BANKING'
2. For Payment through **OFFLINE MODE**, Click on the TAB 'ALLAHABAD BANK CHALLAN'
3. Service Charges will be added extra.

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, Candidate's Portion of challan for future reference. 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.

11) Bank Branches: Any bank branch of Allahabad Bank in West Bengal. List of branches may be available from www.westbengalssc.com.

12) Sahaj Tathya Mitra Kendra: Applicant can also visit nearest Sahaj Tathya Mitra Kendra [Common Service center (C.S.C.)] with his/her documents with recent colored photograph attached in a white paper with signature under the photo . At Sahaj Tathya Mitra Kendra applicant can apply online and also can pay the fees through cash and obtain a receipt.

13) 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/Personality Test Centre.
4. Use of Calculator/Mobile Phone/Log Tables (other than any instruction provided in the 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. No person shall be eligible for selection for appointment to the post of Clerk & Group D in any School unless he/she is a citizen of India.
10. Any person who is under Suspension from any institution or **removed** from any institution shall not be eligible for selection for appointment in the post of Clerk & Group D. A declaration to that effect is to be submitted by the candidate during verification of academic certificates.
11. 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.
12. If a candidate submits incomplete application form his/her candidature will be rejected.
13. 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 Handicapped Certificate issued by appropriate authority.
 - h) Any other Card with Photograph issued by Govt. authority.
14. 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.
15. Mismatch of applicant's photograph at any stage of selection process is liable to cancellation of the candidature.
16. Academic qualification for all applicant and certificates such as SC /ST / OBC –A /OBC – B / PH etc for reservation Category obtained /informed after the last date of submission of application forms for 3rd RLST(NT) will not be accepted.
17. Signature of applicant in CAPITAL LETTERS or the signature of the applicant in the testimonial not tallying with the signature put in the online application form, below the Photograph is liable to cancellation of the candidature.
18. Signature missing bellow the photograph in Online Application form is liable to cancellation of the candidature.
19. Under age and over age with respect to caste /Reservation category as per Rule is liable to cancellation of the candidature.

20. Date of Birth missing in Application Form , Age proof Certificate not submitted when asked for is liable to cancellation of the candidature.
21. Caste Certificate of Other State , Caste Certificate from incompetent authority will not be entertained.
22. Physically Handicapped certificate issued by incompetent authority will not be entertained.
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). All information will be given in the website from time to time preferably on each Friday.**
26. **Bar on recommendation.** - Notwithstanding anything contained in these rules, a Regional Commission shall not recommend the name of a person under rule 18, -
- (a) who, at the time of submission of application or after submission of application, is recommended to the post of a non-teaching staff in a School on the basis of counselling conducted by the west Bengal Regional School Service Commission of any region and continues his service as such non-teaching staff. but has not completed continuous three years' approved service in the said post;
- (b) who, at the time of submission of application or after submission of application, is recommended to the post of a Teacher in a School on the basis of recommendation made by the West Bengal Regional School Service Commission of any region;
- (c) who, while in-service, having obtained required qualification for being considered for the post applied for fails to submit before the Regional Commission the requisite document of his approved study leave, or any kind of leave for the purpose of relevant higher studies, or permission from the appropriate authority for prosecuting the studies for the said degree.

14) Information for Differently abled Persons (PH-VH, PH-HI, PH-OH):

The differently abled candidates with 40% or more disability may be given compensatory time of 20 minutes who are making use of scribe/amanuensis. All the candidates with disability not availing the facility of scribe may also be allowed compensatory time of 20 minutes.

The facility of scribe/amanuensis may be allowed to Visually Handicapped person who has disability of 40% or more if so desired by the person for which he/she has to apply at respective Regional Office or to venue in charge at least before 5 days of 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 incharge well in advance (at least 5 days before). (scribe approval form may also be available from the regional offices)

Educational Qualification of the scribe/ amanuensis will be up to Madhyamik or its equivalent appearing for Clerk and Class Eight appearing for Gropu D post.

Application Form for Amanuensis for Visually Handicapped (VH) candidates is on last page of the Brochure.

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

*** Clerk এবং Group- D 'র শূন্যপদের সাপেক্ষে আবেদনের জন্য প্রয়োজনীয় তথ্যসমূহ**

১) **আবেদনপত্র জমা দেওয়ার মাধ্যম:** আবেদনপত্র শুধুমাত্র Online এই গ্রহণ করা হবে ১০-০৮-২০১৬ তারিখ বিকাল ০৫:০০ টা থেকে ৩১-০৮-২০১৬ তারিখ বিকাল ০৫:০০ টা পর্যন্ত।

২) আবেদনের Fees:

Clerk পদের ক্ষেত্রে- General, OBC-A এবং OBC-B শ্রেণীভুক্ত আবেদনকারীর জন্য ১৪০ টাকা এবং SC, ST ও PH শ্রেণীভুক্ত আবেদনকারীর জন্য ৭০ টাকা।

Group-D পদের ক্ষেত্রে- General, OBC-A এবং OBC-B শ্রেণীভুক্ত আবেদনকারীর জন্য ১২০ টাকা এবং SC, ST ও PH শ্রেণীভুক্ত আবেদনকারীর জন্য ৬০ টাকা।

[উভয় পদের ক্ষেত্রে ৫ টাকা bank charge অভিরিক্ত প্রযোজ্য]

৩) বয়সসীমা:

নিম্নসীমা: ০১-০১-২০১৬ তে ১৮ বছর বয়স অর্থাৎ আবেদনকারীর জন্মতারিখ অবশ্যই ০১-০১-১৯৯৮ তারিখের পূর্বে হতে হবে।

উচ্চসীমা: ০১-০১-২০১৬ তে ৪০ বছর বয়স অর্থাৎ আবেদনকারীর জন্মতারিখ অবশ্যই ০১-০১-১৯৭৬ তারিখের পরে হতে হবে।

বিঃদ্র: বয়সের উচ্চসীমার ক্ষেত্রে SC ও ST এবং Ex-Serviceman শ্রেণীভুক্ত আবেদনকারীরা ৫ বছরের, OBC-A ও OBC-B শ্রেণীভুক্ত আবেদনকারীরা ৩ বছরের এবং PH শ্রেণীভুক্ত আবেদনকারীরা ৮ বছরের বয়সের ছাড় পাবে।

৪) আবেদন Fees জমা দেওয়ার পদ্ধতি:

On line এ personal details, academic qualifications এবং photo upload করার পর "next " link click করলে পুনর করা Application Form টি print করার option পাওয়া যাবে। এছাড়া fees প্রদান করার জন্য দুটি option থাকবে যথা:

ক) **Payment Using Debit/Credit Card or Net Banking :** এই option টি অনুসরণ করলে আবেদনকারীর পছন্দ অনুসারে যথাযথ bank এর website খুলে যাবে, যেখানে "debit / credit card no", "card valid through date", "CVV" নম্বর চাওয়া হবে Debit/Credit Card এর ক্ষেত্রে অথবা User ID এবং Password চাওয়া হবে Net Banking এর ক্ষেত্রে। উক্ত তথ্য প্রদানের পর Website এর নির্দেশ অনুযায়ী payment দেওয়া সম্পন্ন হলে স্বতঃস্ফূর্ত ভাবে পুনরায় www.westbengalssc.com এ ফিরে আসবে যেখান থেকে payment সম্পন্ন হওয়ার রসিদ প্রিন্ট করা যাবে। Payment process এর সময় কেউ browser এর back বা refresh button press করবেন না।

খ) **Payment Using Allahabad Bank Cash Challan :** আবেদনকারি Debit/Credit Card অথবা Net Banking এর option না চাইলে দ্বিতীয় option এর মাধ্যমে Cash Challan প্রিন্ট করতে পারবে। সে ক্ষেত্রে আবেদনকারি কে Application Form পূরণের ২৪ ঘন্টা পর Cash Challan এবং Application fees এর সহিত যে কোনো নিকটবর্তী Allahabad Bank এর শাখায় যোগাযোগ করতে হবে। উক্ত শাখায় ব্যাংক কর্মী Application fees এবং (৫ টাকা bank charge) গ্রহণ করে

Challan এর আবেদনকারির অংশ স্বাক্ষর করে ফেরত দেবে। Application fees প্রদানের ৪৮ ঘন্টা পর www.westbengalssc.com থেকে payment সম্পন্ন হওয়ার রসিদ প্রিন্ট করা যাবে।

* এ ছাড়া Sahaj তথ্য মিত্র কেন্দ্র এর মাধ্যমে: আবেদনকারী তার নিজের তথ্য এবং ছবিসহ নিকটবর্তী Sahaj তথ্য মিত্র কেন্দ্র যোগাযোগ করলে তথ্য মিত্র কেন্দ্রের প্রতিনিধি আবেদনকারীর হয়ে আবেদনপত্র পূরণ করে দেবেন এবং তার মাধ্যমেই Cash এ fees জমা দিয়ে Receipt পেতে পারে।

৫) শিক্ষাগত যোগ্যতা: Clerk: মাধ্যমিক বা তার সমতুল পরীক্ষায় উত্তীর্ণ হওয়া আবশ্যিক।
Group- D: অষ্টম শ্রেণীর পরীক্ষায় উত্তীর্ণ হওয়া আবশ্যিক।

৬) পরীক্ষাপদ্ধতি: (A) Clerk এবং Group- D পদের জন্য যথাক্রমে ৬০ এবং ৪৫ নম্বরের Multiple Choice Question (MCQ) থাকবে। কোনো প্রশ্নের Negative Marking থাকবে না। প্রতিটি প্রশ্নের মান ১ নম্বর করে থাকবে। (B) OMR ভিত্তিক উত্তরপত্রে উত্তর প্রদানের জন্য উভয়পদেরই ১ ঘন্টা করে সময় দেওয়া হবে। (C) একজন আবেদনকারীর উপযুক্ত যোগ্যতা থাকলে Clerk এবং Group- D এর কেবল একটি পদের (Peon/ Night Guard ইত্যাদি) জন্য আবেদন করতে পারে।

৭) পরীক্ষার সময় PH-VH (Physically Handicapped- Visual Handicapped) শ্রেণীভুক্ত আবেদনকারীর ক্ষেত্রে আবেদনকারী প্রয়োজন মনে করলে Scribe এর সাহায্য নিতে পারে। সেক্ষেত্রে উক্ত আবেদনকারীকে পরীক্ষার অন্তত ৫ দিন আগে সংশ্লিষ্ট **Reerion/Venue Incharge** থেকে Scribe এর অনুমতি সংগ্রহ করতে হবে। Scribe এর ন্যূনতম যোগ্যতা Clerk এর পদের ক্ষেত্রে অনধিক মাধ্যমিক পরীক্ষার্থী এবং Group- D এর পদের ক্ষেত্রে অষ্টম শ্রেণীর পরীক্ষার্থী বাঞ্ছনীয়। PH-VH (Physically Handicapped- Visual Handicapped) ছাড়া অন্য কোন শ্রেণীভুক্ত আবেদনকারীকে (যদি নিজে পরীক্ষা দিতে অসমর্থ হন) Scribe এর সুবিধা পেতে হলে Scribe এর আবেদনপত্রটি পূরণ করে সংশ্লিষ্ট **Reerion** এর সাথে যোগাযোগ করতে হবে পরীক্ষার অন্তত ৫ দিন আগে। সেক্ষেত্রে অনুমতির চূড়ান্ত সিদ্ধান্ত করবে WB Central School Service Commission।

৮) একজন Group- D পদের আবেদনকারী যে কোন একটি মাধ্যমের একটি মাত্র জেলার কেবল একটি পদের (Peon, Night Guard ইত্যাদি) জন্যই শুধুমাত্র আবেদন করতে পারবে। Group- D এর একাধিক পদের জন্য আবেদন করলে আবেদনপত্র বাতিল বলে গণ্য হবে।

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.

033-40035101/02/03/04

3. Help Lines for getting information regarding Sahaj Tathya Mitra Kendras :

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

Rahul Adhikary	Darjeeling	8697969662
Somnath Kundu	Jalpaiguri	9800897156
Ajoy Biswas	Uttar Dinajpur/Dakshin Dinajpur	9800897160
Binay Dey	Purba Mednipur	7407270006
Abdul Wadud	Malda	9002837033
Abdul Wadud	Murshidabad	9002837033
Koushik Chatterjee	Nadia	9002372013
Mriganka Dutta	North 24 Pgs	9002008275
Sandip Kr. Saha	South 24 Pgs	9800897171
Diptendu Ghosh	Burdwan	9002460686
Tapas Dutta	Paschim Mednipore	9002033188
Saikat Rakshit	Howrah	9933355827
Pankaj Kumar Mukherjee	Birbhum	9002034121
Subir Rout	Hooghly	9800469813
Satyam Bose	Bankura & Purulia	8334020122
Other than this the following people could be also contacted :		
Maloy Krishna Saha	Darjeeling/Jalpaiguri/Coochbehar/Alipurduar	9800043428
Timir Haran Kuiry	Bankura/Purulia/Burdwan	9800256966
Sultan Sarkar	Malda/Uttar & Dakshin Dinajpur	9800158798
Arup Saha	Hooghly/South 24 pgs/Murshidabad/Birbhum	9800897162
Shubhashish De	Purba & Paschim Mednipore	8016099923
Prantik Chowdhury	Nadia /North 24 pgs	8016094976

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	033-2321-4550
2	W.B. Regional School Service Commission.(Eastern Region) MBC Institute of Engineering & Technology Campus Sadhanpur, PO & District - Bardhaman, Pin - 713101	0342-2625596
3	W.B. Regional School Service Commission.(Northern Region) Govt Teachers' Training College Hostel (Ground Floor), PO : Makdumpur, Dist : Malda , Pin : 732103	03512-278014
4	W.B. Regional School Service Commission.(Southern Region) 84, Sarat Bose Road , Kolkata - 700026	033-2485-1415
5	W.B. Regional School Service Commission.(Western Region) Acharya Bhavan, PO & Dist - Bankura, Pin - 722101	03242-255895
6	W.B. Regional School Service Commission.(South - Eastern Region) Zilla Parishad Bhavan (Annex Building) 1 st Floor, Rishi Bankim Sarani, PO - Barasat, District - North 24 Parganas , Pin -700124	033-2584-1060

Help Line Ph No.for Application Form Fill up related Queries :-

033-2321-4550/9051176500/9051174600/9051174700/9830454218

Specimen Application Form for Amanuensis for Visually Handicapped (VH) candidates applying for 3rd RLST(NT),2016 for Clerk/Group D

To,
 The Secretary, WBRSSC(.....)/
 Venue Incharge

For Office Use
Permission No. _____
Date _____

Sir :
 I am a blind candidate who have applied for 3rd RLST(NT), 2016 . Kindly permit me to take the assistance of a Amanuensis as per rules for the Examination to be held on (Morning/Afternoon). Necessary particulars are given below :

- A.
- Name of the candidate :
(as per School Certificate)
 - Name of Parents :
 - Mailing Address :
 - Nature of VH with % :
 - Applicarion Id :
 - Roll No. :
 - Center of Examination :
- B.
- Name of the Amanuensis :
(as per School Certificate)
 - Name of Parents :
 - Mailing Address :
 - (a) Highest Qualification :
(b) Year of passing the last examination with Roll No. :
(c) Name of the Board/University :
 - I agree to work as Amanuensis :
Signature of Amanuensis.....

Paste Passport size black & white photograph of the Blind Candidate duly signed
BLIND CANDIDATE'S PHOTO

Paste Passport size black & white photograph of the Amanuensis, duly signed
AMANUENSIS'S PHOTO

.....
 Signature of Identifying & Attesting Authority with seal as per notification
 Yours faithfully

Declaration : I do hereby declare that all the statemensts made in the application are true and correct. In the event of any of the information being found false or incorrect or any ineligibility being detected before or after the test, my candidature and results are liable to be cancelled and appropriate action may be initiated against me.

Date..... Signature of the Blind Candidate

.....
THE WEST BENGAL REGIONAL SCHOOL SERVICE COMMISSION

.....**REGION**
 Permission for scribe 3rd RLST(NT), 2016 **for Clerk/Group D**

Permission No..... Date.....
 Sri/Smt.....Roll No.....of 3rd RLST(NT), 2016
 at..... Centre
 is permitted to take the help of Sri/Smt.....
 Annuensis whose signature is appended below along with the signature of Blind Candidate.

.....
 Signature of the Blind candidate Signature of the Amanuensis

.....
 Signature of Identifying & Attesting Authority with seal as per notification

Paste Passport size black & white photograph of the Blind Candidate duly signed
BLIND CANDIDATE'S PHOTO

Paste Passport size black & white photograph of the Amanuensis duly signed
AMANUENSIS'S PHOTO

.....
THE WEST BENGAL REGIONAL SCHOOL SERVICE COMMISSION

.....**REGION**
 Permission for scribe for 3rd RLST(NT), 2016 **for Clerk/Group D**

Permission No..... Date.....
Copy forwarded for information & necessary action to the VENUE-IN-CHARGE
 Name of the Blind Candidate.....
 Roll No. of the Blind Candidate.....of 3rd RLST(NT), 2016

.....
 Signature of the Blind candidate Signature of the Amanuensis

.....
 Signature of Identifying & Attesting Authority with seal as per notification

Paste Passport size black & white photograph of the Blind Candidate duly signed
BLIND CANDIDATE'S PHOTO

Paste Passport size black & white photograph of the Amanuensis duly signed
AMANUENSIS'S PHOTO