

District Level Selection Committee, Murshidabad
Administrative Building, (Panchayat & RD Section),
Berhampore, Murshidabad-742101

EMPLOYMENT NOTIFICATION NO: 1834/P&RD

DATE : 21-09-2017

RECRUITMENT TO VARIOUS POSTS AT GRAM PANCHAYAT AND PANCHAYAT SAMITI
LEVEL IN MURSHIDABAD DISTRICT

District Level Selection Committee (DLSC), Murshidabad as reconstituted as per order vide memo no. 1219/PN/O/I/2A-1/2014 dt. 26-05-2017 of Panchayat & Rural Development, Government of West Bengal has decided to take applications in prescribed format from Indian citizen as defined in Part-II of the Constitution of India for recruitment to different posts at Gram Panchayat and Panchayat Samiti level under Murshidabad District. Willing candidates shall be required to visit the website www.murshidabad.gov.in for online application on and from **25-09-2017 till 22-10-2017 upto 5.30 p.m.** The relevant particulars like names of the posts, qualification, age limit, scale of pay and anticipated vacancy position under each category of posts are stated in the following paragraphs. A candidate must go through the instructions 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 any 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, Murshidabad. 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	Executive Assistant	A) Must be a citizen of India as defined in part-II of the constitution of India. B) Bachelor's degree from a recognized University. C) Diploma in computer Application from any institute recognized by the State or Central Government or State Council of Technical Education or All India Council of Technical Education.	A) Post Graduate Degree or Diploma in Social Work or Rural Development from any recognized institute or University. B) Experience in Social work or Rural Development.	Age as on 01/01/2017:: GEN- 18-40 Yrs SC- 18-45 Yrs ST- 18-45 Yrs OBC-A- 18-43Yrs OBC-B- 18-43 Yrs	Total = 29 UR(PWD)-1 ST(EC)-1 UR-8 OBC-A(EC)-1 OBC-B-2 SC(EC)-2 UR(EC)-5 SC-4 OBC-A-2 ST-1 UR(MS)-1 OBC-B(EC)-1	Pay Band-3 Rs. 7100/- Rs.37600/- plus Grade Pay Rs. 3600/- and other allowances will also be admissible as per Government orders in force.
2	Nirman Sahayak	A) Must be a citizen of India as defined in part-II of the constitution of India. B) Must have a Diploma in Civil Engineering from any Institute recognized by the State Government or Central Government.	NIL	Age as on 01/01/2017:: GEN- 18-40 Yrs SC- 18-45 Yrs ST- 18-45 Yrs OBC-A- 18-43Yrs OBC-B- 18-43 Yrs	Total = 17 UR(EC)-4 ST-1 UR-4 SC(EC)-1 OBC-B-1 SC-4 OBC-A-2	Pay Band-4 Rs. 9000/- Rs.40500/- plus Grade Pay Rs. 4400/- and other allowances will also be admissible as per Government orders in force.

3	Secretary	A) Must be a citizen of India as defined in part-II of the constitution of India. B) Must have passed the Higher Secondary Examination from the WBCHSE or its equivalent examination from any recognized Board or Council or recognized University.	At least 6 months formal training in using personal computer from a recognized institute.	Age as on 01/01/2017:: GEN- 18-40 Yrs SC- 18-45 Yrs ST- 18-45 Yrs OBC-A- 18-43Yrs OBC-B- 18-43 Yrs	Total = 33 SC-5 UR-9 UR(EC)-5 ST-2 OBC-A-2 SC(EC)-2 OBC-B-2 SC(Ex.Ser.)-1 UR(PH)-1 OBC-A(EC)-1 OBC-B(EC)-1 UR(Ex.Ser.)-1 UR(MS)-1	Pay Band-2 Rs. 5400/- Rs.25200/- plus Grade Pay Rs. 2600/- and other allowances will also be admissible as per Government orders in force.
4	Sahayak	A) Must be a citizen of India as defined in part-II of the constitution of India. B) Must have passed the Madhyamik Examination from the WBBSE or its equivalent examination from any recognized Board or Council or recognized University.	Candidates having 50% marks in aggregate in the Madhyamik or equivalent examination will be preferred.	Age as on 01/01/2017:: GEN- 18-40 Yrs SC- 18-45 Yrs ST- 18-45 Yrs OBC-A- 18-43Yrs OBC-B- 18-43 Yrs	Total = 46 UR(MS)-2 UR(EC)-8 UR-11 SC-8 OBC-A-3 UR(PWD)-2 ST(EC)-1 OBC-A(EC)-2 SC(EC)-2 OBC-B-2 ST-2 UR(Ex.Ser.)-2 OBC-B(EC)-1	Pay Band-2 Rs. 5400/- Rs.25200/- plus Grade Pay Rs. 2300/- and other allowances will also be admissible as per Government orders in force.

B) Panchayat Samity Level

Sl. No. of the Post	Name of the post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
1	Data Entry Operator	A) Must be a citizen of India as defined in part-II of the constitution of India. B) Must have passed the Madhyamik Examination from the WBBSE or its equivalent examination from any recognized Board or Council or recognized University and having minimum typing speed of 30 words per minute in English and 20 words per minute in Bengali. C) At least three months formal training in using personal computer from any institute recognized by the State Government or the Central Government or State Council of Technical Education. D) Have minimum speed of data entry of 6000 key depression per hour.	A) One year experience of data entry operation in personal computer.	Age as on 01/01/2017:: GEN- 18-40 Yrs SC- 18-45 Yrs ST- 18-45 Yrs OBC-A- 18-43Yrs OBC-B- 18-43 Yrs	Total = 2 UR-1 SC(EC)-1	Pay Band-2 Rs. 5400/- Rs.25200/- plus Grade Pay Rs. 2600/- and other allowances will also be admissible as per Government orders in force.

(* UR-Unreserved, PWD- Persons with disabilities, SC-Schedule Caste ,EC-Exempted Category, ST-Schedule Tribe, OBC-Other Backward Class,)

:: **NOTE** ::

Total vacancies as stated above is purely provisional and subject to revision

Conditions of recruitment will be guided by the 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 amendment thereof.

Qualification as stated in the above table A & B 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 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

- The benefits for reservation of vacancies and age concession for SC, ST, OBC-A, and OBC- B candidates are admissible to SC, ST, OBC-A, and OBC-B candidates only , against whom such certificate issued by competent authority of Government of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above and also for Ex-Serviceman candidates as per existing rules of Government of West Bengal.
- The benefits of reservation are also available for the Meritorious Sports Person as per existing rules of Government of West Bengal. Such candidates are required to furnish certificates in original on the day of viva-voce in support of their claim from a competent authority as laid 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.
- On the day of Viva-voce , shortlisted candidates belonging to the SC, ST, OBC-A, OBC- B, PWD, MSP, Ex-Serviceman and Exempted Category candidates will be directed to furnish original certificate in support of their claims of their age ,caste, qualification, reservation issued by a competent authority of West Bengal as per prevailing rules of Government of West Bengal. Certificate issued after the date of the publication of the notification will not be considered and candidature will be rejected
- SC, ST, OBC-A, and OBC-B candidates of other states will be treated as General Candidates.
- Particulars and certificates required : A candidate claiming to be SC/ST/OBC- A/OBC- B/Physically Handicapped/Meritorious Sportsperson must have a certificate in support of his/her claim from a Competent Authority as notified by Government of West Bengal.
- For Meritorious Sportspersons :-Meritorious Sportspersons as certified by following competent authorities in the area of International Competition, National Competition, Inter-University Tournament and National Sports/ Games for School Education in the following list of Sports will be entertained to avail the benefit of the Sports Quota.

Competent Authorities for issuing Certificate to Meritorious Sportspersons:-

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

For Exempted Category Candidates: Besides online application 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 laid down in the Notification issued by Labour Department vide No. 50-Emp/1M-25/98 dated, Kolkata, the 1st March, 2011.

For Ex-Serviceman Candidates : Besides online application names of Ex-Serviceman shall also be obtained from Zilla Sainik Board for filling up the vacancies meant for Ex-Serviceman.

➤ **MODE OF APPLICATION :- Online Registration**

- 1] All applicants shall apply for any post by submitting their applications in the website www.murshidabad.gov.in through online submission only.
- 2] After filling up and submission of the application form properly, a print out of online application form shall be taken for checking of correctness of all information before final submission. The scanned copy of his specimen signature & photo should be uploaded along with the application.
- 3] There will be no Edit Option after final submission.
- 4] After final submission applicant will receive a Confirmation Message on screen. Print option will be available .
- 5] This registration number shall be preserved for any future reference and generation of Admit Card etc.
- 6] Last date of online submission of the application **22-10-2017 up to 5.30 pm.**
- 7] No printout of applicant should be sent to this office.
- 8] **Separate online application has to be made for each category of post but examination will be held on a single date.**
- 9] **There shall be no provision for receiving of hard copy of the online application form by this office. Therefore candidates should not send the hard copy of online application to this office.**

Generation of Admit Card :

- 1] The District Level Selection Committee, Murshidabad will publish a notification stating the date and time of Written Examination and it will be available in the website www.murshidabad.gov.in
- 2] Generation of Admit card for written Examination to be done through online on later date. The specific dates from which admit can be printed will be intimated through newspapers and SMS in the registered mobile.
- 3] The applicant will have to generate the Admit Card by putting his/her auto generated Registration Number with his/her date of birth in respective place.
- 4] After generation of the Admit Card a printout is to be taken.
- 5] The lower part of the Admit Card is to be signed by the applicant in presence of the invigilator on the day of examination and to be handed over to the invigilator.
- 6] **The candidate shall have to bring with him / her the photo identity document whose number he/she had entered during the registration of application, such as Passport / EPIC / Driving License/ Aadhar Card/PAN/Bank Passbook with photograph.**

7] Candidate with Admit Card and without the photo identity documents as mentioned above point no. 5 & 6 shall not be allowed to enter the examination hall.

➤ **MODE OF EXAMINATION :**

- 1) Candidates will be shortlisted for Viva-Voce test from the list prepared in descending order of the marks obtained by the candidates in written examination subject to fulfillment of minimum qualifying marks in written examination as fixed up by the DLSC.
- 2) The successful candidates in the written examination will be called for appearing in the Viva-Voce test in 1:5 ratio against the total number of vacancies in a particular post.
- 3) The successful candidates of the posts(except Executive Assistant) for which computer knowledge/Type test is essential, shall have to undergo a Computer Test/Type test on the day of Viva-Voce. For Data Entry Operator posts candidates have to qualify the practical test with 50% marks out of the total 5 marks of practical test. However DLSC, Murshidabad may decide for the same in future for those posts where computer knowledge /type test in desirable.
- 4) The Written Examination will be through MCQ method. Answer will be on OMR paper. Evaluation of answers will be software based scanning system by independent agency.

➤ **DISTRIBUTION OF MARKS :**

Name of the posts	Written Examination	Marks Distribution		Total Marks
		Viva-Voce Test	Practical Test	
Executive Assistant of Gram Panchayat	Total Marks : 85	Total Marks : 15 (10+5) A)Candidates having Post Graduate Degree or Diploma in Social Work or Rural Development from any recognized institute or University will be awarded : 3 Marks B) Candidates having certificate on experience on Social Work or Rural Development issued by Govt. Institution / Govt. recognized NGOs will be awarded : 2 Marks	NIL	100
Nirman Sahayak of Gram Panchayat	Total Marks : 85	Total Marks : 15	NIL	100
Gram Panchayat Secretary	Total Marks : 85	Total Marks : 15	NIL	100
Gram Panchayat Sahayak	Total Marks : 85	Total Marks-15(12+3) Candidates having 50% marks in aggregate in the Madhyamik or its equivalent examination will be awarded : 3 Marks	NIL	100
Data Entry Operator of Panchayat Samiti	Total Marks : 85	Total Marks-10	Practical Test : 5 Marks	100

SYLLABUS FOR PART-I (Written Examination)

Name of the Post	Syllabus and Academic Standard for Written Examination
Executive Assistant of Gram Panchayat	English : 25 marks (General Academic Standard of MP) Bengali : 25 marks (General Academic Standard of MP) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 10 marks (Emphasis on rural life & Rural Development)
Nirman Sahayak of Gram Panchayat	Engineering (Civil) : 65 Marks English : 13 marks (General Academic Standard of MP) General Knowledge : 07 marks (Emphasis on rural life & Rural Development)
Gram Panchayat Secretary	English : 25 marks (General Academic Standard of HS) Bengali : 25 marks (General Academic Standard of HS) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 10 marks (Emphasis on rural life & Rural Development)
Gram Panchayat Sahayak	English : 25 marks (General Academic Standard of MP) Bengali : 25 marks (General Academic Standard of MP) Arithmetic : 25 marks (Madhyamik Standard) General Knowledge : 10 marks (Emphasis on rural life & Rural Development)
Data Entry Operator of Panchayat Samiti	English : 20 marks (General Academic Standard of MP) Bengali : 20 marks (General Academic Standard of MP) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 20 marks (General Academic Standard of MP)

IMPORTANT DATES

Sl. No.	Event	Date
1	Period of Online submission of Application	25th September, 2017 till 22nd October, 2017 upto 5.30
2	Notice for generation of Admit Card from the website www.murshidabad.gov.in and Date of Written Examination.	1. Follow News Paper viz. Sambad Pratidin, Bartaman, the Times of India, Local as well as our website www.murshidabad.gov.in 2. SMS through registered mobile number.

GENERAL CONDITIONS FIXED BY THE COMMITTEE::

- Application may be submitted only through online mode.

- Admission to the examination will be purely provisional subject to verification of eligibility at a later stage. Therefore, candidature of any candidate shall be rejected straightway if found not eligible at any stage, even after appearance in the examination.
- Candidates must bring their photo identity card which number they had entered in the registration to get entrance into the examination venue to provide 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.
 - UID Card / Aadhar Card.
 - PAN Card.
 - Driving License.
 - Bank Pass Book containing photograph of the candidate.
- Only shortlisted candidates will be asked to produce all relevant original certificates along with the self-attested photo copies for verification on the date of Viva-Voce, failing which their candidature shall be rejected without any further communication.
- Candidates must abide by the instruction as may be 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 examinations/selections as may be decided by the committee depending on the circumstances/gravity of the case.
- 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, will be cancelled even he/she is eligible for the same.
- Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall is STRICTLY PROHIBITED. Use of the same will lead to cancellation of candidature without giving an opportunity of being heard.
- Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlist support for his/her application through persons, officials of Government, or agencies will disqualify him/her for appointment. Specific recommendations 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.

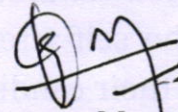
- ❖ Examination will be held on a Single Date.
- ❖ For any type of Queries on Online submission of application :: E-mail us to discuss msdrecapp@gmail.com.

Help Desk ::

There will be "Help Desk" at the office of the Office of the District Panchayat & Rural Development Officer, Murshidabad from **25-09-2017 till 22-10-2017 (upto 10 a.m. to 5.30 p.m. on working days)**.

"Help Line" Number for Queries on Online submission of Application": **03482-251068**

By Order,



District Magistrate, Murshidabad

&

Executive Vice-Chairman

District Level Selection Committee

Murshidabad