

WEST BENGAL GROUP D RECRUITMENT BOARD (WBGDRB)
UTILITY BUILDING, ACTION AREA IIC
NEW TOWN, KOLKATA - 700161

INFORMATION TO APPLICANTS FOR WRITTEN EXAMINATION FOR GROUP D POSTS 2017

1. NAME OF THE POST AND PAY SCALE:-

Group D posts in West Bengal Government offices in the Pay Scale of Rs. 4,900 - Rs 16,200 (i.e. Pay Band-1) + Grade Pay Rs.1,700 . **The selected candidates will have to perform duties as per allocation of jobs by the head of offices. Any notification on nature of duties and designation of the posts, if any in future, will be put up in the website of the Board prior to joining of the selected candidates.**

2. RESERVATION OF VACANCIES:-

Sl. No.	Category (Sub-category)	No. of vacancies
1.	Unreserved (UR)	2742
2.	Unreserved (E.C.)	381
3.	Unreserved (ESM)	179
4.	Scheduled Caste	1165
5.	Scheduled Caste (E.C.)	63
6.	Scheduled Caste (ESM)	25
7.	Scheduled Tribe	336
8.	Scheduled Tribe (E.C.)	20
9.	Scheduled Tribe (ESM)	09
10.	OBC-A	548
11.	OBC-A (E.C)	28
12.	OBC-A (ESM)	10
13.	OBC-B	380
14.	OBC-B (E.C)	21
15.	OBC-B (ESM)	12
16.	PWD (UR)	74
17.	MSP (UR)	7
	TOTAL	6000

Note: -

- i) *E.C - Exempted Category; ESM - Ex-servicemen; PWD-Persons with Disabilities; MSP - Meritorious Sports Persons*
- ii) *Total vacancies as stated above is purely provisional and subject to marginal changes.*
- iii) *Reservation of vacancies for Ex-serviceman shall be as per the existing Government Rules.*
- iv) *Shortlisted Candidates applying under Exempted Category (E.C.) as a member of the family of Land Losers / as Ex-Census Employees/Election Job Workers/Enumerators should produce original copies of Registration Certificates issued by the Director/ Joint Director of Employment, Government of West Bengal at the time of scrutiny before the Interview. In case of non-availability of suitable E.C. candidates, the said vacancies shall be filled up by non-E.C. candidates under the same broad category.*
- v) *Selected Candidates are liable to be posted in any district/ office of West Bengal Government.*
- vi) *Reservation is extended to Meritorious Sportsman / Sportswoman who have represented in State or National or International level competition, Inter-University Tournaments (conducted by the Inter-University Sports Board) and National Sports / Games for Schools (conducted by the All India School Games Federation). Please go through ANNEXURE-A for detailed information regarding Sports Quota as per the existing Government rules, which the applicant will be required to submit whenever it is sought for by WBGDRB. However, candidates belonging to the category of Ex-Servicemen, Sports Quota, Exempted Category and PWD are also required to fulfill all the criteria concerning Educational Qualification, Written Examination, Interview etc.*

3. ELIGIBILITY:-

- (a) Must be a Citizen of India.
- (b) **AGE:** - The candidates must not be less than **18** years and not more than **40** years as on **01/01/2017**. The Upper-age limit may be relaxed for the SC/ ST candidates of **West Bengal only** by **05** years and OBC candidates of **West Bengal only** by

03 years. The upper age limit is also relaxable for the persons with disabilities and Ex-servicemen as per existing Government Rules.

Note:- *The Ex-serviceman candidates, if shortlisted, have to produce relevant documents regarding service rendered by them, in original, in support of their claim for Age Relaxation at the time of verification.*

(c) Educational Qualification:- The candidate must have passed **Class VIII Examination** from any school under the West Bengal Board of Secondary Education or its equivalent Board recognized by the State Government or the Central Government.

Note:- The candidate must possess the above noted Qualifications *on or before the date of publication of the advertisement.*

4. Method of Recruitment:-

a) **WRITTEN EXAMINATION: - Full Marks - 85;**

The Written Examination will have **85 Multiple Choice (Four choices) Objective Type Questions (MCQs) carrying 1 mark each.** The duration of the examination will be Seventy five minutes. Questions in the Written Examination shall be in the following subjects (of class VIII standard of West Bengal Board of Secondary Education):-

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|----|--|---|-------------------------|
| A. | General Studies (History, Geography, Physical Sc., Bio-Science, Environmental Science) | - | 40 Marks (40 questions) |
| B. | Language Paper (Bengali/ Nepali/ Hindi/ Urdu) | - | 10 Marks (10 questions) |
| C. | Mathematics (Arithmetic, Algebra, Geometry) | - | 35 Marks (35 questions) |

The candidates are expected to fill up the correct blank space against a question no. on the OMR Answer Sheet. The Question Paper for General Studies and Mathematics will be in English and Bengali, but the Answers will have to be filled up correctly in OMR Sheet.

Note:- *There will be negative marking for the wrong answer and ½ marks will be deducted for every wrong answer. West Bengal Group D Recruitment Board will decide the prescribed scheme and syllabus for the Written Examination. The qualifying marks in the Written Examination will be fixed by the West Bengal Group D Recruitment Board.*

b) **INTERVIEW: - Full Marks - 15**

A limited number of candidates on the basis of the result of the Written Examination and proportionate to the vacancy will be called for Interview. In the Interview, the general awareness and suitability of the candidate for public service will be tested. The Interview will be conducted by the West Bengal Group D Recruitment Board centrally.

On the basis of the marks obtained in the Written Examination and the Interview, a merit list of the provisionally selected candidates will be prepared by the West Bengal Group D Recruitment Board.

5. VERIFICATION OF CHARACTER ANTECEDENTS:-

All provisionally selected candidates will be required to fill up a '**Verification Roll**' which will be thoroughly enquired into by the authority concerned.

6. MEDICAL EXAMINATION:-

After receipt of Verification Roll having 'No Objection', all provisionally selected candidates will be sent for Medical Examination in the State Government-designated hospitals.

7. APPOINTING AUTHORITY:-

The list of provisionally selected candidates will be forwarded to the Department of Personnel and Administrative Reforms, **Govt of W.Bengal** for allocating them to various offices of State Government. Appointment letters will be issued by the concerned government departments.

8. Additional information to the PWD candidates appearing in the written examination for recruitment to the post of Group D:

PWD candidate (Visually Handicapped/ Cerebral Palsy/ Motor Neurone disease) may be allowed to take the help of a scribe in the Examination Hall with **prior permission from the Board/ District Coordinator (ADM concerned of the district) at least three days prior to the date of examination.** Application Form is available in the website of the Board under the "Recruitment" page. The scribe should be a student studying in class VIII or

less. Necessary certificate bearing photograph of the scribe, duly attested, from the Head of the Institution regarding the educational qualification of the scribe has to be submitted along with the Application. The Application should also be accompanied with a valid medical certificate from an authorized medical attendant, certifying that the candidate's disability is more than 40%. The Permission letter in duplicate has to be produced by the candidate to the Venue Supervisor prior to the starting of Examination.

The PWD candidates (Visually Handicapped/ Cerebral Palsy/ Motor Neurone disease case) with or without scribe may be allowed 25 min. extra as "Compensatory time".

9. "The revised date of written examination for Group D posts has been finally fixed on 20th May, 2017 (Saturday). Time of examination is from 2.30 pm to 3.45 pm and duration of examination will be 75 minutes instead of 90 min. as announced earlier. Reporting time for the candidates will now be 12.30 pm and time for entry in the Exam Hall will be from 1.30 pm. Admission to the Exam Hall will not be allowed after 2.20 pm. The Admit Cards issued for 14th May 2017 will remain valid for the revised examination date.

11. Preparation of Merit List in case of tie:

In case more than one candidate score the same marks, in the written examination to be held in May 2017, the Merit List will be prepared based on the seniority in age.

11. OTHER INSTRUCTIONS:-

- i) **The Board reserves the right to rectify the errors and omissions, if any, in the process of holding the examination and final declaration of result.**
- ii) A candidate who has been reported against by the Venue-in-Charge of the examination venue for violating any of the instructions or for having adopted unfair means at the arena/venue/examination hall or having used electronic gadgets like Earpiece, Smart Phone, etc. in the examination hall, will be punished with cancellation of his candidature and also be debarred from appearing at future examinations/selection processes as may be decided by the Recruitment Board depending on the circumstances/gravity of the case or may be criminally proceeded against.
- iii) Canvassing in any form will disqualify the candidate immediately.
- iv) **Applicants are advised not to get lured by any unscrupulous touts. The recruitment process done by the Recruitment Board is absolutely transparent and nobody will have the authority to bypass or manipulate the Recruitment process.**
- v) The decision of the Selection Board on all matters relating to eligibility, place, date, mode of selection, acceptance or rejection of candidature will be **final and binding** on the candidates.
- vi) Only short listed candidates will be asked to produce all relevant original certificates along with the self attested photocopies for verification, failing which their candidature shall be rejected without any further communication.
- vii) The Mobile No. and e-mail ID of the applicants are being taken for communication by the Board for future intimation with regard to the recruitment process and nothing else. The Board, under no circumstances, will request or advise the applicant for any further personal information & / or additional fees & / or payment of any kind of fee to any official connected and/or not connected with the Board. Candidates may report such occurrence, if any to the **Chairman, West Bengal Group D Recruitment Board**, along with due evidence (documentary / electronic).
- ix) Candidates may visit the websites of the Board (www.wbgdrb.in) for information on the development of recruitment process from time to time.

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