



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan,
Salt Lake, Kolkata – 700091
www.wbssc.gov.in

Indicative Advertisement No. 06/ WBSSC/ 2016 Dated, 15/04/2016
Chauffeur/ Transport Attendant/ Tailor Recruitment - 2016
(Exam Code: CTT - 16)

Online Applications are invited from eligible Indian Citizens for recruitment to the following posts under Governor's (Household) Secretariat, Raj Bhavan, selection of which will be made by the West Bengal Staff Selection Commission in terms of section 6 (1) of the West Bengal Staff Selection Commission Act, 2011:-

Name of the Post	Post Code	No. of Posts	Scale of pay
Chauffeur (Group – C)	127	03 01 – UR; 01 – SC 01 – BC (A)	Pay Band – 2 (₹ 5400/- - ₹ 25200/-) Grade Pay ₹ 2600/-
Transport Attendant (Group – C)	644	01 01 – UR	Pay Band – 2 (₹ 5400/- - ₹ 25200/-) Grade Pay ₹ 1900/-
Tailor (Group – C)	646	02 01 – UR; 01 – SC	Pay Band – 2 (₹ 5400/- - ₹ 25200/-) Grade Pay ₹ 2100/-

NOTE: Category / Sub Category wise Vacancies mentioned above are as reported by the concerned department. Commission is not responsible for any issues related to category/ sub category wise declaration of vacancies.

Vacancies shown here are purely provisional and subject to change.

Abbreviations used in the table: UR – Unreserved, SC – Scheduled Caste, Backward Classes (Sub-category – A).

ELIGIBILITY CRITERIA/ QUALIFICATIONS

FOR THE POST OF CHAUFFEUR

A) Qualification:-

- Passed at least Madhyamik Examination of the West Bengal Board of Secondary Education or equivalent examination from a recognized Board or Institution with valid Driving license for small and heavy vehicles **with** at least 5 years' experience and knowledge of minor repair of small and heavy vehicles;

- Must have the ability to read, write and speak in Bengali (not applicable to those candidates whose mother tongue is Nepali) as per Finance Department (Audit Branch) Notification No. 10725-F dt. 13.11.2002 *read with* Finance Department (Audit Branch) Notification No. 1243-F (P) dt. 02.03.2016.

B) Age:

Not below 18 years and not more than 40 years as on 1st January 2016.

FOR THE POST OF TRANSPORT ATTENDANT

A) Qualification:-

- Passed at least Madhyamik Examination of the West Bengal Board of Secondary Education or equivalent examination from a recognized Board or Institution;
- Must have the ability to read, write and speak in Bengali (not applicable to those candidates whose mother tongue is Nepali) as per Finance Department (Audit Branch) Notification No. 10725-F dt. 13.11.2002 *read with* Finance Department (Audit Branch) Notification No. 1243-F (P) dt. 02.03.2016.

B) Age:-

Not below 18 years and not more than 40 years as on 1st January 2016.

FOR THE POST OF TAILOR

A) Qualification :-

- Passed at least Madhyamik Examination of the West Bengal Board of Secondary Education or equivalent examination from a recognized Board or Institution and Certificate of merit and practical experience as a Tailor in a reputed organization / PSU *with* at least 5 years' experience;
- Must have the ability to read, write and speak in Bengali (not applicable to those candidates whose mother tongue is Nepali) as per Finance Department (Audit Branch) Notification No. 10725-F dt. 13.11.2002 *read with* Finance Department (Audit Branch) Notification No. 1243-F (P) dt. 02.03.2016.

B) Age :-

Not below 18 years and not more than 40 years as on 1st January 2016.

NOTE:

For all posts :-

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

IF IT IS FOUND DURING VERIFICATION OF TESTIMONIALS AT ANY STAGE THAT ANY CANDIDATE DO NOT POSSESS THE REQUISITE QUALIFICATION OR HE / SHE HAS ACQUIRED QUALIFICATION AS STATED ABOVE AT ANY DATE AFTER THE DATE OF PUBLICATION OF THIS ADVERTISEMENT, HIS / HER CANDIDATURE WILL BE SUMMARILY REJECTED.

DATE OF BIRTH as recorded in **MADHYAMIK OR EQUIVALENT ADMIT CARD / CERTIFICATE** will only be accepted as a valid proof for verification of Age.

SPECIAL CONDITIONS

RESERVATION / AGE RELAXATION

Upper age limit is relaxable -

A. For SC/ ST Candidates:

- By **5 years** for **SC/ ST candidates of West Bengal**;
- The **benefit of reservation** will be admissible to the **SC/ ST candidates of West Bengal only**, if such reservation is advertised against any post for respective Category.
- The **benefits of age relaxation** for SC/ ST candidates will be admissible to all such candidates as per relevant rules & regulations.

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

- By **3 years** for **BC-A/ BC-B candidates of West Bengal**;
- The **benefit of reservation** will be admissible to the **BC-A/ BC-B candidates of West Bengal only**, if such reservation is advertised against any post for respective Category.
- The **benefits of age relaxation** for **BC-A/ BC-B** candidates will be admissible to all such candidates as per relevant rules & regulations.

➤ **SC / ST / BC- A/ BC-B CANDIDATES OF OTHER STATES WILL BE TREATED AS UNRESERVED CANDIDATES.**

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

List of Competent Authorities for issuing Caste Certificates:

- (i) In the District, the Sub-Divisional Officer of the Sub-Division concerned, and
- (ii) In Kolkata, the District Welfare Officer, Kolkata and ex-officio Joint Director, Backward Classes Welfare.

C. For Ex-Servicemen Candidates:

- Age relaxation for the Ex-Servicemen candidates will be given as per existing Government rules and regulations.
- The benefit of reservation will be admissible to the Ex-Servicemen candidates, if such reservation is advertised against any post for this Sub-Category.
- The benefit of age relaxation will be admissible to Ex-Servicemen candidates. Age relaxation for the Ex-Servicemen candidates will be given on the basis of the tenure of service rendered by the candidate in Defence Service(s), as laid down in relevant Government Notifications.

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

- The benefits of reservation will be given to the candidates with disabilities of at least 40% and above, if such reservation is advertised against any post for respective Sub - Category.
- The benefits of age relaxation for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant rules & regulations
- Candidates having disability of less than 40% shall be treated as unreserved candidates and therefore shall not get benefit of reservation / age relaxation.

E. For Departmental Candidates:

- **By 2 years** for candidates who have been in **Government service continuously for at least two years**.
- The **benefit of age relaxation** will be given to the Government employees as Departmental Candidates, who is in Government service continuously at least for **two years**.
- Any Departmental candidate, if shortlisted, will be directed to furnish original certificate issued by his / her Appointing Authority to prove his / her claim.

SCHEME OF EXAMINATION

- The West Bengal Staff Selection Commission shall have the discretion to prescribe the scheme and syllabus for this examination.
- The mode of examination, either **OFFLINE** or **ONLINE**, will be decided by the Commission and the same will be published in Commission's website in due course.

PERIOD OF APPLICATION

Applications may be submitted only through online mode with effect from the date of advertisement in newspaper & commission's website www.wbssc.gov.in to 17th May, 2016 (up to 4.00 P.M.).

No application shall be received after the last date and time for submission of applications.

EXAMINATION FEES & PROCESSING FEES

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

Sl. No.	Category	Examination Fee	Processing Fee	Total Amount Payable
1	All categories except Scheduled Caste/ Scheduled Tribe	₹ 200/-	₹ 20/-	₹ 220/-
2	Scheduled Caste	Nil	₹ 20/-	₹ 20/-
3.	Scheduled Tribe	Nil	₹ 20/-	₹ 20/-

- Candidates making online payment through payment gateway using Debit Cards / Credits Cards / Net banking of any bank will be charged an additional amount of ₹ 5/- only for utilizing payment gateway service.
- Candidates applying through the Tathya Mitra Kendra will have to bear an additional charge of ₹ 20/- for filling up of the form and uploading the same along with scanned copies of candidate's photograph and signature and making online payment of Examination Fees and / or Processing Fees received from the applicant.
- All categories of candidates except Scheduled Caste/ Scheduled Tribe shall pay **Examination fees** of ₹ 200/- and **Processing fees** of ₹ 20/- (**Total amount - ₹ 220/-**) only;
- Candidates belonging to the Scheduled Caste/ Scheduled Tribe shall pay **Processing fees of ₹ 20/- only** as they are exempted from paying any Examination fees. However, shortlisted candidates are required to produce their SC/ST Certificates issued by the competent authority at the time of verification;
- **No exemption of fees is available to the SC / ST / BC-A/ BC-B candidates of other states.**
- Neither claim for refund of the fee will be entertained nor will it be reserved for any other examination under any circumstances whatsoever.
- *Applications not accompanied with the requisite examination and / or processing fees shall be rejected straightway, without making any communication with the concerned candidate in this regard.*

SPECIAL SERVICE CONDITIONS

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

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

Rules

1. Short title and commencement (1) These rules may be called the West Bengal Services (Appointment, Probation and Absorption of Group 'C' employees) Rules 2013.
(2) They shall come into force with effect from the 1st day of March, 2013.
2. Application – (1) These rules shall apply in case of appointment to any post or cadre or service or category belonging to Group C.
(2) These rules shall not apply to :-
 - (a) Part-time workers, casual labourers, daily labourers, muster roll workers and seasonal labourers;
 - (b) Such other categories of persons as may be specified from time to time by Government notification in the Official Gazette;
 - (c) Cases of appointment on promotion.

3. Definition – In these rules, unless the context otherwise requires-

- (1) “Appointment on probation” means appointment on trial before absorption;
- (2) “Government” means the Government of West Bengal;
- (3) “Probationer” means a Government employee appointed on probation.

4. Mode of appointment – On or after the date of coming into force of these rules, all appointments on entry into posts or cadre or service or category belonging to Group C in the Government service, shall be on probation for a period of three years.

5. Absorption after probation – A Government employee shall be absorbed on regular basis on satisfactory completion of the period of probation and for this purpose, the performance of the concerned employee shall be reviewed after completion of each year;

Provided that where passing of departmental or other examination like computer skill etc. is essential under any existing rules of the concerned Group C post, the concerned employee shall have to pass the same within the period of probation;

Provided further that in case such Government employee fails to pass the departmental or other examination within the period of probation, the period of probation may be extended for further period of one year on the request of the employee.

6. Discharge on non-satisfactory performance during the period of probation – In case of non satisfactory performance or failing to pass the departmental examination or other examination as mentioned in rule 5, the Government employee concerned may be discharged.

7. Selection procedure- Selection shall be made on the basis of competitive examination to be conducted by the Staff Selection Commission, West Bengal or the Public Service Commission, West Bengal (Clerkship Examination only), as the case may be, by way of following the procedures mentioned in the relevant recruitment rules of the concerned Group C posts or cadre or service or category.

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

9. Treatment of probation period after absorption – (1) After absorption on successful completion of the period of probation and passing of such departmental examination wherever applicable an employee shall be allowed to draw pay in the regular scale related to the concerned posts or service or cadre or category from date of confirmation.

(2) The period of probation shall be counted for pensionary benefit and shall not count for Modified Career Advancement Scheme (MCAS) or for promotion.

10. Leave during period of probation – Leave during period of probation shall be allowed as per rule 213 of the West Bengal Service Rules, Part-I applicable for contractual appointment”.

[Extracts from Finance Department **Notification No.265-F (P) dt. 18.01.2016**]:

In exercise of the power conferred by the proviso to article 309 of the Constitution of India , the governor has been pleased hereby to make, with effect from the 1st day of March, 2013, the following amendments in the West Bengal Services (Appointment, Probation and Absorption of Group C Employees) Rules , 2013 issued under this department notification No. 1832-F(P) dated the 1st day of March, 2013 (hereinafter referred to as the said rules):-

Amendments

In the said rules,-

- (1) in rule 4, for the word “three”, substitute the word :two”;
- (2) in rule 9, for the word “Confirmation” substituted the “ absorption”;
- (3) after rule 10, for insert the following rule:-

“11. Confirmation.- Notwithstanding anything contained in rule 5 of the West Bengal Services(Appointment, Probation and Confirmation) Rules, 1979, an employee appointed under these rules shall be confirmed on satisfactory completion of one year of service from the date of absorption.”

MODES OF SUBMISSION OF APPLICATIONS

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

A) ONLINE SUBMISSION–

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

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

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

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

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

Registration Number is automatically generated after successful payment of fees at the payment gateway. In case of linkage problems Registration ID may not be generated immediately after payment of fees through payment gateway. In such cases please note down the **transaction ID** that is generated after successful payment. **Registration number** will be sent to you by email in the next seven working days. You may send an email to the Commission to **adm.ssc-wb@nic.in** referring the transaction ID, if you do not receive Registration number even after seven working days of successful payment.

Once application is successfully submitted after payment and transaction ID is generated, there is no need to apply again.

B) ONLINE SUBMISSION THROUGH TATHYA MITRA KENDRAS –

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

GENERAL CONDITIONS FIXED BY THE COMMISSION

- ✓ Admission to the examination venue 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 recognized by the Government In order to get entrance into the examination venue to prove their identity. Any deviation in this regard shall 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 commission for the said purpose are as follows:-
 - **ELECTOR'S PHOTO IDENTITY CARD (EPIC);**
 - **PASSPORT;**
 - **UID (AADHAR CARD INCLUDING E-AADHAR);**
 - **ADMIT CARD / CERTIFICATE OF MADHYAMIK OR EQUIVALENT WITH PHOTOGRAPH;**
 - **PAN CARD;**
 - **DRIVING LICENSE;**
 - **BANK PASS BOOK CONTAINING PHOTOGRAPH OF THE CANDIDATE;**
 - **ANY OTHER PHOTO IDENTITY CARD ISSUED BY THE COMPETENT GOVERNMENT AUTHORITY.**

- ✓ Only shortlisted candidates will be asked to produce all relevant original certificates for verification on the scheduled date, failing which their candidature shall be rejected without any further communication.

- ✓ Candidates must abide by the instructions as may be given by the venue supervisor / invigilator of the examination venue. 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 commission may deem fit to impose.

- ✓ A candidate who has been reported against by the venue supervisor of the examination venue for violating any of the instructions or for having adopted unfair means at the examination hall will be punished with cancellation of candidature and also be debarred from appearing at future examinations / selections as may be decided by the commission depending on the circumstances / gravity of the case.

- ✓ Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall will lead to cancellation of candidature without giving an opportunity of being heard.

- ✓ Canvassing in any form will disqualify the candidate immediately.

Sd/-

**Secretary cum Controller of Examinations
West Bengal Staff Selection Commission**