



THE WEST BENGAL CENTRAL SCHOOL SERVICE COMMISSION
ACHARYA SADAN
11 & 11/1, BLOCK - EE, SALT LAKE, SECTOR - II, KOLKATA - 700091

NOTIFICATION

**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)**

Memo No. 666 /6855/CSSC/ESTT/2016

Date: 08.08.2016

Advertisement No. 01/NT/2016

Date: 08.08.2016

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. However one can apply for both the Posts Clerk & any one of Group - D Post if eligible.**

For the post of **Night Guard only male candidates** are eligible. For the post of **Matron only Female Candidates** are 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)

Note C.

(i) Eligible Candidates must enclose passport size Colour photograph with signature there under, mentioning subdivision/area and District (for allotment of examination venue to the nearest location as far as possible) and academic qualification till date of submission of Application for 3rd RLST (NT), 2016 and fill in all details required and make necessary payment of fees as applicable.

Information Brochure is available in the official website of the Commission (www.westbengalssc.com) where the entire process of submission of Online Application Form and other guidelines have been described. Candidates are advised to follow these instructions before filling up their Online Application Forms.

Incomplete and wrong applications will be treated as cancelled

1. Scheduled Dates for 3rd RLST(NT), 2016

(i) Submission of Online Application: **Opening: 10-08-2016 (5pm)**
Closing: 31-08-2016 (5pm)

(ii) Fees Payments through CASH-e-Challan : Opening : After 24 Hours
(During Banking Hours) of submission of online Application Form and
last date of Deposit of Fees is : **05-09-2016**

***Challan will be available on successful submission of filled in online
application form***

2. **Tentative Date of the Test:** - Tests will be held on separate dates for Clerk and Group-D Staff.

Dates will be notified in due course.

3. **Admit Card** :- Admit card of the said RLST will be available on the official website (www.westbengalssc.com). Candidates are requested to download the same. **Date will be announced in due course.**

4. **Fees for Examination** :

1.	Post Name	General & OBC Candidates	SC / ST/ PH Candidates
2.	Clerk	140/-	70/-
3.	Group - D Staff	120/-	60/-
5.	Bank Charges	Rs. 5/-	

5. A) **Manner of Selection to the Post of Clerk:-**

Selection to the posts of the **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), and evaluation of academic qualifications and Personality Tests with Typing and Computer Proficiency of the candidates in the manner as specified in the following schedule :

1.	Written Examination (MCQ Type)	60 Marks
2.	Academic qualification including professional qualifications	10 Marks
3.	Personality Test with typing and computer proficiency [Personality Test---- 05 Marks + Typing using computer and computer proficiency--- 25 Marks] (Appearance before the Personality Test Board is Compulsory)	30 Marks

N. B : OMR sheet will be evaluated by the computer . No re-evaluation/Re-assessment will be allowed either of OMR Sheet of Type Test Sheet.

B) **Manner of Selection to the Post of Group D Staff :-**

Selection to the posts of the **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 of the candidates in the manner as specified in the following schedule :

1.	Written Examination (MCQ Type)	45 Marks
2.	Personality Test (Appearance before the Personality Test Board is Compulsory)	05 Marks

N. B : OMR sheet will be evaluated by the computer . No re-evaluation/Re-assessment will be allowed of OMR Sheet.

- i) Candidates will be allowed to apply under any one medium of Instruction for the Post of Clerk.
- ii) Candidates will be allowed to apply only for one Post under Group-D category under any one medium of instruction.

6) A) Preparation of panel for the posts of Clerk:-

- I) The number of qualified candidates to be called for the personality test shall not exceed 02 (Two) times the number of Final Vacancies published at the time of declaration of the result of written examination in order of Merit, i.e., on the basis of marks obtained in the Written examination and evaluation of the academic qualifications.
- II) The Regional Commission shall, on the basis of the marks obtained in the written examination, evaluation of the academic qualifications and marks obtained in the personality test with Typing and Computer Proficiency , all added together , prepare :-
 - a) A panel of candidates found fit for appointment to the posts of Clerk, strictly in order of merit and such panel shall include names equal to the number of Districtwise FINAL vacancies referred to in clause (b) of sub-rule (2) of rule 8 of the W.B. School Service Commission (Selection of Persons for Appointment to the posts of Non-Teaching Staff) Rules, 2009, and;
 - b) A waiting list (equal to 0.10 times the number of Final Vacancies published at the time of declaration of the result of written examination) out of the rest of the candidates appeared in the personality test and not disqualified.
 - c) If more than one candidate obtains 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 same, the candidates obtaining higher marks in Typing and Computer Proficiency shall be preferred.

B) Preparation of panel for the posts of Group-D Staff:-

- I) The number of qualified candidates to be called for the personality test shall not exceed 02 (Two) times the number of Final Vacancies published at the time of declaration of the result of written examination in order of Merit, i.e., on the basis of marks obtained in written examination.
- II) The Regional Commission shall, on the basis of the marks obtained in the written examination and marks obtained in the personality test, all added together , prepare :-
 - a) A panel [separately for the post of Group-D Staff (Peon), Group-D Staff (Laboratory Attendant), Group-D Staff (Night Guard), Group-D Staff (Matron) and Group-D Staff (Helper)] of candidates found fit for recommendation to the posts of Group-D Staff, strictly in order of merit and such panel shall include names equal to the number of Districtwise FINAL vacancies referred to in clause (b) of sub-rule (2) of rule 8 of the W.B. School Service Commission (Selection of Persons for Appointment to the posts of Non-Teaching Staff) Rules, 2009, and;
 - b) A waiting list (equal to 0.10 times the number of Final Vacancies published at the time of declaration of the result of written examination) out of the rest of the candidates appeared in the personality test and not disqualified.
 - c) If more than one candidate obtains 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.

Provided that there shall be separate Districtwise, Mediumwise, categorywise or gender-wise sets of sub-panels or waiting list, as necessary, for Clerk and Group D Staff [Peon or Laboratory Attendant or Night Guard or Matron or Helper] vacancies.

- 7) **Validity of Panel and waiting list** : Each panel and waiting list prepared by the Regional Commission shall remain valid for one year from the date of acceptance of the panel or waiting list by the concerned Regional Commission.

The Regional Commission shall publish such panel and waiting list of candidates in the website of the Commission.

- A) After the last date of online submission of application no certificates obtained / informed in respect of qualification and others will be considered.
 B) Recommendation will be made after Counselling.
 C) All candidates will be considered against GENERAL(UNRESERVED) vacancies in terms of existing Govt. orders besides being considered against respective categories and with due observation of provisions of Rules & orders.

- 8) **Syllabuses have been published in WBSSC official Website.**

- 9) **Vacancy Position (Tentative): Published in WBSSC Official Website with notification (www.westbengalssc.com).**

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
TOTAL	1707	3216

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.

- 10) **Scale of Pay** : As admissible as per Govt. Rules.

- 11) **THE SCHEDULE OF TEST :**

Examination Name	Full Marks	Duration	Provisional Date of Holding Examination
The 3 rd Regional Level Selection Test, 2016 for Appointment to the post of Clerk	60 (MCQ type) (1 question will carry 1 mark and no negative marking)	1 Hour	To be notified later on in WBCSSC - Website, in Newspapers and at all the offices of the Regional Commission.
The 3 rd Regional Level Selection Test, 2016 for Appointment to the post Group-D Staff	45 (MCQ type) (1 question will carry 1 mark and no negative marking)	1 Hour	To be notified later on in WBCSSC - Website, in Newspapers and at all the offices of the Regional Commission.

- 12) **TEST CENTRES / EXAMINATION VENUES** : To be informed later on through Commission's

Website and all the offices of Regional Commission. A candidate may select a venue within the Region in which he/she applies for.

13) **Eligibility :**

Sl No.	Name of the Post	Educational Qualification	Age Limit
1	Clerk	Passed School Final/Madhyamik or its equivalent or Old H.S. in lieu of School Final/Madhyamik or its equivalent.	As on 1 st January 2016, candidate's age should be minimum 18 years and maximum 40 years. Upper age limit is 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 and 5 years for Ex-Servicemen.
2.	Group-D Staff	Passed Class VIII from any School recognize or affiliated by Board/Council or equivalent	As on 1 st January 2016, candidate's age should be minimum 18 years and maximum 40 years. Upper age limit is 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 and 5 years for Ex-Servicemen.

N.B. : Provided further that 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 up to the maximum age of 55 years to be calculated as on 1st January,2016.

For Consideration of belonging to SC / ST/ OBC - A/ OBC - B / PH Category, the certificates issued by the competent authorities of only West Bengal Govt. shall be treated as valid Documents.

Candidates belonging to such Categories from other states will have to appear as General Candidates only without any concession / relaxation in respect of Age and Fees and Qualifying Marks.

Ex-servicemen candidates will get age relaxation only.

All Academic and other Certificates received and informed as on last date of application will only be accepted.

14) 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 :-

- At Secondary level of the Board or equivalent for the Post of Clerk ;
- At School Level up to Class VIII for the Post of Group-D Staff.

15) Language of question paper : Question paper shall be bilingual (English & Bengali)

16) ONLINE APPLICATION FORM & SUBMISSION THEREOF AND RELATED INFORMATION:

- Domain: www.westbengalssc.com

(iii) Candidates can apply online by accessing the official website of The West Bengal School Service Commission (i.e. www.westbengalssc.com) and then feeding his/her personal and educational information as required by the commission and finally he/she will get Bank Challan (Cash Challan) of Allahabad Bank. Then the various options to pay the Application Fees are mentioned below.

17) MODES OF PAYMENT FOR APPLICATION FEE :

(I) Through Bank Challan (Offline Mode) :

a) Incumbent has to contact any Branch of Allahabad Bank in West Bengal after 24 hours of online Submission of Application with printed Challan from official website of West Bengal central School Service Commission (www.westbengalssc.com) till 05.09.2016 with required Fees (Rs.140 + 5/ Rs.70 + 5 for the post of Clerk and Rs.120 + 5 /Rs. 60 + 5 for the post of Group-D Staff) in cash. The branch representative will accept the fees, Printed Challan and will provide Journal No., date, seal & sign on the Challan and will return the candidate's portion of the Challan with Bank Branch seal.

B) Candidate can check the payment status after 48 hours of cash deposit. All the applicants are instructed to retain the sealed & signed Challan copy of the bank for future reference. Any manually modified Challan will not be accepted at selected Bank counters.

(II) Through SAHAJ TATHYA MITRA KENDRA:

Candidates can also submit online application visiting any "[Sahaj Tathya Mitra Kendra , Common Service centre \(C.S.C.\)](#)" with his/her documents with recent passport size photograph(Colour). At Sahaj Tathya Mitra Kendra, applicant can apply online with the help of representative of Sahaj Tathya Mitra Kendra and also can pay the fees in cash instantly at Sahaj Tathya Mitra Kendra and get a Receipt.

(III) Online Payment Through Credit Card/Debit Card/Internet Banking:

During Online Application Submission an incumbent can deposit the requisite Application Fees instantly by using his/her Credit/Debit card or using Net-Banking. In this mode, after filling all the personal and educational information, the candidates will click on the button "Credit Card/Debit Card/Net-Banking" and then He/she will be redirected to the concerned Bank's page. After successful payment, the candidate will be transferred back to WBSSC's domain, where He/She will get receipt for successful submission of fees. (For details please follow the instruction given in Information Brochure.)

(A) **For uploading the Photograph and the Signature** – Please paste the colour photograph on a white paper and put your full signature just below the Photograph. Now scan the photograph and the signature below it and crop it. Next save it such a way that the file size is between **10 KB and 30 KB**. Now upload the photograph by clicking the button and click on the final submit button. For details please follow the instruction given in Information Brochure.

(B) After successful uploading of all the requisite information and the photo –with signature, candidates will be able to print their filled in Application form where he/she will get an Application ID which can be used for future reference. Candidate can also take a print-out of the application form with Payment –Done status after 48 hours of payment of the fees.

- (C) Detailed instructions/guidelines for filling the Application form, and Application Fees payment method can be found in the Brochure.
- (D) The Bank official will return the Customer Acknowledgement slip to the applicant and the applicant will retain the Acknowledgement slip for future reference.
- (E) Every Candidate is requested to visit the official website (www.westbengalssc.com) every Friday. All information will be given in the website from time to time.
- (F) **Citizenship:** Only citizens of India can apply for the said Regional Level Selection Test for Appointment to the posts of Non-Teaching Staff, 2016.
- (G) The candidate should satisfy himself/herself about his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria. It is to be noted that if a candidate has been allowed to appear in the Regional Level Selection Test for Appointment to the posts of Non-Teaching Staff 2016, it does not imply that the candidate's eligibility has been verified. It does not vest any right with the candidate for appointment. The eligibility even for a candidate, who has qualified in Regional Level Selection Test for Appointment to the posts of Non-Teaching Staff 2016, shall be finally verified by the concerned selecting/ appointing authority.
- (H) 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.
- (I) No. T.A / D.A will be paid to the candidates for appearing for the Examination and Interview.
- (J) Signature in Capital Letters will not be accepted.
- (K) **Scribe Permission:** Permission of Scribe should be given by concerned Regional School Service Commission/Venue-in-Charge but originality of scribe must be verified in the Examination Centre /Venue on the date of Examination. Candidates are requested to submit the details of the scribe to the respective Regional School Service Commission/ Venue-in-Charge at least 5 days before examination date for procuring the Permission Letter. All other details regarding scribe is given in the Brochure published in the official website of the School Service Commission (www.westbengalssc.com).
- (L) For in-service candidates (within the jurisdiction of school service commission), NOC (No Objection Certificate) from the concerned school authority needs to be drawn which has to be produced in front of the Commission when he/she will be asked for.

18) Important Notes:

- (a) Candidates can only apply Online for Regional Level Selection Test for Appointment to the posts of Non-Teaching Staff 2016,
- (b) Candidates must follow instructions strictly as given in the Information Brochure/ the website of The West Bengal School Service Commission (www.westbengalssc.com)
- (c) The candidature of candidates not complying with the instructions shall be summarily rejected.

(d) Candidate should enter his particulars i.e. Name, Father's Name, Mother's Name & Date of Birth as per his/her Madhyamik/School leaving Certificate.

(e) It is requested to every candidate submit their form carefully as after submission of Online Application form no further rectification will be allowed.

19) Commission's Helpline: To assist the candidates to submit the online application of Regional Level Selection Test for Appointment to the posts of Non-Teaching Staff 2016, the following centres will be available for assistance in this regard. Candidates may utilize the facility on contacting these from 11:00 am to 5:00 pm on all working days:

Addresses and Contact Numbers of The Central Commission and Regional Commissions:

Sl 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 : 7321039	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, Machantala, 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
Official Website : http://www.westbengalscc.com		
Help Line Ph No.for Application Form Fillup related Queries :- 033-2321-4550 / 9051176500 / 9051174600 / 9051174700 / 9830454218		

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

Allahabad Bank Help Line Nos. (Only for Bank related queries and payment related queries through Allahabad Bank :

1. SUVRA RANJAN JENA : 9556429489
2. Amitav Chattopadhyay : 9433036633

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.

1. 033-40035101/02/03/04

N.B.

[A.] VACANCIES FOR THE POST OF CLERK AND GROUP-D STAFF IS AVAILABLE IN SEPARATE LINK (TENTATIVE VACANCIES FOR 3RD Regional Level Selection Test for Recruitment of Non-Teaching Staff 2016 in Govt. aided / Sponsored/Junior High/ Secondary/Higher Secondary Schools) IN WEBSITE (www.westbengalscc.com)

[B] CANDIDATES MAY DOWNLOAD THE NOTIFICATION, INFORMATION BROCHURE, RECRUITMENT RULES AND AMENDMENT TO RECRUITMENT RULES FROM THE WEBSITE (www.westbengalscc.com)

[C]. HARDCOPY OF APPLICATION FORM, CERTIFICATES, BANK CHALLANS ETC SHOULD NOT BE SENT TO COMMISSION. THE SAME MAY BE KEPT FOR FUTURE REFERENCE.

FOR ANY COMMUNICATION PLEASE USE APPLICATION ID NUMBER.

Date – 00.00.2016
Place – Kolkata

Secretary
W.B. Central School Service Commission