

**District Level Selection Committee, South 24 Parganas**  
**12, Biplabi Kanai Bhattacharjee Sarani, New Treasury Bulding,**  
**2<sup>nd</sup> Floor (Panchayat & RD Section), Alipore, Kolkata-700027**

**Employment Notification No. DLSC/ZP/01/13      Dated : 04/11/2013**

**Recruitment to various posts at Gram Panchayat and Panchayat Samiti level in South 24 Parganas district.**

Applications in prescribed format are invited 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 South 24 Parganas district. Willing candidates shall be required to apply online in the website <http://s24pgs.gov.in> or <http://www.s24pgs.org> on or before the closing date **i.e 27/11/2013 upto 5 pm**. 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 instruction 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 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, South 24 Parganas. 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  |   |  |
| 01                  | Executive Assistant | a) Must be a citizen of India as defined in part II of the constitution of India.<br>b) Bachelor's degree from a recognized University.<br>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.<br>b) Experience in Social work or Rural Development. | Age as on 01/01/2013 ::<br>GEN-18-40 Yrs<br>SC-18-45 Yrs<br>ST-18-45 Yrs<br>OBC-A-18-43 Yrs<br>OBC-B-18-43 Yrs<br>Ex-Serviceman : 50 Years | <b>Total- 24</b><br>UR- 8<br>UR(EC)- 4<br>SC - 5<br>SC(EC) - 1<br>ST - 2<br>OBC-A - 1<br>OBC-A(EC) - 1<br>OBC-B - 1<br>OBC-B(EC) - 1                      | Pay Band-3<br>Rs.7100-Rs.37600<br>(Entry Point min. Pay Rs. 7440) plus Grade Pay Rs. 3600) and other allowances will also be admissible as per Government orders in force. |
| 02                  | Nirman Sahayak      | a) Must be a citizen of India as defined in part II of the constitution of India.<br>b) Must have a Diploma in Civil Engineering from any Institute recognised by the State Government or the Central Government.   | -   | Age as on 01/01/2013 ::<br>GEN-18-40 Yrs<br>SC-18-45 Yrs<br>ST-18-45 Yrs<br>OBC-A-18-43 Yrs<br>OBC-B-18-43 Yrs<br>Ex-                      | <b>Total – 44</b><br>UR - 16<br>UR(EC) - 7<br>UR(Meritorious Sportsman) - 1<br>SC - 8<br>SC(EC) - 2<br>ST - 2<br>ST(EC) - 1<br>OBC-A - 3<br>OBC-A(EC) - 1 | Pay Band-4<br>Rs.9000-Rs.40500<br>(Entry Point min. Pay Rs. 9000) plus Grade Pay Rs. 4400) and other allowances will also be admissible as per Government orders in force. |

| Sl. No. of the post | Name of the post         | Eligibility Criteria   |  |   | Anticipated Vacancies   | Scale of Pay   |
|---------------------|--------------------------|--|--|---|---|--|
|                     |                          | Essential  | Desirable  | Age   |   |  |
|                     |                          |  |  | Serviceman :<br>50 Years  | OBC-B - 2<br>OBC-B(EC) - 1  |  |
| 03                  | Gram Panchayat Secretary | a) Must be a citizen of India as defined in part II of the constitution of India.<br>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 recognised institution.                | Age as on 01/01/2013 ::<br>GEN-18-40 Yrs<br>SC-18-45 Yrs<br>ST-18-45 Yrs<br>OBC-A-18-43 Yrs<br>OBC-B-18-43 Yrs<br>Ex-Serviceman :<br>50 Years | <b>Total - 11</b><br>UR - 3<br>UR(EC) - 2<br>SC - 1<br>SC(EC) - 1<br>SC(Ex-Serviceman) - 1<br>ST - 1<br>OBC-A - 1<br>OBC-B - 1  | Pay Band-2<br>Rs.5400-Rs.25200<br>(Entry Point min. Pay Rs. 6240) plus Grade Pay Rs. 2600) and other allowances will also be admissible as per Government orders in force. |
| 04                  | Gram Panchayat Sahayak   | a) Must be a citizen of India as defined in part II of the constitution of India.<br>b) Must have passed Madhyamik Examination from WBBSE or its equivalent examination from any recognized Board or Council or recognized University.                 | Candidates having 50% marks in aggregate in the Madhyamik or its equivalent examination will be preferred. | Age as on 01/01/2013 ::<br>GEN-18-40 Yrs<br>SC-18-45 Yrs<br>ST-18-45 Yrs<br>OBC-A-18-43 Yrs<br>OBC-B-18-43 Yrs<br>Ex-Serviceman :<br>50 Years | <b>Total - 199</b><br>UR - 72<br>UR(EC) - 20<br>UR(Meritorious Sportsman) - 4<br>UR(Ex-Serviceman) - 8<br>SC - 31<br>SC(EC) - 10<br>SC(Ex-Serviceman) - 3<br>ST - 9<br>ST(EC) - 4<br>OBC-A - 15<br>OBC-A(EC) - 7<br>OBC-B - 11<br>OBC-B(EC) - 5 | Pay Band-2<br>Rs.5400-Rs.25200<br>(Entry Point min. Pay Rs. 6700) plus Grade Pay Rs. 2300) and other allowances will also be admissible as per Government orders in force. |

## B) Panchayat Samiti Level

| Sl. No. of the post | Name of the post          | Eligibility Criteria  |           |  | Anticipated Vacancies                              | Scale of Pay   |
|---------------------|---------------------------|---|-----------|--|--|--|
|                     |                           | Essential   | Desirable | Age  |  |  |
| 05                  | Block Informatics Officer | a) Must be a citizen of India as defined in part II of the constitution of India.<br>b) Shall have a Bachelor's Degree in Computer Application or Bachelor's Degree (Hon's) in Computer Science or Bachelor's degree in any stream with "A" level certificate course of DOEACC provided that candidates with qualification of "B" Level or "C" Level certificate course from DOEACC with three years diploma in computer science and Engineering/ Information Technology/ electronics and Tele Communication shall also be considered, or |           | Age as on 01/01/2013 ::<br>GEN-18-40 Yrs<br>SC-18-45 Yrs<br>ST-18-45 Yrs<br>OBC-A-18-43 Yrs<br>OBC-B-18-43 Yrs<br>Person with Disability-18-45 Yrs.<br>Ex-Serviceman :<br>50 Years | <b>Total - 3</b><br>UR - 1<br>UR(EC) - 1<br>SC - 1 | Pay Band-3<br>Rs.7100-Rs.37600<br>(Entry Point min. Pay Rs. 8370) plus Grade Pay Rs. 3900) and other allowances will also be admissible as per Government orders in force. |

| Sl. No. of the post | Name of the post                              | Eligibility Criteria   |           |   | Anticipated Vacancies  | Scale of Pay   |
|---------------------|---|--|-----------|---|--|--|
|                     |   | Essential  | Desirable | Age   |  |  |
|                     |   | Bachelor in Electronics and Communication Engineering/ Computer Science and Engineering, B.Tech.(IT) and B.Sc.(IT) by Distance Education Programmes from Visva Bharati or any other recognized University or from Indira Gandhi National Open University or B.E. or B.Tech. in Computer Science and Engineering, or B.Sc. in Computer Science or Master/Bachelor in Computer Application or B.Sc. in General Stream Course and M.Sc.(IT)from a recognized University/Institution.                                    |           |   |  |  |
| 06                  | Samiti Education Officer (Open Category)      | <p>a) Must be a citizen of India as defined in part II of the constitution of India.</p> <p>b) Must possess Graduate degree with Post Graduate B.Ed. degree or Graduate Degree with three years experience in teaching in any Primary or Secondary School or Graduate Degree with three years experience of working in Govt. sponsored Alternative System of Education or Graduate degree with three years experience in Management of Education.</p>  |           | <p>Age as on 01/01/2013 ::</p> <p>GEN-18-40 Yrs</p> <p>SC-18-45 Yrs</p> <p>ST-18-45 Yrs</p> <p>OBC-A-18-43 Yrs</p> <p>OBC-B-18-43 Yrs</p> <p>Person with Disability- 18-45 Yrs.</p> <p>Ex-Serviceman : 50 Years</p> | <p><b>Total - 11</b></p> <p>UR - 3</p> <p>UR(EC) - 2</p> <p>SC - 2</p> <p>SC(EC) - 1</p> <p>ST - 1</p> <p>OBC-A - 1</p> <p>OBC-B - 1</p> | <p>Pay Band-3</p> <p>Rs.7100-Rs.37600 (Entry Point min. Pay Rs. 7910) plus Grade Pay Rs. 3600) and other allowances will also be admissible as per Government orders in force.</p> |
| 07                  | Samiti Education Officer (Selection Category) | <p>a) Must be a citizen of India as defined in part II of the constitution of India.</p> <p>b) Sahayika &amp; Sahayak of Sishu Shiksha Kendra, Samprasarika, Samprasarak of Madhyamik Shiksha Kendras, Academic Supervisors of Sishu Shiksha Kendra/ Madhyamik Shiksha Kendra, State Quality Managers, District Quality Managers and Community Mobilizers working under Paschimbanga Rajya Sishu Shiksha Mission are only eligible to apply for this post.</p> <p>c) Must have possess Graduate degree with post</p> |           | <p>Age as on 01/01/2013 ::</p> <p>45 Years</p>  | <p><b>Total - 3</b></p> <p>UR - 1</p> <p>UR(EC) - 1</p> <p>SC - 1</p>  | <p>Pay Band-3</p> <p>Rs.7100-Rs.37600 (Entry Point min. Pay Rs. 7910) plus Grade Pay Rs. 3600) and other allowances will also be admissible as per Government orders in force.</p> |

| Sl. No. of the post | Name of the post | Eligibility Criteria  |  |   | Anticipated Vacancies  | Scale of Pay  |
|---------------------|------------------|---|--|---|--|---|
|                     |                  | Essential   | Desirable  | Age   |  |   |
|                     |                  | Graduate B.Ed. Degree or Graduate Degree with three years experience in teaching in any Primary or secondary school or Graduate Degree with three years experience of working in Govt. sponsored Alternative System of Education or Graduate degree with three years experience in Management of Education.                                   |  |   |  |   |
| 08                  | Accounts Clerk   | a) Must be a citizen of India as defined in part II of the constitution of India.<br>b) Must have passed the Madhyamik Examination from the WBBSE or its equivalent examination from any recognised Board or University or Council.   | Diploma in Computer Application from any Institute recognized by State Government or Central Government or State Council of Technical Education or All India Council of Technical Education. | Age as on 01/01/2013 ::<br>GEN-18-40 Yrs<br>SC-18-45 Yrs<br>ST-18-45 Yrs<br>OBC-A-18-43 Yrs<br>OBC-B-18-43 Yrs<br>Person with Disability-18-45 Yrs.<br>Ex-Serviceman : 50 Years | <b>Total - 15</b><br>UR - 4<br>UR(EC) - 2<br>UR(PH-Having Blindness or Low Vision) - 1<br>SC - 2<br>SC(EC) - 1<br>SC(Ex-Serviceman) - 1<br>ST - 1<br>OBC-A - 1<br>OBC-A(EC) - 1<br>OBC-B - 1 | Pay Band-2<br>Rs.5400-Rs.25200 (Entry Point min. Pay Rs. 6240) plus Grade Pay Rs. 2600) and other allowances will also be admissible as per Government orders in force. |
| 09                  | Clerk-cum-Typist | a) Must be a citizen of India as defined in part II of the constitution of India.<br>b) Must have passed the Madhyamik Examination from the WBBSE or its equivalent examination from any recognised Board or University or Council.<br>c) Having a minimum typing speed of 30 words per minute in English and 20 words per minute in Bengali. |  | Age as on 01/01/2013 ::<br>GEN-18-40 Yrs<br>SC-18-45 Yrs<br>ST-18-45 Yrs<br>OBC-A-18-43 Yrs<br>OBC-B-18-43 Yrs<br>Person with Disability-18-45 Yrs.<br>Ex-Serviceman : 50 Years | <b>Total - 4</b><br>UR - 1<br>UR(EC) - 1<br>SC - 1<br>ST - 1   | Pay Band-2<br>Rs.5400-Rs.25200 (Entry Point min. Pay Rs. 6240) plus Grade Pay Rs. 2600) and other allowances will also be admissible as per Government orders in force. |

**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 Table A & B above 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.

- ✓ Applicants who had earlier applied for the post of Gram Panchayat Sahayak in terms of advertisement no DLSC/ZP/236/10 dated 26/06/2010 may search their names by clicking this link [“Get Registration No.”](#) on home page of the District Level Selection Committee. The applicants whose names already exist in the list need not apply REPEAT need not apply for the post of SAHAYAK further. Auto generated registration Number shown against the name of such applicant shall be preserved for future reference and generation of Admit Card etc.

### **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 of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above and Ex-Serviceman.
- ✓ Before final selection, shortlisted candidates belonging to the SC, ST, OBC-A, and OBC-B category will be directed to furnish original certificate issued by a competent authority of West Bengal as laid down in the West Bengal Schedule Castes and Schedule Tribes (Identification) Act, 1994 and SC and Tribal Welfare Department order no. 261-PW/EC/MR-103/94 dated 06/04/1995, for verification of testimonials in support of their claim.
- ✓ SC, ST, OBC-A, and OBC-B candidates of other states will be treated as General Candidates.
- ✓ Before final selection of person with disabilities, shortlisted candidates will be directed to furnish original certificate in prescribed form in support of their claim issued by a competent authority as per the provisions of the West Bengal Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
- ✓ The benefits of reservation are also available for the meritorious sportsperson. Such candidates are required to furnish certificates in original 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.
- ✓ Similarly the Ex-Serviceman candidates shall have to produce relevant documents, in original, in support of their claim in reservation as well as age relaxation at the time of verification.
- ✓ No claim for being a member of SC/ST/OBC-A/OBC-B or a person with Disability or a meritorious sportsperson or Ex-Serviceman shall be entertained any time after submission of the application.
- ✓ 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 specified below :-
  - For **SC/ST/OBC-A/OBC-B** candidates [Vide the W.B.S.Cs & S.Ts (Identification) Act, 1994 and S.Cs & T.W. Department order no. 261-TW/EC/MR-103/94 dated 06.04.1995] :-
    - (i) In the District, the Sub-Divisional Officer of the Sub-Division concerned, and

(ii) In Kolkata, the District Magistrate, South 24 Parganas or such Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas, on his behalf.

➤ For **Physically Handicapped** candidates/ Persons with Disabilities [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]:-

***A Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-Divisional Hospitals.***

(i) Candidates having Disability of 40% and above shall only be considered for Age relaxation as well as reservation of posts for Persons with Disabilities. Candidates having disabilities of less than 40% shall be treated as General Candidates and therefore shall neither get benefit of exemption of age relaxation nor reservation of posts for Persons with Disabilities.

➤ For **Meritorious Sportspersons** :-

Meritorious Sportspersons 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 :-

| Name of the Sports                           | Code Number | Name of the Sports | Code Number |
|--|-------------|--------------------|-------------|
| Athletics (including Track and Field events) | 01          | Weightlifting      | 11          |
| Badminton                                    | 02          | Wrestling          | 12          |
| Basket Ball                                  | 03          | Boxing             | 13          |
| Cricket                                      | 04          | Cycling            | 14          |
| Football                                     | 05          | Gymnastics         | 15          |
| Hockey                                       | 06          | Judo               | 16          |
| Swimming                                     | 07          | Rifle Shooting     | 17          |
| Table Tennis                                 | 08          | Kabaddi            | 18          |
| Volley Ball                                  | 09          | Kho-Kho            | 19          |
| Tennis                                       | 10          |                    |             |

Competent Authorities for issuing Certificate to Meritorious Sportspersons are as follows :

| 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:** Names of Exempted Category Candidates shall 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 1<sup>st</sup> March, 2011. **Hence no application from Exempted Category Candidates shall be entertained directly through online submission.**

- **For Ex-Serviceman Candidates:** Names of Ex-Serviceman shall be obtained both from Zilla Sainik Board as well as through online application for filling up the vacancies meant for Ex-Serviceman.

### **Mode of Application ::**

#### **Step-1 :- (Online Registration)**

- ✓ All applicants shall apply for any post by submitting their applications in the website <http://s24pgs.gov.in> or <http://www.s24pgs.org> through online submission.
- ✓ An application form along with a unique registration number will be generated thereafter automatically. No form without the unique registration number shall be accepted by the committee.
- ✓ This registration number shall be preserved for any future reference and generation of Admit Card etc.
- ✓ After filling up and submission of the application form properly, a print out shall be taken.
- ✓ The particulars furnished by the applicant in the application form shall have to be attested by a Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School along with **Name and Office Seal** of the Attesting Authority.
- ✓ A recent passport size colour photograph of the applicant duly attested by the Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School shall be affixed in the place earmarked for the purpose.
- ✓ The filled in application form (in original) duly attested by the Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School shall have to be sent to the specific post bag number assigned for the purpose by ordinary post after superscribing the envelope as **“Application for the post of \_\_\_\_\_”**.
- ✓ Photocopies of the testimonial of the candidate shall not be attached with the application format.
- ✓ Last date of online submission of the application is **27/11/2013 (Wednesday) upto 5 pm.**
- ✓ The filled in application form (in original) with the attestation of the Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School shall reach the specific Post Bag Number on or before **04/12/2013.**
- ✓ Separate online application has to be made for each category of post & hard copy of application has to be sent to this end through post following the above mentioned procedure.

- ✓ There shall be no provision for receiving of hard copy of the application form directly by this office. Applicants must send hard copy of the application form by ordinary post. Hard copy of application form sent through Registered Post or through Speed Post or through any other mode shall be rejected straightway.

### **Grounds of Rejection of Application Form :-**

- ✓ The application form received by post but not submitted online shall be rejected straightway.
- ✓ Similarly, only online submission of application form shall be rejected straightway if no application form (hard copy) is received through post bag number within **04/12/2013**.
- ✓ Any application form without the signature of the applicant shall be rejected.
- ✓ Any application form without attestation of the Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School shall be rejected.
- ✓ Any application form containing a passport size colour photograph of the applicant without attestation by the Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School shall be rejected.
- ✓ Any application form (Hard Copy) which is received through post bag number after the last date of submission **i.e. 04/12/2013** shall be rejected even if the applicant submits application form through online basis within the stipulated time period **i.e. 27/11/2013**.
- ✓ Any application form without the unique registration number shall be rejected.
- ✓ Any application form which is incomplete in nature shall be rejected.

### **Step-2 :- (Generation of Admit Card)**

- ✓ The District Level Selection Committee, South 24 Parganas will publish a notification stating the date and time of Written Examination and it will be available in the website <http://s24ps.gov.in> on **01/01/2014**.
- ✓ As soon as the said notification is published, the applicant will have to generate the Admit Card by putting his/her auto generated Registration Number along with his/her date of birth in the respective place.
- ✓ After generation of the Admit Card, a print out is to be taken.
- ✓ Two copies of identical colour passport size photograph duly attested by the Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School are to be affixed on the Admit Card in the place earmarked for the purpose.
- ✓ 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.
- ✓ The candidate shall have to bring with him/her any photo identity document viz. EPIC, PAN Card, Passport, Admit Card/Certificate of Madhyamik or equivalent with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. Authority.
- ✓ Candidate without Admit Card and any photo identity document as mentioned above shall not be allowed to enter the examination hall.



## Mode of Examination :

**Part-I : Written Examination : (85 marks)**

**Part-II : Viva Voce Test : (15 marks)**

- 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 fulfilment of minimum qualifying marks in written examination (including practical test where applicable) 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 for which computer knowledge is essential or desirable, shall have to undergo a Computer Test at the time of Viva-Voce.
- 4) The Written Examination will be through MCQ method and there will be negative marking for Wrong Answer (One mark will be deducted for every three wrong answers).

## Distribution of Marks ::

| Name of the Posts                     | Marks Distribution  |                |  |             |
|---------------------------------------|---------------------|----------------|--|-------------|
|                                       | Written Examination | Practical Test | Viva-Voce Test   | Total Marks |
| Executive Assistant of Gram Panchayat | Total Marks : 85    | NIL            | <b>Total Marks : 15</b><br>A) Candidates having Post Graduate Degree or Diploma in Social Work or Rural Development from any recognized institute or University will be awarded : <b>3 Marks</b><br>B) Candidates having certificate on experience on Social Work or Rural Development issued by Govt. Institution/ Govt. recognised NGOs will be awarded : <b>2 Marks</b> | <b>100</b>  |
| Nirman Sahayak of Gram Panchayat      | Total Marks : 85    | NIL            | Total Marks : 15   | <b>100</b>  |
| Gram Panchayat Secretary              | Total Marks : 85    | NIL            | <b>Total Marks : 15</b><br>Computer Test : <b>5 Marks</b>  | <b>100</b>  |
| Sahayak of Gram Panchayat             | Total Marks : 85    | NIL            | <b>Total Marks : 15</b><br>Candidates having 50% marks in aggregate in the Madhyamik   | <b>100</b>  |

| Name of the Posts                             | Marks Distribution  |   |  |             |
|---|---------------------|---|--|-------------|
|   | Written Examination | Practical Test  | Viva-Voce Test   | Total Marks |
|   |                     |   | or its equivalent examination will be awarded : <b>3 Marks</b> |             |
| Block Informatics Officer                     | Total Marks : 65    | 20  | <b>Total Marks : 15</b>  | <b>100</b>  |
| Samiti Education Officer (Open Category)      | Total Marks : 85    | NIL   | <b>Total Marks : 15</b>  | <b>100</b>  |
| Samiti Education Officer (Selection Category) | Total Marks : 85    | NIL   | <b>Total Marks : 15</b>  | <b>100</b>  |
| Accounts Clerk                                | Total Marks : 85    | NIL   | <b>Total Marks : 15</b><br>Computer Test : <b>5 Marks</b>      | <b>100</b>  |
| Clerk-cum-Typist                              | Total Marks : 85    | Shortlisted candidates will have to undergo screening test on typing speed 30 words per minute in English and 20 words in Bengali (test will be taken in personal computer) and those who qualify in the typing test will be allowed to appear in the Viva-Voce test. | <b>Total Marks : 15</b>  | <b>100</b>  |

➤ **Syllabus for Part-I (Written Examination)**

| Name of the Post                      | Syllabus for Written Examination  |
|---------------------------------------|---|
| Executive Assistant of Gram Panchayat | English : 25 marks (General Academic Standard of HS)<br>Bengali : 25 marks (General Academic Standard of HS)<br>Arithmetic : 25 marks (General Academic Standard of MP)<br>General Knowledge : 10 marks (Emphasis on rural life & rural |

| Name of the Post                              | Syllabus for Written Examination  |
|---|---|
|   | development)  |
| Nirman Sahayak of Gram Panchayat              | Engineering (Civil) : 65 marks<br>English : 13 marks (Madhyamik Standard)<br>General Knowledge : 07 marks (Emphasis on rural life & rural development)  |
| Gram Panchayat Secretary                      | English : 25 marks (General Academic Standard of MP)<br>Bengali : 25 marks (General Academic Standard of MP)<br>Arithmetic : 25 marks (General Academic Standard of MP)<br>General Knowledge : 10 marks (Emphasis on rural life & rural development)  |
| Sahayak of Gram Panchayat                     | English : 25 marks (General Academic Standard of MP)<br>Bengali : 25 marks (General Academic Standard of MP)<br>Arithmetic : 25 marks (General Academic Standard of MP)<br>General Knowledge : 10 marks (Emphasis on rural life & rural development)  |
| Block Informatics Officer                     | English : 10 marks (General Academic Standard of HS)<br>Bengali : 10 marks (General Academic Standard of HS)<br>Arithmetic : 10 marks (Madhyamik Standard)<br>General Knowledge : 10 marks (Emphasis on rural life & rural development)<br>Computer Application : 25 marks for theoretical examination of Bachelor of Computer Science or Bachelor of Computer Application Standard.<br><br><b><i>Practical Test : 20 marks,<br/>Practical test will be held after written test on separate date.<br/>Online Admit Card for practical test will be issued later on for those candidates only who will appear in the written test.<br/><br/>List of successful candidates for interview will be prepared on the basis of marks obtained in both written test and practical test.</i></b> |
| Samiti Education Officer (Open Category)      | A. Bengali (25 marks) (General Academic Standard of HS)<br>B. English (20 marks) (General Academic Standard of HS)<br>C. Simple Arithmetic (25 marks) (General Academic Standard of MP)<br>D. General Knowledge (10 marks)<br>E. Mental Ability Test (05 marks)   |
| Samiti Education Officer (Selection Category) | A. Bengali (25 marks) (General Academic Standard of HS)<br>B. English (20 marks) (General Academic Standard of HS)<br>C. Simple Arithmetic (25 marks) (General Academic Standard of MP)<br>D. General Knowledge (10 marks)<br>E. Mental Ability Test (05 marks)   |
| Accounts Clerk                                | English : 20 marks (Madhyamik Standard)<br>Bengali : 20 marks (Madhyamik Standard)<br>Arithmetic : 25 marks (Madhyamik Standard)<br>General Knowledge : 20 marks (Emphasis on rural life & rural development)   |

| Name of the Post | Syllabus for Written Examination   |
|------------------|--|
| Clerk-cum-Typist | English : 20 marks (General Academic Standard of MP)<br>Bengali : 20 marks (General Academic Standard of MP)<br>Arithmetic : 25 marks (General Academic Standard of MP)<br>General Knowledge : 20 marks (Emphasis on rural life & rural development) |

**Postal Address for sending Filled in Application Form duly generated through online mode and duly attested by Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School::**

| Name of the Post                              | Address  |
|---|--|
| Executive Assistant of Gram Panchayat         | To the Chairman, DLSC & District Magistrate, South 24 Parganas, Alipore HPO, Kolkata-700027, <b>POST BAG NO. : 001</b> |
| Nirman Sahayak of Gram Panchayat              | To the Chairman, DLSC & District Magistrate, South 24 Parganas, Alipore HPO, Kolkata-700027, <b>POST BAG NO. : 002</b> |
| Secretary of Gram Panchayat                   | To the Chairman, DLSC & District Magistrate, South 24 Parganas, Alipore HPO, Kolkata-700027, <b>POST BAG NO. : 003</b> |
| Sahayak of Gram Panchayat                     | To the Chairman, DLSC & District Magistrate, South 24 Parganas, Alipore HPO, Kolkata-700027, <b>POST BAG NO. : 004</b> |
| Block Informatics Officer                     | To the Chairman, DLSC & District Magistrate, South 24 Parganas, Alipore HPO, Kolkata-700027, <b>POST BAG NO. : 005</b> |
| Samiti Education Officer (Open Category)      | To the Chairman, DLSC & District Magistrate, South 24 Parganas, Alipore HPO, Kolkata-700027, <b>POST BAG NO. : 006</b> |
| Samiti Education Officer (Selection Category) | To the Chairman, DLSC & District Magistrate, South 24 Parganas, Alipore HPO, Kolkata-700027, <b>POST BAG NO. : 007</b> |
| Accounts Clerk                                | To the Chairman, DLSC & District Magistrate, South 24 Parganas, Alipore HPO, Kolkata-700027, <b>POST BAG NO. : 008</b> |
| Clerk-cum-Typist                              | To the Chairman, DLSC & District Magistrate, South 24 Parganas, Alipore HPO, Kolkata-700027, <b>POST BAG NO. : 009</b> |

### **Important Dates ::**

| Sl. No. | Event                                       | Date   |
|---------|---|--|
| 1.      | Period of Online submission of Application. | <b>04/11/2013 (Monday) to 27/11/2013(Wednesday) upto 5.00 PM</b> |

| Sl. No. | Event  | Date   |
|---------|--|--|
| 2.      | Period of receiving filled in Application Form duly generated through online mode and duly attested by Group "A" officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School <b><u>through specific Post Bag No.</u></b> | <b>04/11/2013 (Monday) to 04/12/2013(Wednesday) upto 5.00 PM</b>   |
| 3.      | Tentative date of publication of list of candidates whose application is found valid in the website <a href="http://s24pgs.gov.in">http://s24pgs.gov.in</a>  | <b>20<sup>th</sup> December,2013 (Friday) after 12.00 Noon onwards.</b>  |
| 4.      | Notice for generation of Admit Card from the website <a href="http://s24pgs.gov.in">http://s24pgs.gov.in</a> and Date of Written Examination.  | <b>Follow News Paper viz. Sanbad Pratidin, Anandbazar Patrika, The Telegraph &amp; Sanmarg newspaper as well as our website <a href="http://s24pgs.gov.in">http://s24pgs.gov.in</a> on 01/01/2014.</b> |

### General Conditions fixed by the Committee ::

- ✓ Application may be submitted only through online mode and printout of online application form duly attested by Group "A" officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School is to be sent to this end only through ordinary post to the respective Post Bag Number.
- ✓ Candidates **shall not REPEAT shall not** submit any documents along with print out of online submission of application.
- ✓ Defective/ incomplete applications will be summarily rejected.
- ✓ Xerox/Typed/Printed/Scanned copy of Application Form will be rejected summarily.
- ✓ 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 recognized by the Govt. in order to get entrance into the examination venue to prove their identity. Any deviation in this regard may straightway lead to non admission of him/her in to 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.
  - 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 Govt. authority.
- ✓ Only shortlisted candidates will be asked to produce all relevant original certificates along with the self attested photo copies for verification, 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.

**Particulars which are to be verified by the Attesting Authority ::**

- ✓ **For Date of Birth of the candidate :** Admit Card of Madhyamik or Equivalent Examination or Certificate of Madhyamik or Equivalent Examination.
- ✓ **For Academic Qualification of the Candidate :** The mark sheet/Certificate of candidate issued by the recognised Board/Council/University in original is to be verified.
- ✓ **For Technical Qualification of the Candidate :** The mark sheet/Certificate of candidate issued by recognised Board/ Council/ University/any institute recognized by the state or Central Government or State Council of technical Education or All India Council of Technical Education.
- ✓ **For Attestation of Photograph :** Any photo identity documents viz. EPIC, PAN Card, Passport, Admit Card/Certificate of Madhyamik or equivalent with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. Authority.
- ✓ **For Caste :** Caste Certificate issued by the SDO concerned in all districts and in respect of Kolkata, the District Magistrate, South 24 Parganas or such Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas, on his behalf.
- ✓ **For Meritorious Sportspersons :** Certificate issued by the Secretary of the National Federation/ National Association/ State Association of the Sports concerned. Dean/Director of Sports or other officer in overall charge of sports of

the University concerned. Director or Deputy Director in overall charge of Sports/ Games for Schools in the Directorate of School Education, West Bengal.

- ✓ **For Ex-Serviceman** : The Identity Card issued by the respective Zilla Sainik Board.
- ✓ **For Physically Handicapped** : Certificate issued by the Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-Divisional Hospitals.

**Help Desk ::**


There will be “Help Desk” at the office of the Block Development Officers under South 24 Parganas, Office of the District Panchayat & Rural Development Officer and The Chamber of DIO, NIC, South 24 Parganas from 04/11/2013 to 04/12/2013 (10.00 AM to 5.00 PM in working day).

“Help Line Number for General Queries :: 033-24790242, 033-24790228

“Help Line” Number for Queries on Online submission of Application ::  
033-24790255, 033-24790226

Note :: *(If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any others issues directly related with this notification will be brought to the notice of candidates in manner as decided by the District Level Selection Committee.)*

By order,



*District Magistrate, South 24 Parganas &  
Chairman, District Level Selection Committee*