

PUBLIC SERVICE COMMISSION, WEST BENGAL

LOWER GRADE ASSISTANT TRANSLATOR (HINDI) RECRUITMENT EXAMINATION, 2016

ADVERTISEMENT NO. 4/2016

IMPORTANT INFORMATION

The Commission will hold a competitive examination for recruitment to the post of Lower Grade Assistant Translator (Hindi) in the office of the Bengali Translator under Home (Political) Department, Govt. of West Bengal in two successive stages, viz, (1) Written Examination and (2) Viva voce test.

PAY : (PB-3) Rs.7,100-37,600/- + Grade Pay of Rs.3,900/-.

Gross emoluments at the entry level : Rs.12,270/- per month. Besides D.A., M.A. and H.R.A. admissible as per rules.

VACANCY : 1 [Reserved for **SC**].

QUALIFICATIONS :

(i) Honours or Post Graduate Degree in 'Hindi'

OR

Honours or Post Graduate Degree in 'English' with 'Hindi' as a subject at Bachelor's Degree level of a recognized University.

(ii) Sufficient command of 'English' and 'Hindi' languages.

(iii) Ability of a high order to make reliable translation from Hindi to English and vice versa

(iv) Ability to read, write and speak in Bengali (Not required in the case of Nepali speaking candidates from the three Hill Sub-divisions of Darjeeling District viz. Kalimpong, Kurseong and Darjeeling Sadar).

AGE : Not more than 37 years as on 01.01.2016 (i.e. born not earlier than the 2nd January, 1979).

The upper age limit is relaxable upto 45 years of age for **SC candidates** with disabilities having disability of 40% and above as per Govt. Rules. Candidates suffering from blindness or low vision will be allowed the help of a Scribe, if required. SC candidates of other states will be treated as general and hence will not be considered as eligible candidates for the said post.

Note : Date of birth as recorded only in the Madhyamik or equivalent certificate will be accepted.

Fee : NOT APPLICABLE.

APPLICATION : Applications can be submitted through online only.

HOW TO APPLY ONLINE

Candidates have to first go for "One Time Registration" (link available on top of the left panel in home page of the website www.pscwbonline.gov.in) and fill up all the required data and uploading scanned photo and signature to get User ID and Password. The process of one time registration is mentioned in details in right panel of the home page of the website www.pscwbonline.gov.in, in "Instruction to Candidate" link under Candidate's Corner. **However, those candidates who have earlier registered themselves with PSC, West Bengal need not register again.** They can use their previous User Id and Password for login into their respective Dashboards.

With the User ID and Password, as provided to the candidate, they need to login to their Dashboard through the link "Login to your Account" which is available in right panel of the home page of the website under Candidate's Corner.

Candidates who forget their password can reset the password for which the link is available in the Candidate's Login Page which can be opened through the link "Login to your Account". For resetting the password, click on the "Reset Your Password" link. Then after, candidates have to provide User ID, Mother's Maiden Surname, Last School Attended and Grandfather's Name. Mother's Maiden Surname, Last School Attended and Grandfather's Name should match exactly the one given during One Time Registration. If all the data matches correctly, candidates will get the new password. Candidates are advised to note down the new password for future reference.

After login into the Dashboard, candidates will find the name of the Examination with **Apply Now** link. Click on the link and the application form will be opened.

Candidates are advised to read thoroughly and cautiously the documents available in the link **Important Information** and **Scheme and Syllabus** present in the top of the application form before filling the application. **Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of application. The candidates are requested to check the entries made against each column thoroughly before submission of application.**

The Photo and Signature of the candidate, as uploaded by them during One Time Registration, are displayed. Candidate may change the photo and/or signature, if required, by clicking the respective Edit Button/s.

Following is the procedure for filling up the Application Form :

1. Personal Details

- a. User ID – Data preloaded from One Time Registration. Not editable.
- b. Name – First Name, Middle Name, Last Name - Data preloaded from One Time Registration. Not editable.
- c. Candidate's Date of Birth - Data preloaded from One Time Registration. Not editable.
- d. Do you have the ability to read, write and speak in Bengali – Candidates have to select the value from drop down list.
- e. Whether you are a Nepali speaking person - Candidates have to select the value from drop down list.
- f. Whether you are a person from any hill Sub-division namely of Darjeeling District (Viz. Darjeeling Sadar, Kalimpong, Kurseong - Candidates have to select the value from drop down list.
- g. Mention the name of Sub-Division - Candidates have to select the value from drop down list.
- h. **NOTE – All the points d, e and f cannot be NO. Either the candidate must have the knowledge of Bengali or he/she should be Nepali speaking person. If the candidate is from any three sub divisions as mentioned in point f, then it is mandatory to mention the name of the sub division.**
- i. State you mother tongue – Candidates have to write their mother tongue.
- j. Place of Birth – State, District, Place - Data preloaded from One Time Registration. Not editable.
- k. Father's Name, Gender, EPIC No. (Optional), Caste Category - Data preloaded from One Time Registration. Not editable.
- l. Mention Your Sub Caste, State, Issuing Authority.
- m. Whether you are a person with disability – By default the selected option is No. If the candidates are Handicapped in nature, then they have to select the Yes option.
- n. If the disability option is Yes, candidates have to State the category of disability viz., Hearing Impairment and Orthopaedically Handicapped as applicable.

2. Contact Details

- a. Permanent Address
 - i. Address Line 1 - Data preloaded from One Time Registration. Not editable.
 - ii. Address Line 2 - Data preloaded from One Time Registration, if available. Not editable.
 - iii. State - Data preloaded from One Time Registration. Not editable.
 - iv. District - Data preloaded from One Time Registration. Not editable.
 - v. Police Station - Data preloaded from One Time Registration. Not editable.
 - vi. Post Office - Data preloaded from One Time Registration. Not editable.
 - vii. Pin Code - Data preloaded from One Time Registration. Not editable.
- b. Present Address (Address of Communication) – If the Present Address is as same as the Permanent Address, the candidates have to select the Yes option. Then the entire Permanent Address field value will be copied in the respective fields of Present Address.
- c. Mobile No (Optional) - Data preloaded from One Time Registration.
- d. Email (optional) - Data preloaded from One Time Registration.
- e. Whether a Citizen of India - Data preloaded from One Time Registration. Not editable.
- f. Whether a natural Citizen or Citizen by registration - Candidate has to select the value from drop down list.

3. Qualification Details

- a. Educational Qualification – Candidates have to provide the details of their educational qualifications in the respective columns available in this section.
- b. Professional Qualification
 - i. Specialized Field of Qualification (Optional) - Data preloaded from One Time Registration. Not editable.
 - ii. Additional Qualification (Optional) - Data preloaded from One Time Registration. Not editable.
 - iii. Professional Experience (optional) - Data preloaded from One Time Registration. Not editable.
- c. If candidates have any time been employed, they have to give the details in the respective columns in chronological order, starting from the present job.

4. Examination Details

- a. If the candidate is presently engaged in any Government/Government Undertaking/PSU/Constitutional/Statutory/Autonomous body, then they have to accept the declaration that they have informed their head office in writing that they are applying for the examination. Otherwise this option can be left untouched.
- b. Lastly candidates have to accept the declaration that they have provided correct information. This section is mandatory.
- c. Finally candidates have to click on the Submit button.

5. SC Candidates of West Bengal are exempted from paying fees. Their application submission status will be completed soon after submission.
6. Candidates can also download their Application Form (in PDF format) by clicking the Application Button in their Dashboard.
7. **Word of Caution:**
Don't close the website directly from your dashboard (after login) without Log Out. In case of illegal shut down, Candidate's dashboard will be locked for unspecified period.

Particulars and Certificates required :

- (a) A candidate claiming to be S.C. or Persons (belonging to SC category) with Disabilities (40% and above) must have a certificate in support of his / her claim from a competent authority of West Bengal as specified below :

For S.C. Candidates :-

- 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, in this behalf and the District Welfare Officer, Kolkata and Ex-officio Joint Director, Backward Classes Welfare.

[vide the W.B.S.Cs. & S.Ts. (Identification) Act, 1994 and S.Cs. & Ts. Welfare Deptt. Order No. 261-TW/EC/MR-103/94 dated 6.4.95 read with B.C.W. Deptt. Order No.6320-BCH/MR-84/10, dated 24.09.2010 and No.2420-BCW/MR-61/2012 (Pt.), dated 12.07.2013]

For Persons with Disabilities (PWD) :-

A Medical Board constituted at Government Medical College Hospitals in Kolkata, District Hospitals and Sub-divisional Hospitals.

[vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

- (b) The Public Service Commission may require such further proof or particulars from the candidates as it may consider necessary and may make enquiries about their character and other particulars regarding suitability and eligibility.

Caution :

- i. The candidates must abide by the instructions as may be given by Supervisors / Invigilators of the Examination. If the candidate fails to do so or indulges in disorderly or improper conduct, he / she will render himself / herself liable to expulsion from the Examination Hall and / or such other punishment as the Commission may deem fit to impose.
- ii. A candidate who has been reported against by the Supervisor of the Examination Centre for violating any of the instructions will be punished with cancellation of candidature and also debarment from future examinations and selections as may be decided by the Commission according to the circumstances of the case.
- iii. If at any stage even after issue of the letter of appointment, a candidate is found ineligible in terms of advertisement his / her candidature will be cancelled without further reference to him / her.
- iv. The conditions prescribed cannot be relaxed in any case other than those mentioned in this Important Information.
- v. A candidate should note that his / her admission to the examination will be deemed provisional subject to determination of his / her eligibility in all respects. If at any stage after issue of the admit card a candidate is found ineligible for admission for this examination, his / her candidature will be cancelled without further reference to him / her. No candidate shall be allowed to take the examination unless he / she holds an admit card.
- vi. **The Public Service Commission, West Bengal, shall have discretion to fix qualifying marks in any paper/all papers/at each level of examination i.e. written and interview and in the aggregate for all the categories of vacancies.**

Medical Examination : Candidates who will be selected for appointment will be required to appear before a Medical Board for certificates of their fitness for Government service in the form prescribed for the purpose.

Canvassing : Any attempt on the part of a candidate to enlist support for his / her application through persons, officials of Government, or agencies will disqualify him / her for appointment. Spontaneous recommendations from persons interested in the candidates, or otherwise known to them, will be disregarded and will render the candidates ineligible.

Results of the Examination : The names of the candidates called to Personality Test and those recommended for appointment will be published provisionally subject to determination of eligibility of the candidates in all respects and verification of original certificates etc. If at any stage of such verification any candidate is found ineligible, his / her candidature / allotment will be cancelled.

Commencement of submission of online application : **The 29th February, 2016 from 11:30 a.m.**

Closing date for submission of online application : **The 16th March, 2016 (upto 12-00 midnight)**

For further details and assistance the candidates may contact the following numbers on any working day from 11-00 a.m. to 4-00 p.m.

(033) 2419-8187 [For general information]