

**PUBLIC SERVICE COMMISSION, WEST BENGAL**  
**ENGLISH TYPISTS' (BASIC GRADE) RECRUITMENT EXAMINATION, 2010**  
**ADVERTISEMENT NO. 6/2010**

Applications are invited from Indian Citizens or such other nationalities as are declared eligible by the Govt. of India for the **English Typists' (Basic Grade) Recruitment Examination, 2010** to be conducted by the Public Service Commission, West Bengal for recruitment to the vacant posts of English Typists in the West Bengal Secretariats, Directorates and in the Govt. offices of the districts under the rule making power of the Govt. of West Bengal. All appointments will initially be made on a temporary basis.

The **English Typists' (Basic Grade) Recruitment Examination, 2010** shall be held in two successive stages viz. (1) Preliminary Examination (Objective type) and (2) Main Examination (Type test). The Preliminary Examination is meant to serve as a screening test only. It will be held simultaneously in Kolkata and other District Centres over the State. The **Main Examination** will be held in **Kolkata** centre only.

**Pay** : (PB-2) Rs.5,400-25,200/- + Grade Pay of Rs.2,600/-

Gross emoluments at the entry level : **Rs.11,227/-** besides M.A. and H.R.A. admissible as per rules.

**No. of vacancies** will be announced later. Some of the vacancies to be filled on the results of the examination may be reserved for S.C., S.T. and B.C. candidates of West Bengal and Persons with Disabilities and Ex-Servicemen as per Govt. Rules.

**Qualifications** :

- (i) Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent.
- (ii) Basic Knowledge of Computer operation to be supported by a certificate from any recognized Institute/Institute of repute.
- (iii) **Ability to transcribe at the rate of 30 words per minute to be tested by the Commission at the Main Examination.**
- (iv) **Ability to read, write and speak in Bengali (Not required for recruitment in the case of Nepali speaking candidates from the Hill areas of District of Darjeeling).**

**Candidates having one leg, both legs, one arm and partially deaf (with suitable aid) and partially blind candidates having the ability to perform work by sitting, standing, bending, seeing, reading and writing are suitable for the post. Persons with disabilities of other nature including candidates suffering from blindness or low vision (Other than those as mentioned above) are unsuitable for the post.**

**Age** : Not less than 18 years and not more than 37 years on 01.01.2010 (i.e. born not earlier than the 2<sup>nd</sup> January, 1973 and not later than the 1<sup>st</sup> January, 1992).

The benefits of reservation of vacancies and upper age concession upto 5 years are admissible only to SC and ST candidates of West Bengal and upto 3 years to BC candidates of West Bengal and upto 45 years for persons with disabilities having disability of 40% and above as per Govt. Rules. SC, ST and BC candidates of other States may apply for unreserved vacancies as General candidates. Proof of belonging to a SC or ST or BC or persons with disability must be submitted along with the application form and no claim in this regard will be entertained afterwards. Upper age limit is also relaxable for Ex-Servicemen who have put in not less than six months' continuous service in any rank (whether as a Combatant or as a Non-Combatant) in the Armed Forces of the Union. For such Ex-Servicemen the upper age limit is relaxable by three years more than the period of his service in the Armed Forces.

**FEE** : **Candidates must enclose with their applications a fee of Rs.110/- (Rupees One Hundred and Ten) only by Indian Postal Order which must be purchased on a date after publication of this advertisement and crossed and endorsed to the Secretary, Public Service Commission, West Bengal or by a receipted challan from a Govt. Treasury in West Bengal of the Reserve Bank of India, Kolkata under the head "0051-00-105-State PSC Examination fees-001-Examination fees-16 other fees". The Postal Orders should be made payable at G.P.O., Kolkata. Money Order, Cheque, Bank Draft, Cash etc. will not be accepted. No application will be considered unless accompanied with the requisite application fees.**

**SC/ST candidates of West Bengal and Persons with Disabilities (40% and above) are not required to pay any fee. No fee exemption is available to BC candidates. No claim for refund of the fee will be entertained nor will it be held in reserve for any other examination.**

**WEBSITE FOR GUIDANCE OF CANDIDATES :**

'Important Information', 'Scheme and Syllabus' of the examination in detail and the 'Application Format' are obtainable through the Commission's Website at : <http://www.pscwb.org.in>

Closing date for receipt of application : **THE 17<sup>TH</sup> AUGUST, 2010.**

## **IMPORTANT INFORMATION**

1. The qualification prescribed in the advertisement are as per the notified recruitment rules issued by Govt.
2. (a) A candidate claiming to be SC, ST or BC must have a certificate in the prescribed format in support of his/her claim from a competent authority of West Bengal as specified below:-
  - 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.

[ vide the West Bengal SCs and STs (Identification) Act, 1994 at SCs & STs Welfare Department Order No.261-TW/EC/MR-103/94 dated 06.04.1995).

- (b) For Persons with Disabilities (vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999.)

Certificate issued by a Medical Board constituted at Govt. Medical College Hospitals, District Hospitals, Sub-Divisional Hospitals and Block Level Hospitals.

3. Candidates in service of Govt., a local or Statutory Body must submit their applications in prescribed form with the requisite documents direct to the Commission's Office within the closing date. They are required to submit an undertaking (as in the declaration printed in the Application Form) to the effect that they have informed, in writing, their Head of Office/Department as to their applying for the examination.

A certificate in Original must be submitted from the appointing authority, where necessary, for relaxation of age.

#### 4. **OPTION FOR VACANCIES :**

Candidates shall have to exercise their option in the application for the vacancies – (a) In the Secretariat **or** Directorate **and** in one district to be specified therein by stating order of preference between the two, **or** (b) in the Secretariat only, **or** (c) in the Directorates only, **or** (d) in one district only to be specified therein.

The candidate who opts for a district will write down the name of the district in the appropriate box from the list given below and will be considered for vacancy in that district only.

#### **List of the Districts**

Kolkata, South 24-Parganas, North 24-Parganas, Howrah, Hooghly, Burdwan, Birbhum, Bankura, Purulia, Paschim Medinipur, Purba Medinipur, Nadia, Murshidabad, Malda, Dakshin Dinajpur, Uttar Dinajpur, Cooch Behar, Jalpaiguri & Darjeeling.

#### 5. **CHOICE OF EXAMINATION CENTRE :**

The candidate will have to choose the examination centre from the following list. Failure to comply with this instruction will lead to rejection of the application.

#### **Names of the Examination Centres**

<b>District</b>	<b>Examination Centres</b>	<b>District</b>	<b>Examination Centres</b>
Kolkata	Kolkata (South)	Paschim Medinipur	Medinipur
	Kolkata (North)	Purba Medinipur	Contai
South 24-Parganas	Baruipur	Nadia	Kalyani
North 24-Parganas	Barasat	Murshidabad	Berhampore
Howrah	Howrah	Malda	Malda
Hooghly	Chinsurah-Chandannagore	Dakshin Dinajpur	Balurghat
Burdwan	Burdwan	Uttar Dinajpur	Raigunj
Birbhum	Suri	Cooch Behar	Cooch Behar
Bankura	Bankura	Jalpaiguri	Jalpaiguri
Purulia	Purulia	Darjeeling	Siliguri

The **Main Examination** will be held in **Kolkata** centre only.

6. **QUALIFICATIONS :**

- (i) Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent.
- (ii) Basic Knowledge of Computer operation to be supported by a certificate from any recognized Institute/Institute of repute.
- (iii) **Ability to transcribe at the rate of 30 words per minute to be tested by the Commission at the Main Examination.**
- (iv) **Ability to read, write and speak in Bengali (Not required for recruitment in the case of Nepali speaking candidates from the Hill areas of District of Darjeeling).**

**Candidates having one leg, both legs, one arm and partially deaf (with suitable aid) and partially blind candidates having the ability to perform work by sitting, standing, bending, seeing, reading and writing are suitable for the post. Persons with disabilities of other nature including candidates suffering from blindness or low vision (Other than those as mentioned above) are unsuitable for the post.**

7. **AGE :**

Not less than 18 years and not more than 37 years on 01.01.2010 (i.e. born not earlier than the 2<sup>nd</sup> January, 1973 and not later than the 1<sup>st</sup> January, 1992).

The benefits of reservation of vacancies and upper age concession upto 5 years are admissible only to SC and ST candidates of West Bengal and upto 3 years to BC candidates of West Bengal and upto 45 years for persons with disabilities having disability of 40% and above as per Govt. Rules. SC, ST and BC candidates of other States may apply for unreserved vacancies as General candidates. Proof of belonging to a SC or ST or BC or persons with disability must be submitted along with the application form and no claim in this regard will be entertained afterwards. Upper age limit is also relaxable for Ex-Servicemen who have put in not less than six months' continuous service in any rank (whether as a Combatant or as a Non-Combatant) in the Armed Forces of the Union. For such Ex-Servicemen the upper age limit is relaxable by three years more than the period of his service in the Armed Forces.

8. Completed application must be submitted along with the photocopies of the documents regarding citizenship (by registration), age, qualification and experience either self-certified or attested by competent authority.
9. Application Forms, not properly filled in or incomplete in any respect or without requisite documents would be summarily rejected. Wilful suppression of any material fact will also be similarly dealt with.
10. Submission of more than one application is strictly forbidden. Candidature of those who submit more than one application shall be rejected.
11. One copy of candidates' recent passport size photograph duly signed by him/her (An identical copy of the photograph will be required for pasting on the Attendance Sheet to be sent by this office along with the Admit Card for eligible candidates.) must be pasted on the application form.

12. **FEE :**

**Candidates must enclose with their applications a fee of Rs.110/- (Rupees One Hundred and Ten) only by Indian Postal Order which must be purchased on a date after publication of this advertisement and crossed and endorsed to the Secretary, Public Service Commission, West Bengal or by a receipted challan from a Govt. Treasury in West Bengal of the Reserve Bank of India, Kolkata under the head "0051-00-105-State PSC Examination fees-001-Examination fees-16 other fees". The Postal Orders should be made payable at G.P.O., Kolkata. Money Order, Cheque, Bank Draft, Cash etc. will not be accepted. No application will be considered unless accompanied with the requisite application fees.**

**SC/ST candidates of West Bengal and Persons with Disabilities (40% and above) are not required to pay any fee. No fee exemption is available to BC candidates. No claim for refund of the fee will be entertained nor will it be held in reserve for any other examination.**

13. The Public Service Commission, West Bengal may make enquiries about the integrity of the candidates and other particulars regarding suitability and eligibility. If any candidate fails to furnish any certificate or other relevant documents or information relating to his/her candidature within the time specified by the Commission, his/her claim for allotment may be passed over without further reference to him/her.
14. 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.
15. A candidate must abide by the instructions as may be given by Supervisor/Invigilator 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.

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.

16. Candidates must fulfil the essential qualifications by the closing date.
17. Canvassing in any form will disqualify the candidate.

**Application in the given proforma as available in the Commission's website [<http://www.pscwb.org.in>] may be submitted personally in open condition at the enquiry counter of the Commission's office at 161-A, S. P. Mukherjee Road, Kolkata – 700 026 between 11-00 a.m. and 3-30 p.m. on all working days (Saturdays and Sundays are holidays) or sent by post (strictly by registered or speed post or U.C.P.) on or before the closing date addressed to the Deputy Secretary (Examination), Public Service Commission, West Bengal at the above address superscribing on the envelope the advertisement no. and name of the examination. Applications received after the closing date shall be rejected. The application form shall be filled in candidate's own handwriting in blue/black ink and signed by him/her.**

Closing date for receipt of application : **THE 17<sup>TH</sup> AUGUST, 2010.**

**PUBLIC SERVICE COMMISSION, WEST BENGAL**

**ENGLISH TYPISTS' (BASIC GRADE) RECRUITMENT EXAMINATION, 2010**

**SCHEME AND SYLLABUS**

The scheme and syllabus of the examination shall be as detailed in the Schedule below :-

**SCHEDULE**

The Examination shall be held in two successive stages viz.

- (I) Preliminary Examination (Objective Type) and
- (II) Main Examination (Type Test).

**I. Preliminary Examination (Objective Type) :**

- 1. The Preliminary Examination is meant to serve as a screening test only for the purpose of selection of candidates for the Main Examination.
- 2. The marks obtained in this examination by the candidates shall not be considered for final selection. Only those candidates who will be declared qualified at the Preliminary Examination will be eligible for admission to the Main Examination.
- 3. The Preliminary Examination will consist of one paper having objective type multiple choice questions as per following Schemes :-

<b>Subject</b>	<b>Mark</b>	<b>Time</b>
(a) General English	30 Marks	One hour.
(b) Current Affairs	20 Marks	

**II. Main Examination (Type Test) :**

- 1. Every candidate shall be required to type 450 words in 15 minutes from a manuscript of English Passage to be supplied by the Commission.
- 2. The maximum percentage of error admissible shall not be more than 5 (five) per centum.

**Note :** The Public Service Commission, West Bengal, shall have the discretion to fix qualifying marks for both Preliminary and Main Examination. The Commission may hold the Preliminary Examination in more than one batch on the stipulated date.

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**PUBLIC SERVICE COMMISSION, WEST BENGAL**

**ENGLISH TYPISTS' (BASIC GRADE) RECRUITMENT EXAMINATION, 2010**

**APPLICATION FORMAT**

**ADVERTISEMENT NO. 6/2010**

( Closing date for receipt of Application : **The 17<sup>th</sup> August, 2010** )

Roll No.
(Space for office use )

Space for pasting recent passport size <b>PHOTOGRAPH</b> of the candidate with his/her full signature thereon.
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**CAUTION**

(i) A candidate must consult the “**Important Information**” available with advertisement in the Commission’s Website, then use the prescribed application format and fill in the application form correctly against all the items in his/her own handwriting with ball point pen of black/blue ink and furnish required particulars/documents. If any item(s) of the application is considered inapplicable to the candidate he/she should write ‘**NOT APPLICABLE or (N.A.)**’ against the particular item(s) and in any case **no item of the application should remain unfilled.**

(ii) Correction/overwriting, if any, should be accompanied by signature of the candidate.

(iii) *In case the application is not filled in accordance with the above instructions or any of the required documents is not enclosed, it will be treated as incomplete/defective and summarily rejected.*

Note : ***Keeping the application form in front, the particulars/documents are to be stitched with the application securely in the following sequence - I.P.O. or Treasury Challan, in original (not required for SC/ST candidates of W.B. and Persons with Disability), Attested or Self-certified photocopies of (1) Madhyamik or equivalent qualification cert., (2) Age proof certificate, (3) SC/ST/BC/PH/Ex-Serviceman cert. (if applicable), (4) Citizenship Certificate (for candidates acquiring citizenship by registration), (5) Certificate regarding basic knowledge of computer operation from a recognized Institute/Institute of repute & (6) Two Unstamped self-addressed envelopes.***

1. Name in full (IN CAPITAL LETTERS) :
2. Choice of Examination Centre : Name of centre  
\* (Consult list of Examination Centres at the end of the form)
3. (a) I.P.O./Treasury Challan attached for : Rs. \_\_\_\_\_  
(b) I.P.O. No.(s) & Value :  
(c) Treasury Challan No. & Date :
4. Indicate your Community : Genl. SC ST BC  
(Put a ‘✓’ mark in appropriate box. SC/ST/BC candidates not belonging to the State of West Bengal should indicate their community as ‘General’.)  
[IF SC/ST/BC, ATTACH ATTESTED OR SELF-CERTIFIED COPY OF CERTIFICATE]
5. a) Date of birth : Date Month Year  
(Attach self-certified or attested photo-copy of age-proof certificate)
- b) Age as on 1<sup>st</sup> January, 2010 : .....years ..... month(s) ..... day(s)

6. (a) Whether you are a person with disability :   
 (Write 'Yes' or 'No' in the box)  
 (IF YES, ATTACH SELF-CERTIFIED OR ATTESTED PHOTO COPY OF CERTIFICATE)
- (b) Indiate category of disability :       
 (Put '✓' mark in the appropriate box)  
 One leg both legs one arm partially deaf partially  
 (with suitable aid) blind
7. Are you an Ex-Serviceman :   
 (Write 'Yes' or 'No' in the box)  
 (IF YES, ATTACH SELF-CERTIFIED OR ATTESTED PHOTO COPY OF CERTIFICATE)
8. (a) Whether a citizen of India :   
 (Write 'Yes' or 'No')
- (b) If Citizen by registration, write 'Yes' in the box and :   
 attach attested or self-certified copy of certificate.

9. (a) Complete Postal Address for correspondence :  
 including the name of Post Office, Sub-Division,  
 District and Pin Code (IN CAPITAL LETTERS)
- (b) Permanent Address :

10. Father's Name : \_\_\_\_\_
11. (a) Mother tongue :
- (b) Do you have the ability to read, write and :   
 speak in Bengali (Write 'Yes' or 'No')
- (c) Whether you are a Nepali speaking person from :   
 Hill areas of Darjeeling District (Write 'Yes' or 'No')

12. Educational Qualification :  
*[ Attested or self-certified photo copy of certificate must be attached to the application. Attach extra sheet if necessary ].*

Sl. No.	Examination passed	Year of passing	Name & address of the Institution/Board/Council/University

13. Do you possess basic knowledge of computer operation ? : Yes No  
 (Put '✓' mark in the appropriate box)    
 [ Attach attested or self-certified photocopy of certificate Issued by a recognised Institute/Institute of repute ]

14. **Option for vacancies**

A candidate should exercise his/her option by filling clause 'a' or clause 'b' and put 'N.A.' in the boxes against the remaining options.

In case a candidate opts for clause 'a', he/she should fill in both clause 'a'(i) & 'a'(ii) indicating the order of preference clearly in the right hand side box.

**Example :** In case a candidate opts for 'a', chooses to exercise option for vacancies in the Secretariat or Directorate and a district also and puts his/her order of preference for the district ahead of Secretariat or Directorate, he/she should fill in the boxes in the following manner :

Secretariat or Directorate	Preference 2
Name of one District	1

In case a candidate opts for clause 'b', he/she should put '✓' mark / fill in clause 'b'(i) or 'b'(ii) or 'b'(iii).

**a.**

(i) Vacancies in the Secretariat **or** in the Directorate [write either Secretariat **or** Directorate in the left hand side box] :  Write either Secretariat or Directorate Preference (Write 1 or 2)

(ii) Name one district of West Bengal (Write the name of the district clearly in the left hand side box) :  Name of district

**b.** If you do not like to opt for vacancies in Secretariat or Directorate **as also** one district as above, then whether you opt for vacancies

i) In the Secretariat only (Put '✓' mark in the box) :

**or**

ii). In the Directorate only (Put '✓' mark in the box) :

**or**

iii). In one District of West Bengal only [ Specify the name of the particular District ] :  **Name of District**

15. **List of documents enclosed (Put '✓' mark in the box) :**

Sl. No.	Documents	Yes	No	Sl. No.	Documents	Yes	No
i)	IPO/Treasury Challan			v)	Proof of Age		
ii)	SC/ST/BC Certificate			vi)	Disability Certificate		
iii)	Qualification Certificate(s)			vii)	Ex-Serviceman Certificate		
iv)	Basic Computer Knowledge Certificate			viii)	Two Unstamped Self-addressed Envelopes		

### DECLARATION

I solemnly declare that (a) all statements made in this application are true, complete and correct, (b) original documents will be produced on demand (c) I agree to take the Examination on the condition that the Commission may cancel my candidature if at any time I am found ineligible for admission to the Examination and (d) I have submitted no other application for this examination.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the candidate in full  
(not in capital letters)

**\*Examination Centres :**

Kolkata (South)	Chinsurah-Chandannagore	Medinipur	Balurghat
Kolkata (North)	Burdwan	Contai	Raigunj
Baruipur	Suri	Kalyani	Cooch Behar
Barasat	Bankura	Berhampore	Jalpaiguri
Howrah	Purulia	Malda	Siliguri