

**APPLICATION FORMAT**  
**PUBLIC SERVICE COMMISSION, WEST BENGAL**

**161-A, S. P. MUKHERJEE ROAD, KOLKATA – 700 026**

Advt. No. 12/2009

Closing date for receipt of application : 22<sup>nd</sup> December, 2009

Space for  
pasting recent  
passport size  
photograph  
duly signed by  
the candidate

**CAUTION**

(i) A candidate must consult the "Information Brochure" for the examination, 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 duly authenticated 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 with a durable thread in the following sequence – (1) 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 (2) Madhyamik or equivalent qualification cert., (3) Bachelor Degree certificate (4) SC/ST/BC/PH cert. (if applicable), (5) Citizenship Certificate (for candidates acquiring citizenship by registration) and (6) Self-addressed envelopes (unstamped).**

1. (a) Name of the post applied for :
- (b) Advertisement No. :
- (c) Item No. :
2. Name in full (in Capital Letters) :
- 3 (a) Indian Postal Order/Treasury Challan : Rs-\_\_\_\_\_ No.\_\_\_\_\_ date \_\_\_\_\_  
Rs-\_\_\_\_\_ No.\_\_\_\_\_ date \_\_\_\_\_
- (b) Name of issuing Post Office with address :
4. Date of birth according to Madhyamik or equivalent examination certificate :
5. Sex (Male/Female) :
6. (a) (i) Do you belong to S.C./S.T./B.C. of West Bengal ? :  
If so, mention your community (i.e SC/ST/BC)  
(S.C./S.T./B.C. candidates of other States  
will be treated as 'General')
- (ii) Designation of issuing authority  
of S.C./S.T./B.C. Certificate :
- (b) Are you a Person with Disability (State 'Yes' or 'No' ) :  
(if Yes, specify the category of disability)
7. Postal address in full (in capital letters) to which communication should be sent (mentioning Post Office, Sub-Division, District and PIN CODE). :
8. Permanent address (in capital letters) :
9. (a) Whether citizen of India :  
(Write 'Yes' or 'No')
- (b) Whether a natural citizen or a citizen by registration.  
(If by registration, attach attested or self-certified photocopy of certificate) :

10. (a) Father's Name :  
 (b) Husband's Name :

11. Do you claim relaxation of age limit ?  
 If so, state reason :

12. Do you possess qualifications as per advertisement : Yes/No

13. Academic Qualifications (attach extra sheets if necessary)

| Name of Examinations passed | Name of Board/University/Institute | Division/Class | Year of passing | % of Marks obtained | Subject(s) taken |
|-----------------------------|------------------------------------|----------------|-----------------|---------------------|------------------|
|                             |                                    |                |                 |                     |                  |
|                             |                                    |                |                 |                     |                  |
|                             |                                    |                |                 |                     |                  |

14. (a) Do you have the ability to read, write and speak in Bengali :  
 (Write Yes/No)  
 (b) Whether you are a Nepali Speaking person from the hill :  
 area of Darjeeling District(Write Yes/No) :  
 (c) Mother Tongue :

15. If debarred previously by the Commission from appearing at : Year Examination Roll No.  
 any examination/selection – give details

16. If you have, at any time, been employed (including present assignment), give details (attach extra sheet, if necessary):

| Name of Post | Institution/Office where employed | Permanent or Temporary | Date of joining (exact date) | Date of leaving (exact date) | Cause of leaving | Pay, Basic pay last drawn and total pay |
|--------------|-----------------------------------|------------------------|------------------------------|------------------------------|------------------|---|
|              |                                   |                        |                              |                              |                  |   |

17. Any other relevant information with reference to the :  
 requirement of the post (attach extra sheet, if necessary)

18. **CERTIFICATE FROM THE HEAD OF THE OFFICE**  
 (Applicable for the Posts of Jr. Bengali Reporter only)

Certified that Shri/Smt. .... is an employee of West Bengal Legislative Assembly Secretariat holding post of ..... in the said Secretariat with effect from ..... (exact date of joining).

Date :

\_\_\_\_\_  
 Signature of the Head of Office

OFFICE SEAL

19. List of documents enclosed :

## **DECLARATION**

I hereby declare that (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false my candidature is liable to be cancelled (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 the admission, (d) I have submitted no other application for this post.

\*(e) (Only for candidates serving under Govt./Statutory body/Govt. undertaking) I have informed the Head of my office/Department in writing that I am applying for this post.

\*Strike out if not applicable.

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

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

\_\_\_\_\_  
**Signature of the candidate in full**

Note : Each of the following documents must be attached to the application :

- (i) I.P.O./Treasury Challan in original for Rs.210/-/ Rs.160/- (as applicable) (for candidates other than S.C/S.T of West Bengal and Persons with Disabilities candidates).
- (ii) Attested or self-certified photo copies of Madhyamik or equivalent Certificate;
- (iii) Marksheet for each examination passed;
- (iv) S.C./S.T./B.C./Person with Disability certificate
- (v) For other documents if any with reference to the requirement of the post applied for &
- (vi) Certificate of the Head of office in case of age relaxation for the Post of Junior Bengali Reporter.