

PUBLIC SERVICE COMMISSION, WEST BENGAL
161-A, S.P. MUKHERJEE ROAD, KOLKATA – 700 026
ENGLISH REPORTERS', BENGALI REPORTERS', JUNIOR BENGALI
REPORTERS' AND LOWER GRADE ASSISTANT TRANSLATOR (BENGALI)
RECRUITMENT EXAMINATION, 2009

ADVERTISEMENT NO. 12/2009

INFORMATION BROCHURE

A competitive examination will be held by the Public Service Commission, West Bengal in Kolkata for recruitment to the posts of 1) English Reporter, 2) Bengali Reporter, 3) Junior Bengali Reporter under the West Bengal Legislative Assembly Secretariat and 4) Lower Grade Assistant Translator (Bengali) in Home (Political) Deptt., W.B. All appointments will initially be made on a temporary basis.

Scale of Pay :

English/Bengali Reporters : PB-4, Rs.9,000 – 40,500/- + Grade Pay Rs.5,400 plus other allowances as admissible.

Junior Bengali Reporters : PB-3, Rs.7,100 – 37,600/- + Grade Pay Rs.3,600 plus other allowances as admissible.

Lower Grade Assistant Translator (Bengali) : PB-3, Rs.7,100 – 37,600/- + Grade Pay Rs.3,900 plus other allowances as admissible.

RULES & SYLLABUS FOR THE EXAMINATION : for the posts 1) English Reporter, 2) Bengali Reporter, 3) Junior Bengali Reporter, the examination will be held in two stages.

(i) Part – I

(ii) Part – II

N.B. : The Part-I examination will consist of one paper ((i.e. Paper-I). The Part-II examination will consist of Paper-II & Paper-III and Personality Test. The final merit list of candidates will be prepared on the basis of total marks obtained in Part-I & Part-II examinations and the Personality Test.

SYLLABUS

Part - I

PAPER-I ; ENGLISH/BENGALI – 100 MARKS (TIME : 3 HOURS)

The examination will consist of conventional type questions. Questions will be asked on the following items :-

Essay Writing – 25 Marks

Precis Writing – 25 Marks

Drafting of a report – 20 Marks

Grammar – 30 Marks

(Spelling of words, Correction, Punctuation, Synonyms & Antonyms and Framing of sentences with Phrases/Idioms/Group verbs)

Part - II

PAPER-II : TYPING IN ENGLISH/BENGALI – 100 MARKS

English Reporter - For 10 minutes @ 40 words per minute from a legible manuscript.

Bengali Reporter/Junior Bengali Reporter - For 10 minutes @ 30 words per minute from a legible manuscript.

PAPER-III : DICTATION AND TRANSCRIPTION – 200 MARKS

For English Reporter

Dictation for 6 minutes @ 140 words per minute followed by transcription of the notes in candidates' own handwriting for an hour.

For Bengali Reporter

Dictation for 6 minutes @ 120 words per minute followed by transcription of the notes in candidates' own handwriting for an hour.

For Junior Bengali Reporter

Dictation for 6 minutes @ 80 words per minute followed by transcription of the notes in candidates' own handwriting for an hour.

- N.B. – i) Number of errors admissible in Paper-II and Paper-III and qualifying marks in any or all the papers and in the aggregate shall be fixed at the Commission's discretion.
- ii) The Commission will also have the discretion to fix relaxed standard in fixing qualifying marks for Scheduled Castes, Scheduled Tribes and Backward Class candidates of West Bengal for vacancies reserved for them.

For Lower Grade Assistant Translator (Bengali)

Selection of candidates will be made on the basis of a written examination followed by viva-voce. The written examination shall consist of two papers – each of 100 marks and of 1½ hour duration.

- PAPER – I** : (a) Translation from Bengali into English - 50 marks
(b) Translation from English into Bengali - 50 marks

- PAPER – II** : (a) Bengali Composition - 25 marks
(b) English Composition - 25 marks
(c) General Knowledge and Current Affairs - 40 marks
(d) Terminology - 10 marks

PERSONALITY TEST - for the posts English Reporter, Bengali Reporter and Junior Bengali reporter - 100 marks.

VIVA – VOCE - for the post of Lower Grade Assistant Translator (Bengali) – 50 marks.

QUALIFICATIONS :

- i) Citizenship of India or such other nationalities as are declared eligible by Government of India.
- ii) **English Reporter** : (a) A bachelor's degree with English as one of the combination subjects in the degree course from a recognised University and speed in English Shorthand and Typing 140 and 40 words per minute respectively. (b) Ability to read, write and speak in Bengali (not required for recruitment in the case of candidates from hill areas of the District of Darjeeling i.e. for Nepali-speaking candidates). This will be tested at the time of interview.
- iii) **Bengali Reporter** : A bachelor's degree with Bengali as one of the combination subjects in the degree course from a recognised University and speed in Bengali Shorthand and Typing 120 and 30 words per minute respectively.
- iv) **Jr. Bengali Reporter** : a) A Bachelor's degree with Bengali as one of the combination subjects in Degree course from a recognized University.
b) Speed in Bengali shorthand and typing – 80 words and 30 words per minute respectively.

v) Lower Grade Assistant Translator (Bengali) :

a) Honours or Post Graduate Degree in Bengali.

Or

Honours or Post Graduate Degree in English or Sanskrit with Bengali as a subject at Bachelor Degree level.

b) Sufficient command over Bengali and English.

c) Ability of a high order to make reliable translation from Bengali to English and vice-versa.

vi) **Age** not more than 32 years as on 01.01.2009. Relaxable by five years for SC/ST candidates of West Bengal and three years for BC candidates of West Bengal and upto 45 years for Physically handicapped persons having physical disability of 40% and above. In case of Junior Bengali Reporter Upper age limit shall be also relaxable upto ten years for an employee under West Bengal Legislative Assembly Secretariat, who has put in five years of service and has the requisite qualification for the post. The benefits of reservation of vacancies and age concession are admissible only to SC/ST/BC candidates of West Bengal. Such candidates will be required to furnish in support of their claim an attested or self-certified photocopy of certificates in prescribed form from a competent authority of West Bengal as laid down in the West Bengal Scheduled Caste & Scheduled Tribes (Identification) Act, 1994 and West Bengal Commission for Backward Classes Act, 1993 as contained in S.C. and T.W. Department (now renamed as Backward Classes Welfare Deptt.) order No. 261-TW/EC dated 6.4.95. SC, ST & BC candidates of other States may apply for unreserved vacancies as general candidates. A physically handicapped person (40% and above) will be required to produce an attested or self-certified photocopy of certificate in prescribed form in support of his/her claim from a competent authority as laid down in W.B. Persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999. Claims for being considered as a member for the SC, ST & BC or Physically Handicapped person must be supported by furnishing attested or self-certified photocopy of relevant certificates along with the application. No such claim will be entertained after submission of the application.

N.B. : Candidates suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy are not suitable for the posts of Reporters' including Junior Bengali Reporter.

FEE :

Candidates must enclose with their applications a fee of (i) **Rs.210/-** (Rupees two hundred and ten) only for the posts of English/Bengali Reporters and (ii) **Rs.160/-** (Rupees one hundred and sixty) only for the posts of Junior Bengali Reporter/ Lower Grade Assistant Translator(Bengali) in the form of 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 in the form of a receipted challan from a Government Treasury in West Bengal or 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 Orders, Cheques, Bank Drafts, Cash etc. will not be accepted.**

Candidates belonging to SC/ST community of West Bengal and persons with disabilities specified under Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules , 1999 only are not required to pay any fee. The application without fee of such candidates will not be accepted if the same is not accompanied with the self-certified or attested photocopy of SC/ST certificate issued by the competent authority of West Bengal in a prescribed format or P.H. certificate issued by the competent authority. BC candidates of West Bengal are, however, required to pay usual fee as aforesaid. NO EXEMPTION OF FEE IS AVAILABLE TO SC/ST/BC CANDIDATES OF OTHER STATES. No claim for refund of the fee will be entertained nor will it be held in reserve for any other examination.

A candidate should send with his/her application the followings :-

- i) One passport-size copy of his/her recent photograph bearing his/her signature in ink on the front side, which should be pasted in the space provided in the application form.
- ii) Attested or self-certified photocopy of certificates of age, educational qualifications, caste and category.
- iii) Requisite fees, if applicable.
- iv) Two self-addressed unstamped envelopes (27 cm. x 13 cm.).

Admission to the examination will be deemed provisional subject to determination of candidate's eligibility and suitability in all respects and verification of original certificates. If at any stage after issue of admit card, a candidate is found to be ineligible for admission to the examination in terms of the advertisement his/her candidature will be cancelled without further reference to him/her.

** Candidates in service of Government, a local or statutory body are required to submit an undertaking that they have informed their Head of Office/Department in writing that they have applied for the examination. If, however, a communication is received by the Commission from their employers withholding permission to them, their applications shall be rejected/candidature shall be cancelled by the Commission.

** Those appointed after submission of their applications for admission to the examination must furnish forthwith evidence to show that their appointing authorities have no objection to their being selected for new appointments on the results of this examination.

** Candidates who knowingly or willfully furnish incorrect or false particulars or suppress material information will be disqualified, and if appointed, will be liable to dismissal from service.

Candidates intending to apply for more than one category of posts should submit separate application along with the requisite fee for each category of post.

The candidate must abide by 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.

SUBMISSION OF APPLICATION :

Candidates may submit their applications by Speed Post/Registered Post/Under Certificate of Posting addressed to the Deputy Secretary (Examination), Public Service Commission, West Bengal, 161-A, S.P. Mukherjee Road, Kolkata – 700 026 so as to reach this office within the closing date (i.e. the 22nd December, 2009) for receipt of applications. Name of the examination should invariably be written on the envelope containing the completed application. Applications may also be submitted personally/per bearer at the Commission's office at the above address between 11:00 a.m. and 3:30 p.m. on all working days against receipt to be issued by the Commission's office. Saturdays and Sundays are holidays.

- CAUTION :**
- i) Candidate should fill in the application form in his/her own handwriting with black/blue ball point pen. APPLICATION WITH DEFECT IN ANY RESPECT WILL BE SUMMARILY REJECTED.
 - ii) SUBMISSION OF MORE THAN ONE APPLICATION FOR A PARTICULAR CATEGORY OF POST IS STRICTLY FORBIDDEN. THE CANDIDATURE OF A CANDIDATE, WHO SUBMITS MORE THAN ONE APPLICATION FOR A PARTICULAR CATEGORY OF POST, WILL BE CANCELLED EVEN IF HE/SHE IS ADMITTED TO THE EXAMINATION.

Closing date for receipt of applications : **The 22nd December, 2009.**

SECRETARY,
PUBLIC SERVICE COMMISSION,
WEST BENGAL.