

**PUBLIC SERVICE COMMISSION, WEST BENGAL**  
**ENGLISH STENOGRAPHERS' RECRUITMENT EXAMINATION, 2009**

**ADVERTISEMENT NO. 6/2009**

A competitive examination will be held by the Public Service Commission, West Bengal in **Kolkata** for recruitment to the posts of English Stenographer (Basic Grade) in Schedule-"A" and "B" in the Secretariats, Directorates and certain other offices under the Government of West Bengal. Some of the vacancies to be filled on the results of this examination may be reserved for Scheduled Castes, Scheduled Tribes, Backward Classes of West Bengal and persons with disabilities of 40% and above. All appointments will initially be made on a temporary basis. Pay : Rs. 4000-8850/- (unrevised) plus other allowances as admissible. For Schedule "A" posts, the initial appointments shall be in the third stage of the unrevised time – scale of pay.

**RULES AND SYLLABUS FOR THE EXAMINATION :**

The examination will be common for both Schedule "A" and Schedule "B" posts. Candidates will indicate their option in the application form either for Schedule "A" posts or for Schedule "B" posts or for both indicating the order of preference. Allotment of qualified candidates will be made in order of merit and according to the available number of vacancies having regard to the choice exercised by them.

2. The examination shall consist of the following three papers :-

- i) **Paper-I** : **General English** : 100 marks. 1½ hours duration. Syllabus : Spelling of words, correct use of words, correction of sentences, use of common phrases, synonyms and antonyms and punctuations.
- ii) **Paper- II** : **Dictation and Transcription** : 400 marks. Dictation for 6 minutes @ 80 words per minute followed by transcription of the shorthand notes on typewriters in one hour time.
- iii) **Paper- III** : **Typing** : 100 marks. Typing test for ten minutes @ not less than 30 w.p.m. from a manuscript.

3. i) Number of errors admissible in Paper-II and Paper-III and qualifying marks in any or all of 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/Backward Classes candidates of West Bengal.

The Commission will hold the examination in Paper-I (General English) in the first instance in August, 2009 or thereabout. On the basis of results of the examination of this paper, a limited number of candidates will be allowed to sit for the examination in the other two papers viz., Dictation and Transcription and Typing to be held subsequently.

**AGE :** Not less than **18 years** and not more than **32 years on the 1<sup>st</sup> January, 2009** (i.e. born not earlier than 2<sup>nd</sup> January, 1977). Upper age limit is relaxable by 5 years for SC/ST & 3 years for B.C. candidates of West Bengal and upto **45 years** for persons having physical disability of 40% and above. There shall be no age limit for permanent Schedule "B" Stenographers, permanent Typists, permanent **Steno-Typists** and permanent **Clerk-cum-Typists** who are in service under the Government of West Bengal.

**QUALIFICATIONS :**

- i) Citizenship of India or such other nationalities as are declared eligible by Government of India.
- ii) Pass in **Madhyamik Examination** of the West Bengal Board of Secondary Education or its equivalent.
- iii) Ability to read, write and speak in Bengali (not required for recruitment in the case of Nepali speaking candidates from hill areas of the District of Darjeeling).

**THE CANDIDATES HAVING ONE LEG (WITH CLUTCHES), ONE ARM AND PARTIALLY DEAF (WITH HEARING AID) HAVING THE ABILITY TO PERFORM WORK BY HEARING, READING, TYPING WITH FINGERS, SITTING, STANDING, BENDING, WALKING ARE SUITABLE FOR THE POST. OTHER CATEGORIES OF PERSONS WITH DISABILITIES INCLUDING THOSE SUFFERING FROM BLINDNESS OR LOW VISION ARE UNSUITABLE FOR THE POST.**

**FEE :**

Candidates must enclose with their applications a fee of Rs. 150/- (Rupees one hundred and fifty) only 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 Original Treasury 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". Money Orders, Cheques, Bank Drafts, Cash etc. will not be accepted. No application will be considered unless accompanied with the requisite application fees.

Candidates belonging to SC/ST community of West Bengal and persons with disabilities specified under West Bengal persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999 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 attested copy of SC/ST/PH certificates. Such exemption of fees is, however, not applicable to any BC candidate. No claim for refund of the fee will be entertained nor will it be held in reserve for any other examination.

A candidate claiming for relaxation of age as a permanent Schedule "B" Stenographer/permanent Typist/permanent Steno-Typist/permanent Clerk-cum-Typist under Government of West Bengal must obtain a certificate from his/her appointing authority in the appropriate place of the application form.

- N.B. :**
- i) The benefits of reservation of vacancies and age concession are admissible only to SC, ST & BC candidates of West Bengal and Persons with disabilities of 40% and above only. Such candidates must furnish along with the application an attested or self-certified photocopy of certificate in prescribed form in support of their claim from a competent authority of West Bengal as laid down in the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 & SCs & STs Welfare Department Order No.261-TW/EC/MR-103/94 dt. 06.04.1995. SC, ST & BC candidates of other States will be treated as general candidates. Persons with disabilities must produce along with the application an attested or self-certified photocopy of certificate in prescribed form in support of his/her claim from a competent authority vide W.B. persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rule, 1999. No claim for being a member of SC, ST and BC or a Person with disability will be entertained after submission of the application.
  - ii) 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.
  - iii) A candidate, in service of Government/a Local or Statutory Body/Public Undertaking must send his/her application to the Commission within the closing date under intimation to his/her employer. His/her application shall be rejected/candidature cancelled if his/her employer withholds permission to him/her.
  - iv) A candidate furnishing incorrect or false particulars or suppressing material information will be disqualified and, if appointed, will be liable to dismissal from service. Defective/incomplete applications will be summarily rejected.
  - v) Completed application must be submitted with (i) requisite fee through I.P.O./Treasury Challan of **Rs.150/-** in original (for candidates other than SC/ST of West Bengal and persons having physical disabilities of 40% and above); (ii) one copy of recent passport size photograph duly signed by the candidate and pasted on the application (an identical copy of the photograph will be required for pasting on the Attendance Sheet to be sent by the office along with the Admit Card); (iii) photocopies of certificates regarding age, qualification and in support of claim for SC/ST/BC issued by competent authority of W.B. and for Persons with disabilities by competent authority either self-certified or duly attested by a Group - 'A' Officer of the Central/State Government or Head of a recognized Secondary School or College ; (iv) two self-addressed envelopes – one with postage stamp of Rs.5/- affixed on it.
  - vi) Candidates must abide by instructions 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 to expulsion from the examination hall and/or such other punishment as the Commission may deem fit to impose on him/her.
  - vii) A candidate having been reported against by the Supervisor of the examination centre for violating any of the instructions or for adopting unfair means at the examination hall will be punished with cancellation of candidature and also debarment from appearing at future examinations/selections as may be decided by the Commission according to the circumstances of the case.

Application in the given proforma typed/printed on thick foolscap size (32 c.m. x 21 c.m.) white paper may be submitted personally in a closed cover 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 03:30 p.m. on all working days (Saturdays and Sundays are holidays) or sent by post (strictly by Registered or U.C.P.) addressed to the Deputy Secretary (Examination), Public Service Commission, West Bengal, at the above address superscribing on the envelope (i) Advertisement No and (ii) Name of the Examination. Application must reach the office of the Commission within the closing date i.e. **the 10<sup>th</sup> July, 2009**.

Submission of more than one application is strictly forbidden. The candidature of a candidate who submits more than one application for admission to the examination, will be cancelled even if he/she is admitted to the same.

#### **4. CANVASING IN ANY FORM WILL DISQUALIFY THE CANDIDATURE.**

WEBSITE FOR GUIDANCE OF CANDIDATES ; The candidates may obtain the information of the examination in detail along with the Application Format through the Commission's Website at : <http://www.pscwb.org.in>. Application Forms downloaded from the website will also be accepted.