

**District Level Staff Recruitment Committee,
Birbhum Zilla Parishad
Suri, Birbhum**

Employment Notification No.01/DLSRC/BZP/2016

Dated: 21/07/2016

Recruitment to various posts of Birbhum Zilla Parishad

Applications in prescribed format are invited from Indian citizen as defined in Part-II of the Constitution of India for recruitment to different posts at the office of the Birbhum Zilla Parishad. Willing candidates shall be required to apply online in the website <http://birbhumzp.org> from 27.07.2016 to 10.08.2016 up to 5 pm as the closing date. The relevant particulars like name of the posts, qualification, age limit, scale of pay and vacancy position under each category of posts are stated in the following table. A candidate must go through the instruction thoroughly and carefully before submitting online application. **Any omission/suppression of information/ fake information shall lead to rejection of application or candidature at any stage of the process without further intimation.** The conditions so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by the District Level Staff Recruitment Committee, Birbhum Zilla Parishad. All appointments will initially be made on a temporary basis.

Sl. No. of the Post	Name of the post	Eligibility Criteria			No. of Vacancies	Scale of Pay
		Essential	Desirable	Age		
1	Sub-Assistant Engineer (Civil)	A) Must be a citizen of India as defined in part-II of the constitution of India. B) Diploma in Civil Engineering from any Council or Board recognised by the State Govt.	Nil	Age as on 01/01/2016:: UR- 18-40 Yrs SC- 18-45 Yrs	Total-02 SC -01 UR-01	Pay Band-4 Rs.9000-40500/- + Grade Pay Rs.4400/- and other allowances will also be admissible as per Government orders in force.
2(a)	Stenographer (English)	A) Must be a citizen of India as defined in part-II of the constitution of India. B) Bachelor degree from a recognised University and ability to take dictation at a speed of at least eighty words per minute, and typing speed of at least forty words per minute in English. Knowledge in using personal computer is essential.	Nil	Age as on 01/01/2016:: ST- 18-45 Yrs	Total-01 ST-01	Pay Band-3 Rs.7100-37600/- + Grade Pay Rs.3600/- and other allowances will also be admissible as per Government orders in force.
2 (b)	Stenographer (Bengali)	A) Must be a citizen of India as defined in part-II of the constitution of India. B) Bachelor degree from a recognised University and ability to take dictation at a speed of at least seventy words per minute and typing speed of at least thirty words per minute in Bengali. Knowledge in using personal computer is essential.	Nil	Age as on 01/01/2016:: OBC-A- 18-43Yrs	Total-1 OBC-A-01	Pay Band-3 Rs.7100-37600/- + Grade Pay Rs.3600/- and other allowances will also be admissible as per Government orders in force.

Sl. No. of the Post	Name of the post	Eligibility Criteria			No. of Vacancies	Scale of Pay
		Essential	Desirable	Age		
3	Computer Assistant	<p>A) Must be a citizen of India as defined in part-II of the constitution of India.</p> <p>B)</p> <p>i) Bachelor degree from a recognised University.</p> <p>ii) 1 (one) year full time Post Graduate Diploma in Computer Application Course (PGDCA) from an Institute recognised by UGC/AICTE/Government of West Bengal.</p> <p>Or</p> <p>Diploma in Computer Science or Information Technology from a Polytechnic recognised by AICTE</p> <p>Or</p> <p>B.Sc (Hons) in Computer Science</p> <p>Or</p> <p>B.C.A. degree from a recognized University.</p>	Nil	Age as on 01/01/2016:: UR- 18-40 Yrs	Total-01 UR-1	Pay Band-3 Rs.7100-37600/- + Grade Pay Rs.3600/- and other allowances will also be admissible as per Government orders in force.
4	Assistant Cashier	<p>A) Must be a citizen of India as defined in part-II of the constitution of India.</p> <p>B) Passed Madhyamik or equivalent examination having secured at least 50% marks in aggregate of any recognized University, Board or council.</p>	Nil	Age as on 01/01/2016:: GEN- 18-40 Yrs	Total-01 UR-01	Pay Band-2 Rs.5400-25200/- + Grade Pay Rs.2600/- and other allowances will also be admissible as per Government orders in force
5	Lower Division Assistant	<p>A) Must be a citizen of India as defined in part-II of the constitution of India.</p> <p>B) Passed Madhyamik or equivalent examination having secured at least 50% marks in aggregate of any recognized University, Board or council.</p>	Knowledge in using personal computer is desirable.	Age as on 01/01/2016:: SC- 18-45 Yrs ST- 18-45 Yrs OBC-A- 18-43Yrs SC(EC) – 18-45 Yrs	Total -04 SC-01 ST-01 OBC A-01 SC(EC)-01	Pay Band-2 Rs.5400-25200/- + Grade Pay Rs.2600/- and other allowances will also be admissible as per Government orders in force
6 (a)	Typist (English)	<p>A) Must be a citizen of India as defined in part-II of the constitution of India.</p> <p>B) Passed Madhyamik or equivalent examination having secured at least 50% marks in aggregate of any recognized University, Board or council and have Typing speed of 40 words per minute in English.</p> <p>Knowledge in using personal computer is essential.</p>	Nil	Age as on 01/01/2016:: UR(EC) - 18-40 Yrs ST- 18-45 Yrs	Total – 02 UR(EC)- 01 ST-01	Pay Band-2 Rs.5400-25200/- + Grade Pay Rs.2600/- and other allowances will also be admissible as per Government orders in force

Sl. No. of the Post	Name of the post	Eligibility Criteria			No. of Vacancies	Scale of Pay
		Essential	Desirable	Age		
6 (b)	Typist (Bengali)	A) Must be a citizen of India as defined in part-II of the constitution of India. B) Passed Madhyamik or equivalent examination having secured at least 50% marks in aggregate of any recognized University, Board or council and have Typing speed of 30 words per minute in Bengali. Knowledge in using personal computer is essential.	Nil	Age as on 01/01/2016:: SC- 18-45 Yrs	Total – 01 SC-01	Pay Band-2 Rs.5400-25200/- + Grade Pay Rs.2600/- and other allowances will also be admissible as per Government orders in force
7	Gr-'D'	A) Must be a citizen of India as defined in part-II of the constitution of India. B) Passed at least Class VIII examination of any recognised school.	Nil	Age as on 01/01/2016:: ST- 18-45 Yrs OBC-A- 18-43Yrs OBC-B- 18-43 Yrs OBC-A(EC)- 18-43Yrs OBC-B(EC)- 18-43 Yrs SC (Ex-service man)- 18-50 Yrs	Total –08 ST-02 OBC-A- 01 OBC-B - 01 OBC-A (EC)-01 SC-01 OBC-B (EC)-01 SC(Ex-service Man)- 01	Pay Band-1 Rs.4900-16200/- + Grade Pay Rs.1700/- and other allowances will also be admissible as per Government orders in force.

Note:

- ✓ Conditions of recruitment will be guided by the provisions of the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997 and updated order, clarifications etc.
- ✓ Qualification as stated in the table above must be possessed by the Candidate on or before the date of publication of the advertisement. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his/ her candidature shall be summarily rejected.

Reservation:

- ✓ The benefits for reservation of vacancies and age concession for SC, ST, OBC-A and OBC-B candidates are admissible to SC, ST, OBC-A and OBC-B candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40 % and above and Ex-Serviceman.
- ✓ SC, ST, OBC-A and OBC-B Candidates of other states will be treated as General Candidates.
- ✓ Before final selection, shortlisted candidates belonging to the SC, ST, OBC-A and OBC-B category will be directed to furnish original certificate issued by a competent authority of West Bengal as laid down in the West Bengal Schedule Castes and Schedule Tribes (Identification) Act, 1994 and SC and Tribal Welfare Department order no 261-PW/EC/MR-103/94 dated 06/04/1995, for verification of testimonials in support of their claim.
- ✓ Before final selection of person with disabilities, shortlisted candidates will be directed to furnish original certificate in prescribed form in support of their claim issued by a competent authority as per provision of the West Bengal Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
- ✓ Similarly the Ex-Serviceman candidates shall have to produce relevant documents, in original, in support of their claim in reservation as well as age relaxation at the time of verification.
- ✓ No claim for being a member of SC/ST/OBC-A/OBC-B or a person with disability or Ex- Serviceman shall be entertained at any time after submission of the application.

✓ Particulars and certificates required: A candidate claiming to be SC/ST/OBC-A/OBC-B/Physically Handicapped/Exempted Category must have a certificate in support of his/her claim from a Competent Authority as specified below:-

- For SC/ST/OBC-A/OBC-B candidates [vide the W.B.S.Cs & S.Ts (Identification) Act,1994 and S.Cs & T.W. department order no. 261-TW/EC/MR-103/94 dated 06.04.1995], competent authorities are:-
 - I. In the District, the Sub-Divisional Officer of the sub-Division concerned and
 - II. In Kolkata, District Magistrate, South 24 Parganas or such Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas, on his behalf.
- For Physically Handicapped Candidates /Persons with Disabilities [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Right and Full participation) Rules,1999], competent authorities are:-

A Medical Board Constituted at Government Medical College Hospitals, District Hospitals and Sub-Divisional Hospitals.
- Candidates having Disabilities of 40% and above shall only be considered for age relaxation as well as reservation of posts for Persons with Disabilities. Candidates having disabilities of less than 40% shall be treated as General Candidate and therefore shall neither get benefit of exemption of age relaxation nor reservation of posts for persons with Disabilities.
- For persons belonging to Exempted Category:-

In case of Exempted Category, Candidate should be registered in National Employment Exchange in Bentink Street, Kolkata under Directorate of Employment, West Bengal as belonging to Exempted Category:-

Step-1 :- (Online Registration)

All applicants shall apply for any one post only by submitting their applications in the website <http://birbhurazp.org> through online submission only.

An application form alongwith a unique registration number will be generated thereafter automatically.

This registration number shall be preserved for any future reference and generation of Admit card etc.

After filling up and submission of the application form properly, a print out shall be taken.

After final submission, applicant will receive a Confirmation Message to his/her registered mobile number.

There will no Edit Option after final submission.

Step-2 :- (Generation of Admit Card)

Generation of Admit card for Written Examination. follow website <http://birbhurazp.org>

The applicant will have to generate the Admit Card by putting his/her auto generated Registration Number alongwith his/her date of birth in the respective place.

After generation of the Admit Card, a print out is to be taken.

The lower part of the Admit Card is to be signed by the applicant in presence of the invigilator on the day of examination and to be handed over to the invigilator. Photograph to be affixed in the appropriate place of the Admit Card.

The candidate shall have to bring with him/her the photo identity document, whose number he/she had entered during the registration of application, such as Passport, Admit Card of Madhyamik or equivalent with photograph/Driving License/Aadhar Card/PAN. **Candidate with Admit Card and without the photo identity document as mentioned above shall not be allowed to enter the examination hall.**

Mode of Examination:

Part-I : Written Examination

Part-II: Viva Voce Test

Part-III: Practical Test where applicable

- 1) Candidates will be shortlisted for Viva-Voce test from the list prepared in descending order of the marks obtained by the candidates in written examination subject to fulfilment of minimum qualifying marks in written examination as will be fixed up by the District Level Staff Recruitment Committee of Birbhum Zilla Parishad. .
- 2) The successful candidates in the written examination will be called for appearing in the Viva-Voce test and practical test where applicable in 1:5 ratio against the total number of vacancies in a particular post.

- 3) The successful candidates of the posts for which computer /typing knowledge is essential or desirable, shall have to undergo a Computer /Typing Test at the time of Viva-Voce.
- 4) The Written Examination will be through MCQ method and there will be negative marking for Wrong Answer(one mark will be deducted for every four wrong answers).
- 5) Duration of written examination is 1.30 hours.

Distribution of Marks ::

Name of the posts	Marks Distribution			Total Marks
	Written Examination	Practical Test	Viva-Voce Test	
Sub-Assistant Engineer (Civil)	Total marks :85	NIL	15	100
Stenographer (English)	Total Marks : 60	25	15	100
Stenographer (Bengali)	Total Marks : 60	25	15	100
Computer Assistant	Total Marks : 65	20	15	100
Assistant Cashier	Total Marks : 85	Nil	15	100
Lower Division Assistant	Total Marks : 85	Nil	15	100
Typist (English)	Total Marks : 60	25	15	100
Typist (Bengali)	Total Marks : 60	25	15	100
Group-D	Total Marks : 43	NIL	07	50

SYLLABUS FOR PART-I (Written Examination)

Name of the Post	Syllabus and Academic Standard for Written Examination
Sub-Assistant Engineer (Civil)	Engineering (Civil):65 marks (Diploma Standard –LC.E) English : 13 marks(General Academic Standard of MP) General Knowledge : 07 marks Emphasis on Rural Life & Rural Development
Stenographer (English)	English : 15 marks(General Academic Standard of MP) Bengali : 15 marks (General Academic Standard of MP) Arithmetic : 15 marks(General Academic Standard of MP) General Knowledge : 15 marks Emphasis on Rural Life & Rural Development
Stenographer (Bengali)	English : 15 marks(General Academic Standard of MP) Bengali : 15 marks (General Academic Standard of MP) Arithmetic : 15 marks(General Academic Standard of MP) General Knowledge : 15 marks Emphasis on Rural Life & Rural Development
Computer Assistant	Computer Test:25 marks (PGDCA/BCA standard) English : 10 marks(General Academic Standard of MP) Bengali : 10 marks (General Academic Standard of MP) Arithmetic : 10 marks(General Academic Standard of MP) General Knowledge : 10 marks Emphasis on Rural Life & Rural Development)
Assistant Cashier	English : 20 marks(General Academic standard of MP) Bengali : 20 marks (General Academic standard of MP) Arithmetic : 25 marks(General Academic standard of MP) General Knowledge : 20 marks (Emphasis on Rural Life & Rural Development)
Lower Division Assistant	English : 20 marks(General Academic standard of MP) Bengali : 20 marks (General Academic standard of MP) Arithmetic : 25 marks(General Academic standard of MP) General Knowledge : 20 marks Emphasis on Rural Life & Rural Development)
Typist (English)	English : 15 marks(General Academic standard of MP) Bengali : 15 marks (General Academic standard of MP) Arithmetic : 15 marks(General Academic standard of MP) General Knowledge : 15 marks (Emphasis on Rural Life & Rural Development) Practical Type Test: 25

Name of the Post	Syllabus and Academic Standard for Written Examination
Typist (Bengali)	English : 15 marks(General Academic standard of MP) Bengali : 15 marks (General Academic standard of MP) Arithmetic : 15 marks(General Academic standard of MP) General Knowledge : 15 marks(Emphasis on Rural Life & Rural Development) Practical Type Test: 25
Group-D	English : 10 marks(General Academic standard of VIII) Bengali : 13 marks (General Academic standard of VIII) Arithmetic : 10 marks(General Academic standard of VIII) General Knowledge : 10 marks(Emphasis on Rural Life & Rural Development)

Important Dates ::

Sl.No.	Event	Date
1	Period of online submission of application	27.07.2016 to 10.08.2016 (upto 5:00 P.M)

General Conditions fixed by the Committee::

Candidate **shall not REPEAT shall not submit** printed copy of online Application Form.

Admission to the examination will be purely provisional subject to verification of eligibility at a later stage. Therefore, candidature of any candidate shall be rejected straightway if found not eligible at any stage, even after appearance in the examination.

Candidates must bring their photo identity card which number they had entered in the registration of application to get entrance into the examination venue to provide their identity. Any deviation in this regard may straightway lead to non admission of him/her into the examination venue and rejection of candidature without giving him/her opportunity of being heard. The photo identity cards to be accepted by the committee for the said purpose are as follows:

- Eletor's Photo Identity Card (EPIC)
- Passport
- Admit Card of Madhyamik or equivalent with photograph
- PAN Card
- Driving License
- Aadhaar Card

Only shortlisted candidates will be asked to produce all relevant original certificates along with the self attested photo copies for verification, failing which their candidature shall be rejected without any further communication.

Candidates must abide by the instruction 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 for expulsion from the examination hall and/or such other punishment as the committee may deem fit to impose.

A candidate who has been reported against by the supervisor/invigilator of the examination centre for violation of norms of examination hall shall be punished with cancellation of candidature and will also be debarred from appearing at future examinations/selections as may be decided by the committee depending on the circumstances/gravity of the case.

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Submission of more than one application for a single post is strictly prohibited. The candidate, who submits more than one application for a single post or applying for multiple posts for admission to the examination, will be cancelled even he/she is eligible for the same.

Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall is STRICTLY PROHIBITED. Use of the same will lead to cancellation of candidature without giving an opportunity of being heard. Candidates shall not be allowed to enter in the Examination Centre Premises with the above gadgets.


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

The final merit list will be prepared on the basis of total marks obtained in the Written Examination including practical test (where applicable) and the Viva-Voce test.


Written examination of all categories of posts will be held on a single date and time.

For any type of Queries on Online submission of application: Mail us to rec2016.birbhumzp@gmail.com

Note: (If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with this notification will be brought to the notice of candidates in a manner as decided by the District Level Staff Recruitment Committee of Birbhum Zilla Parishad).


District Magistrate, Birbhum

Chairman, District Level Staff Recruitment Committee,
Birbhum Zilla Parishad


21/07/2016