

**District Level Selection Committee, South 24 Parganas
12, Biplabi Kanai Bhattacharjee Sarani, New Treasury Bulding,
2nd Floor (Panchayat & RD Section), Alipore, Kolkata-700027**

Employment Notification No. DLSC/S24PGS/01/15 Dated : 13/10/2015

**Recruitment to various posts at Gram Panchayat and Panchayat
Samiti level in South 24 Parganas district.**

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 Gram Panchayat and Panchayat Samiti level under South 24 Parganas district. Willing candidates shall be required to apply online in the website <http://s24pgs.gov.in> or www.zps24pgs.gov.in on or before the closing date i.e (02.11.2015) upto 5 pm. The relevant particulars like names of the posts, qualification, age limit, scale of pay and anticipated vacancy position under each category of posts are stated in the following paragraphs. A candidate must go through the instruction thoroughly and carefully before submitting online application. Any omission/suppression of 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 Selection Committee, South 24 Parganas. All appointments will initially be made on a temporary basis.

A) Gram Panchayat Level

Sl. No. of the post	Name of the post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
01	Executive Assistant	a) Must be a citizen of India as defined in part II of the constitution of India. b) Bachelor's degree from a recognized University. c) Diploma in Computer Application from any institute recognized by the State or Central Government or State Council of Technical Education or All India Council of Technical Education.	a) Post Graduate Degree or Diploma in Social Work or Rural Development from any recognized institute or University. b) Experience in Social work or Rural Development. c) Preferably one year Diploma Course where curriculum included in MS Word, MS Excel, Power Point & Basic Internet Operation.	Age as on 01/01/2015 :: GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs Ex-Serviceman : 50 Years	Total- 20 UR(EC)- 8 UR(Ex-Serviceman) - 3 UR(Meritorious Sportsman) - 2 ST - 2 ST(EC) - 1 OBC-A(EC) - 2 OBC-B - 1 OBC-B(EC) - 1	Pay Band-3 Rs.7100-Rs.37600 plus 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			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
02	Nirman Sahayak	a) Must be a citizen of India as defined in part II of the constitution of India. b) Must have a Diploma in Civil Engineering from any Institute recognised by the State Government or the Central Government.	-	Age as on 01/01/2015 :: GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs Ex-Serviceman : 50 Years	Total - 21 UR - 5 UR(EC) - 4 UR(Meritorious Sportsman) - 1 SC - 4 SC(EC) - 1 ST - 1 OBC-A - 2 OBC-B - 2 OBC-B(EC) - 1	Pay Band-4 Rs.9000-Rs.40500 plus Grade Pay Rs. 4400) and other allowances will also be admissible as per Government orders in force.
03	Gram Panchayat Secretary	a) Must be a citizen of India as defined in part II of the constitution of India. b) Must have passed the Higher Secondary Examination from the WBCHSE or its equivalent examination from any recognized Board or Council or recognized University.	At least 6 months formal training where curriculum included in MS Word, MS Excel, Power Point & Basic Internet Operation from a recognised institution.	Age as on 01/01/2015 :: GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs Ex-Serviceman : 50 Years	Total- 43 UR- 14 UR(EC)- 7 UR(Ex-Serviceman) - 2 UR(Meritorious Sportsman) - 1 SC - 6 SC(EC) - 3 ST - 2 OBC-A - 3 OBC-A(EC) - 1 OBC-B - 3 OBC-B(EC) - 1	Pay Band-2 Rs.5400-Rs.25200 Plus Grade Pay Rs. 2600 and other allowances will also be admissible as per Government orders in force.

B) Panchayat Samiti Level

Sl. No. of the post	Name of the post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
04	Accounts Clerk	a) Must be a citizen of India as defined in part II of the constitution of India. b) Must have passed the Madhyamik Examination from the WBBSE or its equivalent examination from any recognised Board or University or Council.	a) Diploma in Computer Application from any Institute recognized by State Government or Central Government or State Council of Technical Education or All India Council of Technical Education. b) Preferably one year Diploma Course where curriculum included in MS Word, MS Excel, Power Point & Basic Internet Operation.	Age as on 01/01/2015 :: GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs Person with Disability- 18-45 Yrs. Ex-Serviceman : 50 Years	Total - 2 UR - 1 UR(Person with Disability) - 1	Pay Band-2 Rs.5400-Rs.25200 plus Grade Pay Rs. 2600) and other allowances will also be admissible as per Government orders in force.
05	Clerk-cum-Typist	a) Must be a citizen of India as defined in part II of the constitution of India. b) Must have passed the Madhyamik Examination from the	Proficiency in MS Word, MS Excel, Power Point & Basic Internet Operation.	Age as on 01/01/2015 :: GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs	Total - 3 UR(Person with Disability) - 1 UR(EC) - 1 SC(Ex-Serviceman) - 1	Pay Band-2 Rs.5400-Rs.25200 plus Grade Pay Rs. 2600) and other allowances will also be admissible as per

Sl. No. of the post	Name of the post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
		WBBSE or its equivalent examination from any recognised Board or University or Council. c) Having a minimum typing speed of 30 words per minute in English and 20 words per minute in Bengali.		OBC-B-18-43 Yrs Person with Disability- 18-45 Yrs. Ex-Serviceman : 50 Years		Government orders in force.
06	Data Entry Operator	a) Must be a citizen of India as defined in part II of the constitution of India. b) Must have passed the Madhyamik Examination from the WBBSE or its equivalent examination from any recognised Board or University or Council. Having a minimum typing speed of 30 words per minute in English and 20 words per minute in Bengali. c) At least 3 months formal training from any institute recognised by the State Govt. or the Central Govt. or the State Council of Technical Education or All India Council of Technical Education. d) Have a minimum speed of data entry of 6000 key depression per hour.	a) 1 year experience of data entry operation. b) Proficiency in MS Word, MS Excel, Power Point & Basic Internet Operation.	Age as on 01/01/2015 :: GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs Person with Disability- 18-45 Yrs. Ex-Serviceman : 50 Years	Total - 2 UR – 1 SC - 1	Pay Band-2 Rs.5400-Rs.25200 plus Grade Pay Rs. 2600) and other allowances will also be admissible as per Government orders in force.

Note :

- ✓ **Total vacancies as stated above is purely provisional and subject to revision.**
- ✓ Conditions of recruitment will be guided by the provisions of the West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules, 2007 & West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007 and subsequent amendment thereof.
- ✓ Qualification as stated in the Table A & B above must be possessed by the Candidate on or before the date of publication of the advertisement.

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.

- ✓ 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.
- ✓ SC, ST, OBC-A, and OBC-B candidates of other states will be treated as General Candidates.
- ✓ 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 the provisions of the West Bengal Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
- ✓ The benefits of reservation are also available for the meritorious sportsperson. Such candidates are required to furnish certificates in original in support of their claim from a competent authority as laid down in the Notification No. 49-EMP/1M-25/98 dated 01/03/2011 of Labour Department, Government of West Bengal for checking and verification.
- ✓ 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 a meritorious sportsperson or Ex-Serviceman shall be entertained any time after submission of the application.
- ✓ Particulars and certificates required : A candidate claiming to be SC/ST/OBC-A/OBC-B/Physically Handicapped/Meritorious Sportsperson 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] :-
 - (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, on his behalf.
 - For **Physically Handicapped** candidates/ Persons with Disabilities [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]:-

A Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-Divisional Hospitals.

 - (i) Candidates having Disability 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 Candidates and therefore shall neither get benefit of exemption of age relaxation nor reservation of posts for Persons with Disabilities.

➤ For **Meritorious Sportspersons** :-

Meritorious Sportspersons in the area of International Competition, National Competition, Inter-University Tournament and National Sports/ Games for School Education in the following list of Sports will be entertained to avail the benefit of the Sports Quota :-

Name of the Sports	Code Number	Name of the Sports	Code Number
Athletics (including Track and Field events)	01	Weightlifting	11
Badminton	02	Wrestling	12
Basket Ball	03	Boxing	13
Cricket	04	Cycling	14
Football	05	Gymnastics	15
Hockey	06	Judo	16
Swimming	07	Rifle Shooting	17
Table Tennis	08	Kabaddi	18
Volley Ball	09	Kho-Kho	19
Tennis	10		

Competent Authorities for issuing Certificate to Meritorious Sportspersons are as follows :

Area	Competent Authority
International Competition	Secretary of the National Federation/ National Association of the Sports concerned.
National Competition	Secretary of the State Association of the Sports concerned.
Inter-University Tournament	Dean/Director of Sports or other officer in overall charge of sports of the University concerned.
National Sports/ Games for School Education	Director or Deputy Director in overall charge of Sports/ Games for Schools in the Directorate of School Education, West Bengal.

- **For Exempted Category Candidates:** Names of Exempted Category Candidates shall be obtained by DLSC directly from the Exempted Category Cell under the Directorate of Employment, West Bengal to fill up the vacancies meant for Exempted Category candidates in terms of provision of point no-6 as laid down in the Notification issued by Labour Department vide No- 50-Emp/1M-25/98 dated, Kolkata, the 1st March, 2011. **Hence no application from Exempted Category Candidates shall be entertained directly through online submission.**
- **For Ex-Serviceman Candidates:** Names of Ex-Serviceman shall be obtained both from Zilla Sainik Board as well as through online application for filling up the vacancies meant for Ex-Serviceman.

Mode of Application ::

Step-1 :- (Online Registration)

- ✓ All applicants shall apply for any post by submitting their applications in the website <http://s24pgs.gov.in> or www.zps24pgs.gov.in through online submission.
- ✓ An application form along with 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://s24ps.gov.in> or www.zps24pgs.gov.in .
- ✓ The applicant will have to generate the Admit Card by putting his/her auto generated Registration Number along with 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.
- ✓ The candidate shall have to bring with him/her any photo identity document viz. EPIC, PAN Card, Passport, Admit Card/Certificate of Madhyamik or equivalent with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. Authority.
- ✓ Candidate without Admit Card and any 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

- 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 fixed up by the DLSC.
- 2) The successful candidates in the written examination will be called for appearing in the Viva-Voce test in 1:5 ratio against the total number of vacancies in a particular post.
- 3) The successful candidates of the posts for which computer knowledge is essential or desirable, shall have to undergo a Computer 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 three wrong answers).

Distribution of Marks ::

Name of the Posts	Marks Distribution			
	Written Examination	Practical Test	Viva-Voce Test	Total Marks
Executive Assistant	Total Marks : 85	Computer Test : 5 Marks	Total Marks : 10	100
Nirman Sahayak of Gram Panchayat	Total Marks : 90	NIL	Total Marks : 10	100
Gram Panchayat Secretary	Total Marks : 85	Computer Test: 5 Marks	Total Marks : 10 Computer Test : 5 Marks	100
Accounts Clerk	Total Marks : 85	Computer Test : 5 Marks	Total Marks : 10 Computer Test : 5 Marks	100
Clerk-cum-Typist	Total Marks : 85	Shortlisted candidates will have to undergo screening test on typing speed 30 words per minute in English and 20 words in Bengali (test will be taken in personal computer) and only qualifying candidates will be allowed to appear in the Viva-Voce test.	Total Marks : 10 Type Test=5	100
Data Entry Operator	Total Marks : 65	Practical Test : 25 Marks	Total Marks : 10	100

➤ Syllabus for Part-I (Written Examination)

Name of the Post	Syllabus and Academic Standard for Written Examination
Executive Assistant of Gram Panchayat	English : 25 marks (General Academic Standard of MP) Bengali : 25 marks (General Academic Standard of MP) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 10 marks (Emphasis on rural life & rural development)
Nirman Sahayak of Gram Panchayat	Engineering (Civil) : 70 marks English : 13 marks (Madhyamik Standard) General Knowledge : 07 marks (Emphasis on rural life & rural development)
Gram Panchayat Secretary	English : 25 marks (General Academic Standard of MP) Bengali : 25 marks (General Academic Standard of MP) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 10 marks (Emphasis on rural life & rural development)
Accounts Clerk	English : 25 marks (General Academic Standard of MP) Bengali : 25 marks (General Academic Standard of MP) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 10 marks (Emphasis on rural life & rural development)
Clerk-cum-Typist	English : 25 marks (General Academic Standard of MP) Bengali : 25 marks (General Academic Standard of MP) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 10 marks (Emphasis on rural life & rural development)
Data Entry Operator	English : 10 marks (General Academic Standard of HS) Bengali : 10 marks (General Academic Standard of HS) Arithmetic : 10 marks (Madhyamik Standard) General Knowledge : 10 marks (Emphasis on rural life & rural development) Computer Application : 25 marks for theoretical examination of Basic knowledge of Computer Application preferably MS Word, Excel, Power Point and basic Internet Operation etc. Practical Test : 25 marks,

Important Dates ::

Sl. No.	Event	Date
1.	Period of Online submission of Application.	13-10-2015 to 02-11-2015
2.	Notice for generation of Admit Card and Date of Written Examination.	Follow website http://s24ps.gov.in or www.zps24pgs.gov.in .

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 recognized by the Govt. in order to get entrance into the examination venue to prove their identity. Any deviation in this regard may straightway lead to non admission of him/her in to 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 :
 - Elector's Photo Identity Card (EPIC).
 - Passport.
 - Admit Card/ Certificate of Madhyamik or equivalent with photograph.
 - PAN Card.
 - Driving License.
 - Bank Pass Book containing photograph of the candidate.
 - Any other photo identity card issued by the competent Govt. authority.
- ✓ 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.
- ✓ **Submission of more than one application for a single post is strictly forbidden.** The candidature of a candidate, who submits more than one application for a single post 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.
- ✓ 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.
- ✓ **Examination will be held on a Single Date.**

For any type of Queries on Online submission of Application :: Mail us to dlses24pgs@gmail.com

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

By order,

*District Magistrate, South 24 Parganas &
Chairman, District Level Selection Committee*