



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan,
Salt Lake, Kolkata – 700091
www.wbssc.gov.in

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Stenographer & Librarian Recruitment 2015 (Exam Code: SL 15)

Online Applications / Applications through Tathya Mitra Kendras are invited from eligible Indian Citizens for recruitment to the following posts under various Departments, selection of which will be made by the West Bengal Staff Selection Commission in terms of section 6 (1) of the West Bengal Staff Selection Commission Act, 2011:-

Name of the Post	Post Code	Name of the Department	No. of Posts	Scale of pay
Schedule 'A' English Stenographer (Basic Grade)	574	Finance	64 UR-27, SC-05, ST-09, BC:A-19, BC:B-03, LM/CP -01	Pay Band-III (Rs. 7,100/- - 37,600/-) Grade Pay - Rs. 3,600/- (Entry Point minimum pay of Rs. 7910/- per month)
Librarian	370	School Education	13 (UR-06, SC-03, ST-01,BC:A-02, BC:B-01)	Pay Band-III (Rs. 7,100/- - 37,600/-) Grade Pay - Rs. 3,900/-

NOTE: Category / Sub Category wise Vacancies mentioned above are as reported by the concerned department. Commission is not responsible for any issues related to category/ sub category wise declaration of vacancies. Vacancies shown here are purely provisional and subject to change.

Abbreviations used in the table: UR - Unreserved, SC - Scheduled Caste, ST - Scheduled Tribe, BC:A - Backward Classes: A, BC:B - Backward Classes: B, LM / CP - Loco-Motor Disability or Cerebral Palsy.

ELIGIBILITY CRITERIA

- **For the post of Schedule 'A' English Stenographer (Basic Grade) :-**

(i) A Pass in School Final / Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent

And

(ii) Acquisition of Computer Literacy and knowledge of Windows (Word, Excel & Power point).

Important : Recruitment Examination will include Dictation, Transcription and Typing as detailed in the Scheme / Syllabus of Examination.

- **For the post of Librarian:-**

A. Essential :-

(i) A Master's Degree in Library Science of a Recognised University

Or

A Second Class Master's Degree in any subject other than Library Science of a Recognised University and a Bachelor's Degree in Library Science of a recognised University

(ii) Knowledge of Bengali – Spoken & Written.

B. Desirable :-

Knowledge of Computer based cataloguing of books & publications and their distribution.

NOTE:

For both Posts:-

The above noted qualifications must be possessed by the Candidate **on or before the date of publication of this advertisement.**

IF IT IS FOUND DURING VERIFICATION OF TESTIMONIALS AT ANY STAGE THAT ANY CANDIDATE DO NOT POSSESS THE REQUISITE QUALIFICATION OR HE / SHE HAS ACQUIRED QUALIFICATION AS STATED ABOVE AT ANY DATE AFTER THE DATE OF PUBLICATION OF THIS ADVERTISEMENT, HIS / HER CANDIDATURE WILL BE SUMMARILY REJECTED.

AGE

- **For the post of Schedule 'A' English Stenographer (Basic Grade) :-**

Not more than 32 years as on 01.01.2015, i.e. Applicants born between **02.01.1983** and **02.01.1997** shall only be eligible for applying for the Posts mentioned above.

There shall be no age limit for persons holding permanent posts of Typists or posts of Steno – Typists under the Government of West Bengal.

- **For the post of Librarian:-**

Not more than 32 years as on 01.01.2015, i.e. Applicants born between **02.01.1983** and **02.01.1997** shall only be eligible for applying for the Posts mentioned above.

The upper age limit is relaxable for persons holding substantive appointment under the School Education Department as per relevant existing Government Order (s).

AGE RELAXATIONS

- **The upper age limit is relaxable -**
 - by **5 years** for **SC and ST candidates of West Bengal**,
 - by **3 years** for **BC - A and BC - B candidates of West Bengal**,
 - **upto 37 years** of age for **Persons with Disabilities (having physical disability of at least 40% and above)**,
 - **by 2 years** for candidates who have been in **Government service continuously for at least two years**.
- Age relaxation for the **Ex-Servicemen candidates** will be given as per existing Govt. rules and regulations.
- **DATE OF BIRTH** as recorded in **MADHYAMIK OR EQUIVALENT ADMIT CARD / CERTIFICATE** will only be accepted as a valid proof for verification of Age.

SCHEME & SYLLABUS OF EXAMINATION

- **For the post of Scheduled 'A' English Stenographer (Basic Grade) :-**

(A) Scheme of Examination:

The Examination will comprise of the following three Papers:-

Paper : I : General English : 100 Marks

Paper : II : Dictation and Transcription : 400 Marks and

Paper : III : Typing : 100 Marks

Provided that the candidates who will secure qualifying marks as determined by the West Bengal Staff Selection Commission from time to time, in Paper – I, shall be eligible to appear in the examination of Paper – II and Paper – III.

(B) Syllabus of Examination:

Paper : I : General English :

This paper shall consist of spelling of words, correct use of words, correction of sentences, use of common phrases, synonyms and antonyms, and punctuations.

The time limit for this paper shall be one and half hours.

Paper : II: Dictation and Transcription:

This paper shall consist of Dictation lasting for six minutes followed by transcription of shorthand notes in typewriters in one hour time. The dictation shall be given throughout at a uniform speed of 80 words per minute. The number of errors admissible shall be fixed by the West Bengal Staff Selection Commission.

Paper : III: Typing:

The candidates are required to type from a manuscript accurately on the typewriter at the rate of not less than 30 words per minute. The time limit for this paper shall be 10 minutes. The number of errors admissible shall be fixed by the West Bengal Staff Selection Commission.

- **For the post of Librarian:-**

Detailed scheme and syllabus of examination will be decided by the Commission depending on the number of applications received for the post and the same will be published in Commission's website in the month of **September, 2015**.

PERIOD OF APPLICATION

APPLICATIONS MAY BE SUBMITTED EITHER THROUGH ONLINE OR THROUGH TAHYA MITRA KENDRAS WITH EFFECT FROM THE DATE OF ADVERTISEMENT IN NEWSPAPER & COMMISSION'S WEBSITE www.wbssc.gov.in TO **21ST AUGUST, 2015 (UPTO 4.00 PM)**.

NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE AND TIME FOR SUBMISSION OF APPLICATIONS.

EXAMINATION FEES & PROCESSING FEES

The following Examination Fees and / or Processing Fees have been fixed by the Commission for this Examination:-

Sl. No.	Category	Examination Fee	Processing Fee	Total Amount Payable
1	All categories except Scheduled Caste / Scheduled Tribe and Persons with Disabilities (of 40% and above only)	Rs. 200/-	Rs. 20/-	Rs. 220/-
2	Scheduled Caste	Nil	Rs. 20/-	Rs. 20/-
3	Scheduled Tribe	Nil	Rs. 20/-	Rs. 20/-
4	Persons with Disabilities (of at least 40% and above only)	Nil	Rs. 20/-	Rs. 20/-

- All categories of candidates except Scheduled Caste / Scheduled Tribe / Persons with Disabilities (of 40% and above only) shall pay **Examination fees of Rs. 200/-** and **Processing fees of Rs. 20/-** (**Total amount - Rs. 220/-**) only.
- Candidates belonging to the Scheduled Caste/ Scheduled Tribe / Persons with Disabilities (40% and above only) shall pay **Processing fees of Rs. 20/- only** as they are exempted from paying any Examination fees. However, shortlisted candidates are required to produce their SC/ ST/ Disabilities (40% and above) Certificates issued by the competent authority at the time of verification.
- **No exemption of fees is available to the SC / ST / BC-A / BC-B candidates of other states.**
- Neither claim for refund of the fee will be entertained nor will it be reserved for any other examination under any circumstances whatsoever.
- ***Applications not accompanied with the requisite examination and / or processing fees shall be rejected straightway, without making any communication with the concerned candidate in this regard.***

MODES OF SUBMISSION OF APPLICATIONS

West Bengal Staff Selection Commission extends the following facilities to the candidates for submission of online applications –

A) ONLINE SUBMISSION–

- Candidates will be able to submit application through Commission's website www.wbssc.gov.in by filling up their basic information including scanned photograph and signature.
- Payment of Examination fees and Processing fees can be made online through payment gateway using **Debit Cards / Credits Cards / Net banking** of any bank. An amount of **Rs. 5/-** only will be charged by the concerned agency as "Service Charge" for availing Debit Card / Credit Card / Net Banking facility.
- ONLINE APPLICANTS ARE REQUIRED TO UPLOAD SCANNED COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH AND FULL SIGNATURE.
- On successful submission of the application an auto generated receipt with **Registration Number** will be generated. CANDIDATES ARE ADVISED TO NOTE IT DOWN AND MENTION THE REGISTRATION NUMBER FOR ALL FUTURE COMMUNICATIONS, IF ANY, WITH THE COMMISSION.
- CANDIDATES MAY ALSO "SAVE" / "PRINT" A COPY OF THEIR APPLICATIONS AFTER SUCCESSFUL SUBMISSION ONLINE, FOR THEIR READY REFERENCE.

B) SUBMISSION THROUGH TATHYA MITRA KENDRAS –

- The Commission extends facility to submit application through about 1800 Tathya Mitra Kendras set up by the Govt. of West Bengal up to the level of Gram Panchayats in the rural areas of West Bengal.
- Applicants may approach any of the Tathya Mitra Kendras (**list provided in the website**) with all particulars and a passport size photograph. The authorized staff of the Kendra will fill up the online application form on the basis of information provided by the applicant.
- He / She will also scan the photograph and signature of the applicant and upload it.
- CANDIDATES MUST CHECK ON SCREEN DETAIL INFORMATION ENTERED BY THE STAFF BEFORE PROCEEDING FOR ONLINE PAYMENT.
- The Examination fees and / or Processing fees have to be paid to the Tathya Mitra Kendras. The Kendra will take Service charge of **Rs. 20/- extra** for filling up of the form and uploading the same along with Scanned Copies of Candidate's Photograph and Signature and making online payment of Examination Fees and / or Processing Fees received from the applicant.

✓ All categories of candidates except Scheduled Caste / Scheduled Tribe / Persons with Disabilities (of 40% and above only) shall pay **Rs. 240/-** only [**Examination fees - Rs. 200/-** , **Processing fees - Rs. 20/-** and **Service Charge - Rs. 20/-**] to the authorized staff of the Tathya Mitra Kendra, while Candidates belonging to the Scheduled Caste/ Scheduled Tribe / Persons with Disabilities (40% and above only) shall pay **Rs. 40/-** only [**Processing fees - Rs. 20/-** and **Service Charge - Rs. 20/-**] to the authorized staff of the Tathya Mitra Kendra.

▪ UNDER NO CIRCUMSTANCES CANDIDATES SHALL PAY ANY AMOUNT IN EXCESS OF THE FEES AND CHARGES MENTIONED ABOVE TO THE AUTHORISED STAFF OF THE TATHYA MITRA KENDRAS.

▪ AFTER PAYMENT OF THE FEES AND SERVICE CHARGE, THE AUTHORISED STAFF OF THE KENDRA WILL HAND OVER THE APPLICANT A PRINTED RECEIPT WITH REGISTRATION NUMBER AS ACKNOWLEDGEMENT OF SUCCESSFUL SUBMISSION OF APPLICATION ONLINE.

▪ CANDIDATES MUST KEEP THE RECEIPT WITH THEM AND NOTE DOWN THE REGISTRATION NUMBER FOR ALL FUTURE COMMUNICATIONS WITH THE COMMISSION, IF ANY.

Candidates may contact Commission through e-mail at adm.ssc-wb@nic.in to report any kind of non-cooperation from any of the Tathya Mitra Kendras, with details of the concerned Kendra.

IMPORTANT NOTES

RESERVATION / AGE RELAXATION

A. For SC/ ST/ BC- A / BC-B Candidates:

▪ The **benefit of reservation** will be admissible to the **SC/ ST/ BC-A / BC- B candidates of West Bengal only**, if such reservation is advertised against any post for respective Category.

▪ The **benefits of age relaxation** for SC/ ST/ BC- A/ BC- B candidates will be admissible to all such candidates as per relevant rules & regulations.

▪ SC / ST / BC- A / BC- B CANDIDATES OF OTHER STATES WILL BE TREATED AS UNRESERVED CANDIDATES.

▪ Any candidate belonging to the SC/ ST/ BC- A/ BC- B category, if shortlisted against vacancies for respective reserved category, will be directed to furnish original certificate issued by any of the following Competent Authorities of West Bengal as laid down in the **West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 & SC & TW Department Order No. 261-TW/EC/MR-103/94 dt.06.04.1995**, during verification of testimonials at any time to be fixed by the Commission.

List of Competent Authorities for issuing Caste Certificates:

- (i) In the District, the Sub-Divisional Officer of the Sub-Division concerned, and
- (ii) In Kolkata, the District Welfare Officer, Kolkata and ex-officio Joint Director, Backward Classes Welfare.

B. For Persons with Disabilities of at least 40% and above:

- The **benefits of reservation** will be given to the candidates with disabilities of at least 40% and above, if such reservation is advertised against any post for respective Sub - Category.
- The **benefits of age relaxation** for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant rules & regulations.
- Any Person with Disabilities as stated, if shortlisted, under respective reserved sub-category will be directed to furnish his / her original Disability Certificate in prescribed form in support of his / her claim, issued by a Competent Authority as per the provisions of the West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, i.e. **a Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-divisional Hospitals.**
- Candidates having disability of less than 40% shall be treated as unreserved candidates and therefore shall not get benefit of reservation / age relaxation.

C. For Ex-Servicemen candidates:

- The **benefit of reservation** will be admissible to the Ex-servicemen candidates, if such reservation is advertised against any post for this Sub-Category.
- The benefit of **age relaxation** will be admissible to Ex-Servicemen candidates. Age relaxation for the Ex-Servicemen candidates will be given on the basis of the tenure of service rendered by the candidate in Defense Service (s), as laid down in relevant Government Notifications.
- Any candidate belonging to Ex-Servicemen sub- category, if shortlisted against vacancies for respective reserved sub category, will be directed to furnish original certificate / testimonials issued by the Competent Authorities to prove his / her claim.

D. For Departmental Candidates:

- The **benefit of age relaxation** will be given to the Government employees as Departmental Candidates, who is in Government service continuously at least for **two years**.
- Any Departmental candidate, if shortlisted, will be directed to furnish original certificate issued by his / her Appointing Authority to prove his / her claim.

Sd/-

**Secretary cum Controller of Examinations
West Bengal Staff Selection Commission**