



# WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

[www.wbssc.gov.in](http://www.wbssc.gov.in)

**Indicative Advertisement No. 10/ WBSSC/ 2016 Dated, 18/11/2016**

## **Stenographer 2016**

**(Exam Code: SG - 16)**

Online Applications/ Applications through Tathya Mitra Kendras are invited from eligible Indian Citizens for recruitment to the following posts **under Finance Department & Consumer Affairs Department, Government of West Bengal**, 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:-**

<b>Name of the Post</b>	<b>Department</b>	<b>No. of Posts</b>	<b>Scale of pay</b>
<b>Stenographer (Schedule - A)</b>	<b>Finance</b>	<b>32</b> SC - 05; ST - 08; BC (A) -16; BC (B) - 03	<b>Pay Band – 3</b> <b>(₹ 7100/- - ₹ 37600/-)</b> <b>Grade Pay ₹ 3600/-</b> <b>(Entry Point minimum pay of ₹ 7910/- per month.)</b>
<b>Stenographer (Schedule - B)</b>	<b>Consumer Affairs</b>	<b>10</b> UR - 04; PH-LV - 01; SC – 02; ST – 01; BC (A) – 01; BC (B) - 01	<b>Pay Band – 3</b> <b>(₹ 7100/- - ₹ 37600/-)</b> <b>Grade Pay ₹ 3600/-</b>

**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; Backward Classes (Sub- category – A) and Backward Classes (Sub- category – B). PH – Physically Handicapped; LV - Blindness or Low Vision.

## ELIGIBILITY CRITERIA/ QUALIFICATIONS

### FOR THE POST OF Stenographer (Schedule - A & Schedule - B)

- **Qualification:-**

- **Essential:-**

- (a) A Pass in Madhyamik Examination of the West Bengal board of Secondary Education or its equivalent and
- (b) Acquisition of knowledge in Computer Literacy.

- Must have the ability to read, write and speak in Bengali (not applicable to those candidates whose mother tongue is Nepali) as per Finance Department (Audit Branch) Notification No. 10725-F dated 13/11/2002 *read with* Finance Department (Audit Branch) Notification No. 1243-F (P) dated 02/03/2016.

- **Age:**

Not below 18 years and not more than 32 years as on 1<sup>st</sup> January 2016. .

### **NOTE:**

#### **For all 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.

DATE OF BIRTH as recorded in **MADHYAMIK OR EQUIVALENT ADMIT CARD/ CERTIFICATE** will only be accepted as a valid proof for verification of Age.

## SPECIAL CONDITIONS

### **RESERVATION / AGE RELAXATION**

**Upper age limit is relaxable -**

**A. For SC/ ST Candidates:**

- By **5 years** for **SC/ ST candidates of West Bengal**;
- The **benefit of reservation** will be admissible to the **SC/ ST candidates of West Bengal only**, if such reservation is advertised against any post for respective Category.
- The **benefits of age relaxation** for SC/ ST candidates will be admissible to all such candidates as per existing Government rules & regulation.

**B. For BC - A/ BC - B Candidates:**

- By 3 *years* for BC-A/ BC-B candidates of West Bengal;
- The **benefit of reservation** will be admissible to the **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 BC-A/ BC-B candidates will be admissible to all such candidates as per existing Government 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 dated 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.

**C. For Ex-Servicemen Candidates:**

- Age relaxation for the Ex-Servicemen candidates will be given as per existing Government rules and regulations.
- 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 Defence Service(s), as laid down in relevant Government Notifications.

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

- ✓ **Age relaxations are available upto 45 years for Persons with Disabilities.**
- The benefits of reservation will be given to the candidates with disabilities of at least 40% and above as per existing Government rules & regulations, 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 existing Government rules & regulations.
- Candidates having disability of less than 40% shall be treated as unreserved candidates and therefore, shall not get benefit of reservation and age relaxation.

#### **E. For Departmental Candidates:**

- The **benefit of age relaxation** will be given to the Government employees as Departmental Candidates, who are 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.

### **SCHEME & SYLLABUS OF EXAMINATION**

#### **For the post of Schedule “A” & “B” English Stenographer (Basic Grade):-**

(As per Finance Department’s Notification No. **1182 – F (H)** dated **29/02/2016**.)

#### **(A) Scheme of Examination: (For Paper I, Paper II and Paper III):**

The Examination will comprise of the following three Papers:-

**Paper I :- General English – 100 Marks;**

**Paper II :- Dictation and Transcription – 400 Marks;**

**Paper III:- Computer Typing - 100 Marks**

- (i) The candidates who will qualify in Paper - I (General English), shall appear for Paper-III (i.e., Computer Typing) only.**
- (ii) Paper-III will be conducted before Paper - II.**
- (iii) Those candidates who will qualify in Paper – III, shall appear for Paper-II (i.e., Dictation and Transcription) only.**

#### **(B) Syllabus of Examination (For Paper I, Paper II and Paper III):**

**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 **90 minutes**.

**Paper-II: Dictation & Transcription:-**

This paper shall consist of **Dictation** lasting for **10 minutes** followed by **Transcription of Shorthand notes in Computer** in **One hour time**. The Dictation shall be given through-out 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: Computer Typing:-**

The candidates are required to type from a manuscript accurately **in Computer** at the rate of **not less than 35 words per minute**.

The time limit for this paper shall be **10 minutes**.

- (C) Mode of Examination:** Candidates shall have to appear at an **ONLINE Examination for Paper-I**. In that case, candidates may not be allotted the same examination centre as chosen by the candidates during submission of application. **No** prayer for change of examination venue will be entertained.
- (D) A Common Merit List for the successful candidates will be prepared by aggregating Marks obtained in Paper-I, Paper-II and Paper-III respectively. Successful candidates will be allowed to opt for either Schedule – A or Schedule – B cadre. Separate Final List for both Schedule – A and Schedule – B Stenographer will be prepared in accordance with the position secured by the candidates in the Common Merit List.**

## PERIOD OF APPLICATION

**Applications may be submitted only through online mode with effect from the date of advertisement in newspaper & in Commission's website [www.wbssc.gov.in](http://www.wbssc.gov.in) to 20<sup>th</sup> December, 2016 (upto 4.00 P. M.).**

**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	₹ 200/-	₹ 20/-	₹ 220/-
2	Scheduled Caste	Nil	₹ 20/-	₹ 20/-
3.	Scheduled Tribe	Nil	₹ 20/-	₹ 20/-

- Candidates making online payment through payment gateway using Debit Cards / Credits Cards / Net banking of any bank will be charged an additional amount of ₹ 5/- only for utilizing payment gateway service.
- Candidates applying through the Tathya Mitra Kendra will have to bear an additional charge of ₹ 20/- 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 shall pay **Examination fees of ₹ 200/- and Processing fees of ₹ 20/- (Total amount - ₹ 220/-)** only;
- Candidates belonging to the Scheduled Caste/ Scheduled Tribe shall pay **Processing fees of ₹ 20/- only** as they are exempted from paying any Examination fees. However, shortlisted candidates are required to produce their SC/ST 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](http://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 ₹ 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 **Application Number** will be generated. CANDIDATES ARE ADVISED TO NOTE IT DOWN AND MENTION THE **Application 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.

**Application Number** is automatically generated after successful payment of fees at the payment gateway. In case of linkage problems **Application Number** may not be generated immediately after payment of fees through payment gateway. In such cases please note down the **transaction ID** that is generated after successful payment. **Application Number** will be sent to you by email in the next seven working days. You may send an email to the Commission to [adm.ssc-wb@nic.in](mailto:adm.ssc-wb@nic.in) referring the transaction ID, if you do not receive **Application Number** even after seven working days of successful payment.

*Once application is successfully submitted after payment and transaction ID is generated, there is no need to apply again.*

### B. **ONLINE SUBMISSION THROUGH TATHYA MITRA KENDRAS:**

- The Commission extends facility to submit application through about 1800 Tathya Mitra Kendras set up by the Government 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 ₹ 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 shall pay ₹ 240/- only [Examination fees - ₹ 200/-, Processing fees - ₹ 20/- and Service Charge - ₹ 20/- ] to the authorized staff of the Tathya Mitra Kendra, while Candidates belonging to the Scheduled Caste shall pay ₹ 40/- only [Processing fees - ₹ 20/- and Service Charge - ₹ 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 **Application Number** AS ACKNOWLEDGEMENT OF SUCCESSFUL SUBMISSION OF APPLICATION ONLINE.
- CANDIDATES MUST KEEP THE RECEIPT WITH THEM AND NOTE DOWN THE **Application Number** FOR ALL FUTURE COMMUNICATIONS WITH THE COMMISSION, IF ANY
- Candidates may contact Commission through e-mail at [adm.ssc-wb@nic.in](mailto: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

#### GENERAL CONDITIONS FIXED BY THE COMMISSION

- ✓ Admission to the examination venue 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 Government In order to get entrance into the examination venue to prove their identity. Any deviation in this regard shall 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 commission for the said purpose are as follows:-
  - ELECTOR'S PHOTO IDENTITY CARD (EPIC);
  - PASSPORT;
  - UID (AADHAR CARD INCLUDING E-AADHAR);
  - 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 GOVERNMENT AUTHORITY.

- ✓ Only shortlisted candidates will be asked to produce all relevant original certificates for verification on the scheduled date, failing which their candidature shall be rejected without any further communication.
- ✓ Candidates must abide by the instructions as may be given by the venue supervisor / invigilator of the examination venue. 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 commission may deem fit to impose.
- ✓ A candidate who has been reported against by the venue supervisor of the examination venue for violating any of the instructions or for having adopted unfair means at the examination hall will be punished with cancellation of candidature and also be debarred from appearing at future examinations / selections as may be decided by the commission depending on the circumstances / gravity of the case.
- ✓ Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall will lead to cancellation of candidature without giving an opportunity of being heard.
- ✓ Canvassing in any form will disqualify the candidate immediately.

Sd/-

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