



**Government of West Bengal  
Office of the District Magistrate  
&**

**CHAIRMAN, DISTRICT LEVEL SELECTION COMMITTEE, NORTH 24 PARGANAS  
North 24 Parganas, Barasat**

**Phone No.2552-3219 Fax No.2584-3720 E-mail : dprdon24pgs@gmail.com**

**NOTIFICATION NO: 01/2016  
IMPORTANT INFORMATION**

**An Examination** will be conducted by the District Level Selection Committee, North 24 Parganas **for direct recruitment to the post of Executive Assistant and Nirman Sahayak at Gram Panchayat level under North 24 Parganas District. Willing candidates will be required to apply online** in the website [\*\*north24parganas.gov.in\*\*](http://north24parganas.gov.in) **(Recruitment- Apply online )** on or before the closing date.

The relevant particulars like name 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 also go through the instructions thoroughly and carefully before and at the time of submitting online application. Any omission /wrong information in this regard cannot be excused and will lead to rejection of the application or candidature at any stage of the process without further intimation. The conditions prescribed cannot be relaxed.

**The Written Examination will be held on 05.02.2017 followed by Interview. The Interview of the candidates to be selected on the results of the written examination will be held in the office of the District Magistrate, North 24 Parganas. (The exact date & time for interview would be notified to the candidates clearing the written examination separately through individual e-mail & sms).**

**N.B: The District Level Selection Committee, North 24 Parganas shall have discretion to fix qualifying marks at each level of examination i.e. Written and Interview and in the aggregate for all the categories of vacancies.**

**Gram Panchayat Level**

**N.B: All appointments will initially be made on a temporary basis.**

Name of the post	Eligibility criteria			Anticipated vacancies	Scale of Pay
	Essential	Desirable	Age		
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	Age as on <b>01.01.2016</b>  UR: 18-40 Yrs. SC: 18-45 Yrs. ST: 18-45 Yrs. OBC-A: 18-43 Yrs. OBC-B: 18-43 Yrs. EC: As per Government norms and guidelines	Total = 37 UR-9 UR(EC)-07 UR( MERITORIOUS SPORTS PERSON)-01 UR (EX SERVICEMAN Gr."C") - 03 SC-06 SC(EC)-03 ST-02 OBC A-03 OBC A (EC)-01 OBC B -01 OBC B (EC)-01	Pay Band-3 Rs. 7100-Rs. 37600 (Entry point min. Pay Rs. 7440) plus Grade Pay-Rs. 3600 Allowances will also be admissible as per Government orders in force

Nirman Sahayak	<p>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 recognized by the State Government or the Central Government</p>	-----	<p><u>Age as on 01.01.2016</u>  Gen: 18-40 Yrs.  SC: 18-45 Yrs.  ST: 18-45 Yrs.  OBC-A: 18-43 Yrs.  OBC-B: 18-43 Yrs.  EC: As per Government norms and guidelines</p>	<p>Total = 31  UR:10  UR(EC): 06  UR (Meritorious Sports Person): 01  SC : 05  SC (EC): 03  OBC-A: 02  OBC-A (EC): 01  OBC-B: 02  OBC-B (EC): 01</p>	<p>Pay Band-4  Rs. 9000-Rs. 40500 (Entry point min.  Pay Rs. 9000) plus Grade Pay-Rs. 4400  Allowances will also be admissible as per Government orders in force</p>
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Note: (I) Age as recorded only in the Madhyamik or equivalent certificate will be accepted.  
(II) The age limits apply to all candidates whether in Government Service or not.

### Mode of Application:

**APPLICATION: Applications can be submitted through online only.**

#### ❖ **STEP-1: (ONLINE REGISTRATION)**

- All applicants must register himself *or* herself in the website [north24parganas.gov.in](http://north24parganas.gov.in) (**Recruitment- Apply online**) to apply for the posts.
- While filling online application the applicant will have to upload his/her coloured Passport size Photograph (30KB-50KB) and self full signature (10KB-20KB).
- After successful registration, an acknowledgement slip mentioning name, registration no. will generate.
- **Candidates shall have to keep this acknowledgement slip for future reference.**
- **Date of commencement of submission online application: 08.12.2016**
- **Closing date for submission of online application: 23.12.2016**

#### ❖ **STEP-2 (GENERATION OF ADMIT CARD):**

- **Applicants will get their Admit Card from the website north24parganas.gov.in by entering their registration no. and date of birth in the prescribed place from 10.01.2017 to 22.01.2017**
- **Candidates shall have to take print out of this Admit Card**
- **Candidate should not sign in advance in the lower portion of the Admit card, this have to be done at the time of written examination before the Invigilator only.**
- **Candidates shall have to bring one Photo Identity Card, such as EPIC/ Madhyamik Admit Card/ SC/ST/OBC Certificate/Driving license/ Passport etc. along with the Admit Card. Candidates, who do not follow the above instruction, will not be permitted to appear in the written examination.**

Candidates are advised to read thoroughly and cautiously the documents available in the link regarding age, qualification and Syllabus before filling the application. Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of application. The candidates are advised to check the entries made against each column thoroughly before submission of application. The Photo with Signature of the candidate, as uploaded by them during One Time Registration, will be displayed.

**In any stage, if any statements made in the application be subsequently found to be false, his/her candidature will be liable to cancellation, and even if appointed to a post on the results of this examination his/her service will be liable to be terminated and legal action as per law will be initiated.** Willful suppression of any material fact will also be similarly dealt with. Candidates should take particular note that entries in their applications submitted to the Selection Committee must be made correctly against all the items which will be treated as final and no alteration or addition in this regard will be entertained after submission of the application.

Applications not duly filled in or found incomplete or defective in any respect will be liable to rejection.

**Candidates in service of Government, a Local or Statutory Body are required to submit an undertaking to the effect that they have informed, in writing, their Head of Office/Department as to their applying for the examination when asked for.**

**Particulars and Certificates required:**

A candidate claiming to be SC/ST/BC must produce a certificate in support of his/her claim issued by a competent authority of Government Of West Bengal as specified below [ vide the West Bengal SCs and STs Identification Act, 1994 and SC and TW Department Order No.261-TW/EC/MR-103/94 dated 06.04.1995 ]

**No claim of being a member of the SC, ST and BC will be entertained after submission of the online application initially otherwise.**

The District Level Selection Committee, North 24 Parganas may require such further proof or particulars from the candidates as it may consider necessary and may cause enquiries about their character and other particulars regarding suitability and eligibility at any stage.

Original certificates and self-attested photocopies of certificates relating to citizenship (by registration), age, qualifications, castes (SC/ST/BC) and previous employment etc. will have to be submitted when the District Level Selection Committee will ask for them afterwards. If any candidate fails to furnish any certificate or other relevant document or information relating to his/her candidature within the time specified by the District Level Selection Committee, his/her claim for appointment may be passed over without further reference to him/her.

**Words of Caution:**

- (1) The candidates must abide by the instructions as may be given by Supervisors/Invigilators at the Examination Hall. If the candidate fails to do so or indulge in disorderly or improperly conduct he/she will render himself/herself liable to expulsion from the Examination Hall and/or such other punishment as the District Level Selection Committee may deem fit to impose.
- (2) A candidate who has been reported against by the Supervisor of the Examination Centre for violating any of the instructions will be punished with cancellation of candidature and also debarment from future examinations and selections as may be decided by the District Level Selection Committee according to the circumstances of the case.

**Submission of more than one application is strictly forbidden.** 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 if he/she is eligible for the same.

A candidate should note that his/her admission for appearing at the Examination will be deemed provisional subject to determination of his/her eligibility in all respects. If at any stage even after issue of the letter of appointment, a candidate is found ineligible for admission to this Examination, his/her candidature will be cancelled without further reference to him/her.

**No candidate shall be allowed to enter in the examination hall unless he/she holds the Admit Card for the examination.**

**Canvassing:** Any attempt on the part of 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.

**No candidate shall be allowed to enter the Examination Hall with Mobile and / or Any Electronic Gadgets, Bag, Water Bottle etc. If anybody still brings the same then the arrangement of keeping of those items outside the Examination Hall have to be made by themselves.**

**No TA/DA will be applicable for the candidates who will appear the written test.**

## **Syllabus for written Examination: (85 marks)**

<b>Name of the post</b>	<b>Syllabus</b>
<b>Executive Assistant</b>	English: 25 marks Bengali: 25 marks Arithmetic: 25 marks General knowledge (Emphasis on Rural Life & Rural Development) : 10 marks
<b>Nirman Sahayak</b>	Engineering (Civil): 65 marks English: 13 Marks General Knowledge: 07 marks

### **Interview: 15 marks**

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.

### **The Final merit list will be prepared on the basis of total marks obtained in the written Examination and the Interview Test.**

- ❖ **Date of commencement of submission online application: 08.12.2016**
- ❖ **Closing date for submission of online application: 23.12.2016**
- ❖ **Generation of online Admit card : 10.01.2017 to 22.01.2017**
- ❖ **Date of written examination: 05.02.2017 (Sunday)**
- ❖ **Details of written examination, such as venue, time will be mentioned in the admit card. The date may change afterwards due to administrative reasons and if so happens, will be notified duly and final date, time and venue will be printed on the admit card.**
- ❖ **Any subsequent changes in the above mentioned schedule shall be notified to candidates through e-mail & sms alerts only. Hence, candidates are advised to be cautious in providing correct e-mail address & mobile numbers and check their e-mail for any updates regularly. District Level selection Committee shall not take any responsibility for sending these communications in hard copy/letters and may not be held liable if candidates fail to get information on time due to their fault.**

By Order,



District Magistrate  
North 24 Parganas.

&

Chairman, District Level Selection Committee  
North 24 Parganas.