

**Office of the Burdwan Zilla Parishad
Court Compound , Burdwan- 713101**

Employment Notification No. DLSC/BZP/01/16-17 dated 06.12.2016

Recruitment to the posts of Gram Panchayat Secretary and Sahayak in Burdwan District.

Applications in prescribed format are invited from Indian citizens as defined in the Part-II of the Constitution of India for recruitment to the Gram Panchayat Secretary and Gram Panchayat Sahayak. Willing candidates shall be required to apply online in the website <http://www.bardhaman.nic.in> on or before the closing date i.e 23.12.2016 up to 5 pm. The relevant particulars like names of the posts, qualification, age limit, scale of pay and anticipated vacancy position under each category of post are stated in the following paragraphs. A candidate must go through the instructions 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, Burdwan. All appointments will initially be made on a temporary basis.

a) Gram Panchayat level posts :

Sl. No. of the post	Name of the post	Eligibility criteria			Anticipated vacancies	Scale of pay
		Essential	Desirable	Age		
01	Gram Panchayat Secretary	A) Must be a citizen of India as defined in part II of the Constitution of India B) Candidates should have passed the Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent examination from any recognized Board or Council or University.	6 month formal training in using Computer from a recognized Institution.	Age as on 01.01.2016: 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 yrs.	UR-27 UR-(EC)-15 UR(Ex-Serviceman)- 4 UR (MR)-2 SC- 14 SC(EC)-6 SC(Ex-Serviceman)-1 ST-4 ST (EC)-1 OBC-A- 6 OBC-A (EC)- 3 OBC-B- 5 OBC-B (EC)-2	(PB-2) Rs. 5400- 25200 + Grade Pay 2600 plus D.A, M.A and H.R.A admissible as per rules
02	Gram Panchayat Sahayak	A) Must be a citizen of India as defined in part II of the Constitution of India B) Candidate should have passed the Madhyamik Examination from WBBSE or its equivalent examination from any recognized Board or Council or recognized University. Weightage (to be fixed later on by DLSC) will be given to a candidate who has secured at least 50% marks in the aggregate in Madhyamik or its equivalent Exam.	Not Applicable	Age as on 01.01.2016: 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 yrs.	UR-7 UR-(EC)-6 UR(Ex-Serviceman)- 2 UR (MR)-1 SC- 5 SC(EC)-2 ST-2 OBC-A- 2 OBC-A (EC)- 1 OBC-B- 1 OBC-B (EC)-1 (Vacancies as declared in the notification no. DLSC/BZP/01/13-14 dated 02.12.2013 will remain in tact as the process is sub-judice)	(PB-2) Rs. 5400- 25200 + Grade Pay 2300 plus D.A, M.A and H.R.A admissible as per rules

Note:

- Total vacancies as stated above is purely indicative 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 and subsequent amendment thereof.
- Qualification as stated in the Table (Pt.- A & B) 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.
- 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 claims.
- SC, ST,OBC-A and OBC-B candidates of other states will be treated as General Candidates.
- The benefits of reservation are also available for the meritorious sportspersons. 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/IM-25/98 dated 01.03.2011 of Labour Department , Government of West Bengal for checking and verification. Certificate of excellence in sports at the level of Inter University/ National & International Tournament will be entertained.
- 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 persons 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/ Meritorious Sportsperson must have a certificate in support of his/her claim from a competent Authority as specified below:
 - (i) For SC/ST/OBC-A/OBC-B candidate (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:
 - (ii) In the District, the Sub-Divisional Officer of the Sub-Division concerned and
 - (iii) 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.
- Names of exempted Category Candidates shall be obtained by DLSC directly from the Exempted Category Cell under the Directorate of Employment , WB 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 Deptt. Vide no. 50-EMP/IM-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 Applications:

❖ Step:- 1 (Online Registration)

- (i) All applicants shall apply for any post by submitting their applications in the website <http://www.bardhaman.nic.in> through online process of submission.
- (ii) An application form along with a unique registration number will be generated thereafter automatically.
- (iii) This registration shall be preserved for any future reference and generation of Admit Card etc.
- (iv) After filling up and submission of the application from properly, a print out shall be taken for future reference.
- (v) Last date of online submission of the application is 23.12.2016 upto 5 pm.
- (vi) There shall be no provision for receiving of hard copy of the application forms in this office.

Grounds of Rejection of Application Form:-

- (i) The application form received by post but not submitted online shall be rejected straightway.
- (ii) Any application form without the unique registration number shall be rejected.
- (iii) Any application form which is incomplete in nature shall be rejected.

❖ Step- 2:- (Generation of Admit Card)

- (i) 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 earmarked place. It will be available in the website <http://www.bardhaman.nic.in> from **16.01.2017 to 27.01.2017**.
- (ii) After generation of the Admit Card, a print out is to be taken.
- (iii) Two copies of identical colour passport size recent photograph duly self attested are to be affixed on the Admit Card in the place earmarked for the purpose.
- (iv) The lower part of the Admit Card is to be signed by the applicant in examination hall on the day of examination and to be handed over to the invigilator.
- (v) The candidate shall have to bring with him/her any photo identity document viz. AADHAR, 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
- (vi) Candidate without Admit Card and any photo identity document as mentioned above shall not be allowed to enter the examination hall.

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)

Important Dates:

Sl.No	Event	Date
1	Period of Online submission of application	8.12.2016 (Thursday) to 23.12.2016 (Friday) up to 5.00 pm
2	Admit Card to be downloaded from the Website	16.01.2017 to 27.01.2017 up to 5.00 pm.
3	Date of Examination	05.02.2017

Mode of Examination:-

Part-I : Written Examination (85 marks)

Part-II: Viva Voce Test (15 marks)

- 1) Candidates will be shortlisted according to their obtained marks in the written examination abiding by the Govt. recruitment rules and norms subject to the minimum qualifying marks as may be fixed up by the DLSC.
- 2) The shortlisted candidate shall also have to appear in viva-voce test of 15 marks.

Method of Written Examination:- For the posts of Secretary & Sahayak: Written test will be taken on English-25 marks ; Arithmetic-25 marks and Bengali-25 marks (Standard of question Madhyamik or its equivalent exam); GK- 10 marks (Emphasis on Rural Life & Rural Development). Questions will be of MCQ type.

General Conditions fixed by the Committee::

- Candidates shall not REPEAT shall not submit any documents or print out of online submission of application. Incomplete applications will be summarily rejected.
- 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. No certificate on reservation (SC /ST/OBC-A, OBC-B, Sportsman quota) issued by any authority after date of submission of application will be entertained.
- 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.
- Only shortlisted candidates on the basis of marks obtained in written examination, 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.
- 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.
- Candidates who are in service in Govt./ Semi Govt. organization shall apply through proper channel . However, they may send one advanced copy of their application within the closing date.

Sd/-
Executive Officer, Burdwan Zilla Parishad
&
Chairman, District Level Selection Committee