

**STAFF RECRUITMENT COMMITTEE  
BANKURA ZILLA PARISHAD  
COURT COMPOUND, BANKURA, PIN- 722101**

EMPLOYMENT NOTIFICATION NO : 001 /BZP/2016

DATE : 15/02/2016

**RECRUITMENT TO VARIOUS POSTS AT BANKURA ZILLA PARISHAD**

Applications in prescribed format are invited from Indian citizens as defined in Part-II of the Constitution of India for recruitment to different posts at Bankura Zilla Parishad. Willing candidates may apply **through online** in the website <http://www.bankura.gov.in> or <http://bankurazp.in> on or before the **closing date i.e. 11<sup>th</sup> March 2016 up to 5.30 p.m.** The relevant particulars like name of the post, 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 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 any further intimation. Names of eligible candidates will also be sought from the concerned Employment Exchange Office.

The conditions so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by the Staff Recruitment Committee, Bankura Zilla Parishad. All appointments will initially be made on a temporary basis.

Sl. No.	Name of the vacant Post	Eligibility Criteria			No. of Vacancies & Reservation Status in terms of Notification No. 50-Emp/1M-25/98 dated 01.03.2011	Scale of Pay
		ESSENTIAL	DESIRABLE	AGE		
1.	<b>LOWER DIVISION ASSISTANT</b>	Passed Madhyamik or equivalent examination, having secured at least 50% marks in aggregate of any recognised University, Board or Council.	Knowledge of Type writing shall be a desirable qualification.	<u>Age as on 01/01/2016</u> : 18 to 45 years.	2 - SC	Rs.5400-25200/- Gr. Pay- Rs.2600/- (PB- 2)
2.	<b><u>TYPIST -3</u> BENGALI - 1 ENGLISH - 2</b>	Passed Madhyamik or equivalent examination, having secured at least 50% marks in aggregate of any recognised University, Board or Council and having typing speed of forty words per minute in English(for Typist-English) or typing speed of thirty words per minute in Bengali(for Typist-Bengali).		<u>Age as on 01/01/2016</u> : UR - 18 to 40 years, SC - 18 to 45 years.	<b>BENGALI-1- SC</b>  <b>ENGLISH-2</b>  1-UR, 1-UR (EC)  Total - 3	Rs.5400-25200/- Gr. Pay- Rs.2600/- (PB- 2)



3.	<b>STENOGRAPHER TO THE KARMADHYAKSHA (BENGALI)</b>	Bachelor degree from a recognised University and ability to take dictation at a speed of at least seventy words per minute, and typing speed of at least thirty words per minute, in Bengali.		<u>Age as on</u> <u>01/01/2016</u> : UR – 18 to 40 years, SC – 18 to 45 years.	1 - SC 1 – UR (EC) Total – 2	Rs.7100-37600/- Gr. Pay- Rs.3600/- (PB- 3)
4.	<b>GROUP – D EMPLOYEES</b>	Passed at least Class VIII examination of any recognised school.		<u>Age as on</u> <u>01/01/2016</u> : UR – 18 to 40 years, SC – 18 to 45 years, ST – 18 to 45 years, OBC-A & OBC-B – 18 to 43 years, Ex-SERV–Period of military service plus 3(three) years or 50 years whichever is less	3 – UR 1- OBC-A 1- OBC-B 1- OBC-B(EC) 1- SC 1-SC-EX-SERV. 1-ST Total – 9	Rs.4900-16200/ Gr. Pay – Rs.1700/- (PB– 1)
5.	<b>TELEPHONE OPERATOR – CUM – RECEPTIONIST</b>	Passed Madhyamik or equivalent examination, of any recognised University, Board or Council and possesses adequate knowledge of operation of Private Branch Exchange on training from any recognised institution.		<u>Age as on</u> <u>01/01/2016</u> : 18 to 40 years, upper age limit relaxable as per Rules and Orders of the Government for the time being in force.	1 – UR	Rs.5400-25200/- Gr. Pay- Rs.2600/- (PB- 2)
6.	<b>DRIVER</b>	Passed Class VIII examination of any recognised school and possesses driving licence with at least 3 years' experience in driving the class of vehicle [LMV(CAB)] for which recruitment is made.		<u>Age as on</u> <u>01/01/2016</u> : 18 to 45 years..	1 – SC	Rs.5400-25200/- Gr. Pay-Rs. 2600/- (PB- 2)
7.	<b>SUB-ASSISTANT ENGINEER (ELECTRICAL)</b>	Diploma in Electrical engineering from any Council or Board recognised by the State Government.		<u>Age as on</u> <u>01/01/2016</u> : 18 to 40 years, upper age limit relaxable as per Rules and Orders of the Government for the time being in force.	1 – UR	Rs.9000-40500/- Gr. Pay- Rs.4400/- (PB – 4 )
8.	<b>SUB-ASSISTANT ENGINEER (CIVIL)</b>	Diploma in Civil engineering from any Council or Board recognised by the State Government.		<u>Age as on</u> <u>01/01/2016</u> : UR – 18 to 40 years, SC – 18 to 45 years.	1-SC 1- UR 1-UR (EC) Total – 3	Rs.9000-40500/- Gr. Pay – Rs.4400/- (PB – 4 )



9.	<b>DISTRICT ENGINEER</b> ( On renewable contract for a maximum period of two years at a time )	First Class Bachelor Degree or equivalent qualification in Civil Engineering from any recognised University or Council or Association with minimum 10 years' experience as Assistant Engineer or equivalent post.		<u>Age as on 01/01/2016 :</u> 18 to 40 years, upper age limit relaxable as per Rules and Orders of the Government for the time being in force.	1-UR	On a consolidated remuneration - PB - 4A, i.e. Rs.22200 (Basic Rs.15600 + Gr. Pay - Rs.6600)
10.	<b>ASSISTANT ENGINEER</b> ( On renewable contract for a maximum period of two years at a time )	First Class Bachelor Degree or equivalent qualification in Civil Engineering from any recognised University or Council or Association with minimum two years' working experience.		<u>Age as on 01/01/2016 :</u> UR - 18 to 40 years, SC - 18 to 45 years.	1-SC 1- UR 1-UR (EC)  Total - 3	On a consolidated remuneration - PB - 4A, i.e. Rs.21000 (Basic Rs.15600 + Gr. Pay - Rs.5400)

(\* UR-Unreserved, SC-Scheduled Caste , EC-Exempted Category, ST-Scheduled Tribe, OBC-Other Backward Class , Ex. SERV-Ex -Serviceman)

**:: 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 and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997 vide Notification No. 2247/PN/O/3R-2/96 dated 20.05.1997 and subsequent amendments thereof.

Qualification(s) as stated 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 of reservation of vacancies and age relaxation 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 for Ex-Servicemen candidates, wherever applicable.
- ✓ Before final selection, shortlisted candidates belonging to the SC, ST, OBC-A, and OBC-B category will be directed to furnish, original certificates issued by a competent authority of West Bengal as laid down in the West Bengal Scheduled Castes and Scheduled 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 Ex-Servicemen 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 Ex-Serviceman shall be entertained at any time after submission of application.

### **Particulars and certificates required:**

A candidate claiming to be SC / ST/ OBC-A / OBC-B must have, in support of his/her claim, a certificate from a competent authority as specified below:

#### **For SC/ST/OBC-A/OBC-B candidates:**

- [i] In the District, the Sub-Divisional Officer of the Sub-Division concerned,
- [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 Ex-Servicemen 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-Servicemen.

**For Exempted Category Candidates:** Names of Exempted Category Candidates shall be obtained by Staff Recruitment Committee, Bankura Zilla Parishad 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 the provisions of para no. 6 as laid down in the Notification issued Labour Department vide No. 50-Emp/1M-25/98 dated, Kolkata, the 1st March, 2011.

Age-relaxation will be available as per government rules and orders in force to Persons with disabilities having disability of 40% or more.

### **MODE OF APPLICATION**

#### **Online Registration**

1. All applicants shall apply for any post by submitting their applications in the website **www.bankura.gov.in** or **http://bankurazp.in** through online submission.
2. An application form along with a unique registration number will be generated thereafter automatically. No form without the unique registration number shall be accepted by the committee.
3. This registration number shall be preserved for any future reference and generation of Admit Card etc.
4. Candidate will be able to submit application through **www.bankura.gov.in** or **http://bankurazp.in** by filling up their basic information and uploading scanned photograph and full signature.
5. Photocopies of the testimonial of the candidate **shall not be attached with the application format.**
6. Last date of online submission of the application **11.03.2016 up to 5.30 p.m.**
7. Separate online application has to be made for each category of post.
8. There shall be no provision for receiving of hard copy of the application form by this office. But self attested photo copies of relevant testimonials must be submitted by the eligible candidates at the time of interview.

#### **Grounds of Rejection of Application Form :**

1. Any application form without the signature and photograph of the applicant shall be rejected.
2. Any application form without the unique registration number shall be rejected.
3. Any application form which is incomplete in nature shall be rejected.



## Generation of Admit Card

1. The *Staff Recruitment Committee, Bankura Zilla Parishad* will publish a notification stating the date and time of Written Examination and it will be available in the website [www.bankura.gov.in](http://www.bankura.gov.in) or <http://bankurazp.in> . **Admit Card will not be despatched directly to the candidate.**
2. As soon as the said notification is published, 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.
3. After generation of the Admit Card, a print out is to be taken out.
4. 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.
5. 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 examination with photograph/ Driving Licence/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. Authority.
6. Candidate **without Admit Card and any photo identity document** as mentioned above shall not be allowed to enter the examination hall.

## MODE OF EXAMINATION

- 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 (including practical test where applicable) as fixed by the Staff Recruitment Committee, Bankura Zilla Parishad.
- 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 for the posts for which computer knowledge / Type test is essential or desirable, shall have to undergo a Computer Test/ Type test in Computer.

## DISTRIBUTION OF MARKS

Name of the Posts	Marks Distribution			
	Written Examination	Practical Test	Viva-Voce Test	Total Marks
Lower Division Assistant	85	-	15	100
Typist	55	30	15	100
Stenographer to the Karmadhyaksha (Bengali)	55	30	15	100
Group - D	43	-	7	50
Driver	To be intimated later on through <a href="http://www.bankura.gov.in">www.bankura.gov.in</a> or <a href="http://bankurazp.in">http://bankurazp.in</a>			
Telephone Operator-cum-Receptionist	85	-	15	100

District Engineer	To be intimated later on through <a href="http://www.bankura.gov.in">www.bankura.gov.in</a> or <a href="http://bankurazp.in">http://bankurazp.in</a>			
Assistant Engineer	85	-	15	100
Sub-Assistant Engineer (Electrical)	85	-	15	100
Sub-Assistant Engineer (Civil)	85	-	15	100
Accountant	85	-	15	100
Khalasi	43	-	7	50

**SYLLABUS FOR PART – I (WRITTEN EXAMINATION)**

Name of the post	Syllabus for Written Examination
District Engineer	Civil Engineering -Graduate or equivalent standard
Assistant Engineer (Civil)	Civil Engineering -Graduate or equivalent standard - 85 marks
Sub-Assistant Engineer ( Civil)	Civil Engineering -Diploma or equivalent standard – 85 marks.
Sub- Assistant Engineer (Electrical)	Electrical Engineering - Diploma or equivalent standard – 85 marks.
Lower Division Assistant	English-20, Bengali -20, Arithmetic – 25 - Madhyamik or equivalent standard & General Knowledge-20 marks
Typist	English-15, Bengali-15, Arithmetic –15- Madhyamik or equivalent standard ,General Knowledge-10 marks- & Type test – 30 marks (in Bengali – 15 + English – 15).
Stenographer to the Karmadhyaksha (Bengali)	English-15, Bengali-15, Arithmetic –15- Madhyamik or equivalent standard ,General Knowledge-10 marks, Dictation – 15 & Type Test – 15 marks (in Bengali)
Group – D	Bengali, English & Arithmetic – Class – VIII standard of West Bengal Board of Secondary Education or equivalent.
Telephone Operator-cum_ Receptionist	English – 20, Bengali-20, Arithmetic-25- Madhyamik or equivalent standard & General Knowledge-20 marks
Driver	To be intimated later on through publication in the website <a href="http://www.bankura.gov.in">www.bankura.gov.in</a>
Accountant	English- 15, Bengali- 15, General Knowledge-10 & Accountancy – 45 marks. English, Bengali – Madhyamik Standard, Accountancy – B.Com standard.
Khalasi	Bengali, English & Arithmetic – Class – VIII standard of West Bengal Board of Secondary Education or equivalent.





**IMPORTANT DATES :**

Sl. No	Event	Date
1	Period of Online submission of Application	<b>From 19.02.2016 to 11.03.2016 up to 5.30 pm.</b>
2	Tentative date of publication of list of candidates whose application is found valid	Follow our website – <a href="http://www.bankura.gov.in">www.bankura.gov.in</a> or <a href="http://bankurazp.in">http://bankurazp.in</a> .
3	Notice for generation of Admit Card from the website and Date of Written Examination	Follow News Paper viz. Anadabazar Patrika & The Times of India as well as our website – <a href="http://www.bankura.gov.in">www.bankura.gov.in</a> or <a href="http://bankurazp.in">http://bankurazp.in</a> .

**GENERAL CONDITIONS FIXED BY THE COMMITTEE:**

- Application shall be submitted through online mode only.
- Candidates shall not **REPEAT shall not** submit any documents at the time of submitting online application.
- Defective/ 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.
- Candidates must bring a photo identity card recognized by the Govt. to prove their identity in order to get entrance into the examination venue. Any deviation in this regard may straightaway lead to non admission of candidate into the examination venue and rejection of candidature without giving him/her opportunity of being heard. The photo identity cards which will be accepted by the committee for the said purpose as follows:
  - Elector's Photo Identity Card (EPIC).
  - Passport.
  - UIDAI CARD(AADHAR CARD)
  - Admit Card/ Certificate of Madhyamik or equivalent examination with photograph.
  - PAN Card.
  - Driving Licence.
  - Bank Pass Book containing photograph of the candidate.
  - Any other photo identity card issued by a 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 lawful instructions 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 the norms of examination hall shall be punished with cancellation of candidature and debarment from appearing at future examinations/selections or with such other measures 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 .

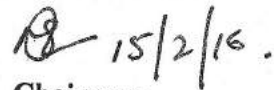
**PARTICULARS WHICH ARE TO BE VERIFIED BY THE AUTHORITY:**

- **For Date of Birth of the candidate** : Admit Card of Madhyamik or Equivalent Examination or Certificate of Madhyamik or Equivalent Examination.
- **For Academic Qualification of the Candidate**: Mark sheet/Certificate of passing of examination by the candidate issued by the recognised School/Board/Council/University in original is to be verified.
- **For Technical Qualification(s) of the Candidate** : Mark sheet/Certificate of the candidate issued by recognised Board/ Council/ University/any institute recognized by the State or Central Government or State Council of technical Education or All India Council of Technical Education.
- **For Attestation of Photograph** : Any photo identity document, viz. EPIC, PAN Card, Passport, Admit Card/Certificate of Madhyamik or equivalent examination with photograph/ Driving Licence/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. Authority.
- **For Caste** : Caste Certificate issued by the SDO concerned in all districts and in respect of 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 Ex-Servicemen**: The Identity Card issued by the respective Zilla Sainik Board and Pension Payment Order.
- For persons with disabilities: Certificate issued by the Medical Board constituted at Government Medical Hospitals, District Hospitals and Sub-Divisional Hospitals.

**Help Desk:**

There will be a "Help Desk" at the Office of the Bankura Zilla Parishad from 10.00 a.m. to 5.30 p.m. at the office chamber of Secretary, Bankura Zilla Parishad (PHONE No. 03242-251393).

**Note:** If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with the notification, the same will be brought to the notice of the candidates by publication through the website [www.bankura.gov.in](http://www.bankura.gov.in) or <http://bankurazp.in> or/and in such other manner as may be decided by the Staff Recruitment Committee, Bankura Zilla Parishad.

  
15/2/16 .

Chairman

Staff Recruitment Committee  
Bankura Zilla Parishad

