

Office of the District Magistrate, Cooch Behar
Sagardighi Square, P.O. & Dist. - Cooch Behar
Pin - 736101

Employment Notification No.: PRD/1328/X-1

Dated : 05/12/2013

Recruitment to various posts at
Gram Panchayat and Panchayat Samiti in Cooch Behar District

Applications in prescribed format are invited from Indian citizen as defined in Part-II of the Constitution of India for recruitment to different posts at Gram Panchayat and Panchayat Samiti level under Cooch Behar district. Willing candidates shall be required to apply online in the website: www.coochbehar.gov.in on or before the closing date i.e **27/12/2013 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 posts are stated in the following paragraphs. A candidate must go through the instruction 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, Cooch Behar. All appointments will initially be made on a temporary basis.

Table A: Gram Panchayat Level

Sl. No. of the post	Name of the post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
01	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 01/01/2013 :: 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 Years Person with Disability – 18-45 Yrs.	Total- 13 UR- 4 UR(EC)- 2 UR(Meritorious Sportsman)-1 SC – 2 SC(EC)-1 ST - 1 OBC-A - 1 OBC-B - 1	Pay Band-3 Rs.7100-Rs.37600 (Entry Point min. Pay Rs. 7440) plus Grade Pay Rs. 3600) and other allowances will also be admissible as per Government orders in force.
02	Nirman Sahayak	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.	-	Age as on 01/01/2013 :: 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 Person with Disability – 18-45 Yrs.	Total – 20 UR - 7 UR(EC) - 3 UR(PH-Blindness or Low vision)-1, UR(PH- Hearing impairment)-1 UR(PH- Loco Motor Disability)-1 ST - 3 ST(EC) - 2 OBC-A - 2	Pay Band-4 Rs.9000-Rs.40500 (Entry Point min. Pay Rs. 9000) plus Grade Pay Rs. 4400) and other allowances will also be admissible as per Government orders in force.

Sl. No. of the post	Name of the post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
03	Gram Panchayat Sahayak	<p>a) Must be a citizen of India as defined in part II of the constitution of India.</p> <p>b) Must have passed Madhyamik Examination from WBBSE or its equivalent examination from any recognized Board or Council or recognized University.</p>	Candidates having 50% marks in aggregate in the Madhyamik or its equivalent examination will be preferred.	<p>Age as on 01/01/2013 ::</p> <p>GEN-18-40 Yrs</p> <p>SC-18-45 Yrs</p> <p>ST-18-45 Yrs</p> <p>OBC-A-18-43 Yrs</p> <p>OBC-B-18-43 Yrs</p> <p>Ex-Serviceman : 50 Years.</p> <p>Person with Disability – 18-45 Yrs.</p>	<p>Total - 21</p> <p>UR – 5</p> <p>UR(EC) – 6</p> <p>UR(PH-Hearing impairment)-1</p> <p>SC - 2</p> <p>SC(EC) - 1</p> <p>ST(EC) - 2</p> <p>OBC-A - 2</p> <p>OBC-A(EC) - 1</p> <p>OBC-B - 1</p>	<p>Pay Band-2</p> <p>Rs.5400-Rs.25200</p> <p>(Entry Point min. Pay Rs. 6700) plus Grade Pay Rs. 2300) and other allowances will also be admissible as per Government orders in force.</p>

Table- B: Panchayat Samiti Level

Sl. No. of the post	Name of the post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
04	Block Informatics Officer	<p>a) Must be a citizen of India as defined in part II of the constitution of India.</p> <p>b) Shall have a Bachelor's Degree in Computer Application or Bachelor's Degree (Hons.) in Computer Science or Bachelor's degree in any stream with "A" level certificate courses of DOEACC provided that candidates with qualification of "B" Level or "C" Level certificate course from DOEACC with three years Diploma in Computer Science and Engineering/Information Technology/Electronics and Tele Communication shall also be considered, or Bachelor in Electronics and Communication Engineering/ Computer Science and Engineering, B.Tech.(IT) and B.Sc.(IT) by Distance Education Programmes from Visva Bharati or any other recognized University or from Indira Gandhi National Open University or B.E. or B.Tech. in Computer Science and Engineering, or B.Sc. in Computer Science or Master/Bachelor in Computer Application or B.Sc. in General Stream Course and M.Sc.(IT)from a recognized University/ Institution.</p>		<p>Age as on 01/01/2013 ::</p> <p>GEN-18-40 Yrs.</p> <p>SC-18-45 Yrs.</p> <p>ST-18-45 Yrs.</p> <p>OBC-A-18-43 Yrs.</p> <p>OBC-B-18-43 Yrs.</p> <p>Person with Disability – 18-45 Yrs.</p> <p>Ex-Serviceman : 50 Years.</p>	<p>Total – 1</p> <p>ST-1</p>	<p>Pay Band-3</p> <p>Rs.7100-Rs.37600</p> <p>(Entry Point min. Pay Rs.8370) plus Grade Pay Rs.3900 And other allowances will also be admissible as per Government orders in force.</p>

Sl. No. of the post	Name of the post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
05	Samiti Education Officer	<p>a) Must be a citizen of India as defined in part II of the Constitution of India.</p> <p>b) Must possess Graduate degree with Post Graduate B.Ed. degree or Graduate Degree with three years experience in teaching in any Primary or Secondary School or Graduate Degree with three years experience of working in Govt. sponsored Alternative System of Education or Graduate degree with three years experience in Management of Education.</p>		<p>Age as on 01/01/2013 ::</p> <p>GEN-18-40 Yrs</p> <p>SC-18-45 Yrs</p> <p>ST-18-45 Yrs</p> <p>OBC-A-18-43 Yrs</p> <p>OBC-B-18-43 Yrs</p> <p>Person with Disability-18-45 Yrs.</p> <p>Ex- Serviceman : 50 Years</p>	<p>Total - 2</p> <p>UR(EC) - 1</p> <p>UR(PH-BLINDNESS or LOW VISION)-1</p>	<p>Pay Band-3</p> <p>Rs.7100-Rs.37600 (Entry Point min. Pay Rs. 7910) plus Grade Pay Rs. 3600) and other allowances will also be admissible as per Government orders in force.</p>
06	Data Entry Operator	<p>a) Must be a citizen of India as defined in part II of the constitution of India.</p> <p>b) Must have passed Madhyamik Examination from WBBSE or its equivalent examination from any recognized Board or Council or recognized University, and having a minimum typing speed of 30 words per minute in English and 20 words per minutes in Bengali.</p> <p>c) At least 3 months formal training in using personal computer from any institute recognized by the State Government or State Council of Technical Education or All India Council of Technical Education.</p> <p>d) Minimum speed of data entry of 6000 key depression per hour.</p>	<p>One year experience of data entry operation in personal computer. Candidate must possess the requisite qualification as on the date of Notification.</p>	<p>Age as on 01/01/2013 ::</p> <p>GEN-18-40 Yrs</p> <p>SC-18-45 Yrs</p> <p>ST-18-45 Yrs</p> <p>OBC-A-18-43 Yrs</p> <p>OBC-B-18-43 Yrs</p> <p>Ex- Serviceman :50 Years.</p> <p>Person with Disability – 18-45 Yrs.</p>	<p>Total - 5</p> <p>UR - 1</p> <p>UR(EC) - 1</p> <p>SC – 1</p> <p>SC(EC)-1</p> <p>ST-1</p>	<p>Pay Band-2</p> <p>Rs.5400-Rs.25200 (Entry Point min. Pay Rs. 6240) plus Grade Pay Rs. 2600) and other allowances will also be admissible as per Government orders in force.</p>
07	Accounts Clerk	<p>a) Must be a citizen of India as defined in part II of the constitution of India.</p> <p>b) Must have passed the Madhyamik Examination from the WBBSE or its equivalent examination from any recognised Board or University or Council.</p>	<p>Diploma in Computer Application from any Institute recognized by State Govt. or Central Govt. or State Council of Technical Education or All India Council of Technical Education.</p>	<p>Age as on 01/01/2013 ::</p> <p>GEN-18-40 Yrs</p> <p>SC-18-45 Yrs</p> <p>ST-18-45 Yrs</p> <p>OBC-A-18-43 Yrs</p> <p>OBC-B-18-43 Yrs</p> <p>Person with Disability-18-45 Yrs.</p> <p>Ex- Serviceman :50 Years</p>	<p>Total - 10</p> <p>UR - 3</p> <p>UR(EC) - 2</p> <p>UR(Ex-serviceman) - 1</p> <p>SC - 3</p> <p>OBC-B(EC) - 1</p>	<p>Pay Band-2</p> <p>Rs.5400-Rs.25200 (Entry Point min. Pay Rs. 6240) plus Grade Pay Rs. 2600) and other allowances will also be admissible as per Government orders in force.</p>

08	Clerk-cum-Typist	<p>a) Must be a citizen of India as defined in part II of the constitution of India.</p> <p>b) Must have passed the Madhyamik Examination from the WBBSE or its equivalent examination from any recognised Board or University or Council.</p> <p>c) Having a minimum typing speed of 30 words per minute in English and 20 words per minute in Bengali.</p>		<p>Age as on 01/01/2013 :: GEN-18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs Person with Disability-18-45 Yrs. Ex-Serviceman : 50 Years</p>	<p>Total - 7 UR - 1 UR(EC) – 2 UR(PH-Blindness or Low Vision)-1 SC – 1 SC(EC)-1 OBC-A(EC)-1</p>	<p>Pay Band-2 Rs.5400-Rs.25200 (Entry Point min. Pay Rs. 6240) plus Grade Pay Rs. 2600) and other allowances will also be admissible as per Government orders in force.</p>
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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 of Employees of Gram Panchayat) Rules, 2007 & West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007 and subsequent amendment thereof.
- ✓ Qualification as stated in the Table A & B above must be possessed by the Candidate on or before the date of submitting online application.
- ✓ 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 submission of online application in respect of this advertisement, his/her Candidature shall summarily be 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. Such benefits are also admissible to all candidates with disabilities of 40% and above and Ex-Serviceman.
- ✓ 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 claim.
- ✓ SC, ST, OBC-A, and OBC-B candidates of other states will be treated as General Candidates.
- ✓ Before final selection of person with disabilities, shortlisted candidates will be directed to furnish original certificate in prescribed form in support of their claim issued by a competent authority as per the provisions of the West Bengal Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
- ✓ The benefits of reservation are also available for the meritorious sportsperson. 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/1M-25/98 dated 01/03/2011 of Labour Department, Government of West Bengal for checking and verification.
- ✓ 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 person 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/Physically Handicapped/Meritorious Sportsperson must have a certificate in support of his/her claim from a Competent Authority as specified below :-

- ✓ For **SC/ST/OBC-A/OBC-B** candidates [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] (i) In the District, the Sub-Divisional Officer of the Sub-

Division concerned, and (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 **Physically Handicapped** candidates/ Persons with Disabilities [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]: A Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-Divisional Hospitals. Candidates having Disability of 40% and above shall only be considered for Age relaxation as well as reservation of posts for Persons with Disabilities. Candidates having disabilities of less than 40% shall neither get benefit of exemption of age relaxation nor reservation of posts for Persons with Disabilities.
- ✓ For **Meritorious Sportspersons** :- Meritorious Sportspersons in the area of International Competition, National Competition, Inter-University Tournament and National Sports/ Games for School Education in the following list of Sports will be entertained:

Name of the Sports	Code Number
Athletics (including Track and Field events)	01
Badminton	02
Basket Ball	03
Cricket	04
Football	05
Hockey	06
Swimming	07
Table Tennis	08
Vollet Ball	09
Tennis	10

Name of the Sports	Code Number
Weightlifting	11
Wrestling	12
Boxing	13
Cycling	14
Gymnastics	15
Judo	16
Rifle Shooting	17
Kabaddi	18
Kho-Kho	19

Competent Authorities for issuing Certificate to Meritorious Sportspersons are as follows:

Area	Competent Authority
International Competition	Secretary of the National Federation/ National Association of the Sports concerned.
National Competition	Secretary of the State Association of the Sports concerned.
Inter-University Tournament	Dean/Director of Sports or other officer in overall charge of sports of the University concerned.
National Sports/ Games for School Education	Director or Deputy Director in overall charge of Sports/ Games for Schools in the Directorate of School Education, West Bengal.

- ✓ **For Exempted Category Candidates:** The Exempted Category Candidates can apply directly through online. However the names of Exempted Category Candidates shall also be obtained by DLSC, Cooch Behar 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 provision of point no-6 as laid down in the Notification issued by Labour Department vide No- 50- Emp/1M-25/98 dated, Kolkata, the 1st March, 2011.
- ✓ **For Ex-Serviceman Candidates:** Ex-serviceman can apply directly through online. However the names of Ex-Serviceman shall also be obtained from Zilla Sainik Board for filling up the vacancies meant for Ex-Serviceman.

Mode of Application:

Step-1 :- (Online Registration)

- ✓ All applicants shall apply for any post by submitting their applications in the website ***www.coochbehar.gov.in*** through online submission.
- ✓ 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.
- ✓ This registration number shall be preserved for any future reference and generation of Admit Card etc.
- ✓ After filling up and submission of the application form properly, a print out shall be taken.
- ✓ The particulars furnished by the applicant in the application form shall have to be attested by a Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School along with **Name and Office Seal** of the Attesting Authority.
- ✓ A recent passport size colour photograph of the applicant duly attested by the Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School shall be affixed in the place earmarked for the purpose.
- ✓ The filled in application form (in original) duly attested by the Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School shall have to be sent to the specific post bag number assigned for the purpose by ordinary post after superscribing the envelope as **“Application for the Post of**” and **“Unique Registration Number.....”**
- ✓ Photocopies of the testimonial of the candidate **shall not be attached with the application format.**
- ✓ Last date of online submission of the application is **27/12/2013(Tuesday) up to 5 pm.** The filled in application form (in original) with the attestation of the Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School shall reach the specific Post Bag Number on or before **02/01/2014 up to 5 pm.**
- ✓ Separate online application has to be made for each category of post & hard copy of application has to be sent to this end through post following the above mentioned procedure.
- ✓ There shall be no provision for receiving of hard copy of the application form directly by this office. **Applicants must send hard copy of the application form by ordinary post. Hard copy of application form sent through Registered Post or through Speed Post or through any other mode shall be rejected straightway.**

Grounds of Rejection of Application Form :-

- The application form received by post but not submitted online shall be rejected straightway.
- Similarly, only online submission of application form shall be rejected straightway if no application form (hard copy) is received through post bag number within **02/01/2014 up to 5 pm.**
- Any application form without the signature of the applicant shall be rejected.
- Any application form without attestation of the Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School shall be rejected.
- Any application form containing a passport size colour photograph of the applicant without attestation by the Group “A” officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School shall be rejected.
- Any application form (Hard Copy) which is received through post bag number after the last date of submission **i.e. 02/01/2014** shall be rejected even if the applicant submits application form through online basis within the stipulated time period **i.e. 27/12/2013.**
- Any application form without the unique registration number shall be rejected.
- Any application form which is incomplete in nature shall be rejected.

Step-2 :- Generation of Admit Card

- ✓ The District Level Selection Committee, Cooch Behar will publish a notification stating the date and time of Written Examination and it will be available in the website www.coochbehar.gov.in.
- ✓ 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.
- ✓ After generation of the Admit Card, a print out is to be taken.
- ✓ Two copies of identical colour passport size photograph duly attested by the Group "A" officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School are to be affixed on the Admit Card in the place earmarked for the purpose.
- ✓ The Part-I & Part-II of the Admit Card is to be signed by the applicant in presence of the invigilator on the day of examination and Part-I is to be handed over to the invigilator. The Part-II of the Admit Card with similar photograph as in Part-I duly attested by the same Group 'A' Officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School to be retained by the applicant and to produce before the DLSC, Cooch Behar if called for viva-voice. The applicant **shall not** be allowed to attend the viva-voce if he fails to produce the part-II of Admit Card.
- ✓ 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 with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. Authority. Candidate without Admit Card and any photo identity document as mentioned above **shall not** be allowed to enter the examination hall. The candidate if called for viva-voice to produce the same Photo ID card which he produced during written examination failing which he **shall not be allowed** to attend viva-voice.

Mode of Examination :

Part-I : Written Examination : (85 marks)

Part-II : Viva Voce Test : (15 marks)

- ✓ 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 fulfillment of minimum qualifying marks in written examination (including practical test where applicable) as fixed up by the DLSC.
- ✓ 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.
- ✓ The successful candidates of the posts for which computer knowledge is essential or desirable, shall have to undergo a Computer Test at the time of Viva-Voce.
- ✓ The Written Examination will be through Multiple Choice Question (MCQ) method and there will be negative marking for wrong answer (one mark will be deducted for every three wrong answers).

Distribution of Marks:

Name of the Posts	Marks Distribution			Total Marks
	Written Examination	Practical Test	Viva-Voce Test	
Executive Assistant of Gram Panchayat	Total Marks : 85	NIL	Total Marks : 15 A) Candidates having Post Graduate Degree or Diploma in Social Work or Rural Development from any recognized institute or University will be awarded : 3 Marks B) Candidates having certificate on experience on Social Work or Rural Development issued by Govt. Institution/ Govt. recognized NGOs will be awarded: 2 Marks	100
Nirman Sahayak of Gram Panchayat	Total Marks : 85	NIL	Total Marks : 15	100
Sahayak of Gram Panchayat	Total Marks : 85	NIL	Total Marks : 15 Candidates having 50% marks in aggregate in the Madhyamik or its equivalent examination will be awarded : 3 Marks	100
Block Informatics Officer	Total Marks : 65	20	Total Marks : 15	100
Samiti Education Officer	Total Marks : 85	NIL	Total Marks : 15	100
Data Entry Operator	Total Marks : 85	NIL	Total Marks : 15	100
Accounts Clerk	Total Marks : 85	NIL	Total Marks : 15 Computer Test : 5 Marks	100

Name of the Posts	Marks Distribution			Total Marks
	Written Examination	Practical Test	Viva-Voce Test	
Clerk-cum-Typist	Total Marks : 85	Shortlisted candidates will have to undergo screening test on typing speed 30 words per minute in English and 20 words in Bengali (test will be taken in personal computer) and those who qualify in the typing test will be allowed to appear in the Viva-Voce test.	Total Marks : 15	100

Syllabus for Part-I (Written Examination)

Name of the Post	Syllabus for Written Examination
Executive Assistant of Gram Panchayat	English : 25 marks (General Academic Standard of HS) Bengali : 25 marks (General Academic Standard of HS) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 10 marks (Emphasis on rural life & rural development)
Nirman Sahayak of Gram Panchayat	Engineering (Civil) : 65 marks English : 13 marks (Madhyamik Standard) General Knowledge : 07 marks (Emphasis on rural life & rural development)
Sahayak of Gram Panchayat	English : 25 marks (General Academic Standard of MP) Bengali : 25 marks (General Academic Standard of MP) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 10 marks (Emphasis on rural life & rural development)
Block Informatics Officer	English : 10 marks (General Academic Standard of HS) Bengali : 10 marks (General Academic Standard of HS) Arithmetic : 10 marks (Madhyamik Standard) General Knowledge : 10 marks (Emphasis on rural life & rural development) Computer Application : 25 marks for theoretical examination of Bachelor of Computer Science or Bachelor of Computer Application Standard. Practical Test : 20 marks, Practical test will be held after written test on separate date. Online Admit Card for practical test will be issued later on for those candidates only who will appear in the written test. List of successful candidates for interview will be prepared on the basis of marks obtained in both written test and practical test.

Name of the Post	Syllabus for Written Examination
Samiti Education Officer	Bengali (25 marks) (General Academic Standard of HS) English (20 marks) (General Academic Standard of HS) Simple Arithmetic (25 marks) (General Academic Standard of MP) General Knowledge (10 marks) Mental Ability Test (05 marks)
Data Entry operator	English : 20 marks (General Academic Standard of MP) Bengali : 20 marks (General Academic Standard of MP) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 20 marks (Emphasis on rural life & rural development).
Accounts Clerk	English : 20 marks (Madhyamik Standard) Bengali : 20 marks (Madhyamik Standard) Arithmetic : 25 marks (Madhyamik Standard) General Knowledge : 20 marks (Emphasis on rural life & rural development)
Clerk-cum-Typist	English : 20 marks (General Academic Standard of MP) Bengali : 20 marks (General Academic Standard of MP) Arithmetic : 25 marks (General Academic Standard of MP) General Knowledge : 20 marks (Emphasis on rural life & rural development)

Postal Address for sending Filled in Application Form duly generated through online mode and duly attested by Group "A" officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School

Name of the Post	Address
Executive Assistant of Gram Panchayat	To the Chairman, DLSC & District Magistrate, Cooch Behar HPO, Cooch Behar-736101, POST BAG NO. : 01
Nirman Sahayak Gram Panchayat	To the Chairman, DLSC & District Magistrate, Cooch Behar HPO, Cooch Behar-736101, POST BAG NO. : 02
Sahayak of Gram Panchayat	To the Chairman, DLSC & District Magistrate, Cooch Behar HPO, Cooch Behar-736101, POST BAG NO. : 03
Block Informatics Officer	To the Chairman, DLSC & District Magistrate, Cooch Behar HPO Cooch Behar-736101, POST BAG NO. : 04
Samiti Education Officer	To the Chairman, DLSC & District Magistrate, Cooch Behar HPO, Cooch Behar-736101, POST BAG NO. : 05
Accounts Clerk	To the Chairman, DLSC & District Magistrate, Cooch Behar HPO, Cooch Behar-736101, POST BAG NO. : 06
Data Entry Operator	To the Chairman, DLSC & District Magistrate, Cooch Behar HPO, Cooch Behar-736101, POST BAG NO. : 07
Clerk-cum- Typist	To the Chairman, DLSC & District Magistrate, Cooch Behar HPO, Cooch Behar-736101, POST BAG NO. : 08

Important Dates:

Sl. No.	Event	Date
1.	Period of online submission of application	<i>05/12/2013 to 27/12/2013 Up to 5.00 PM</i>
2.	Period of receiving filled in Application Form duly generated through online mode and duly attested by Group "A" officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School <u>through specific Post Bag No.</u>	<i>05/12/2013 to 02/01/2014 Up to 5.00 PM</i>
3.	Tentative date of publication of list of candidates whose application is found valid in the website www.coochbehar.gov.in	<i>20th January, 2014</i>
4.	Notice for generation of Admit Card from the website www.coochbehar.gov.in and Date of Written Examination.	<i>Follow News Paper viz. Uttarbanga Sambad, Anandbazar Patrika, as well as our website www.coochbehar.gov.in in due course.</i>

General Conditions fixed by the Committee :

- ✓ Application should be submitted only through online mode and printout of online application form duly attested by Group "A" officer of Central or State Govt. / Govt. PSU/ Head Master or Head Mistress of Govt./Govt. Aided Higher Secondary or Secondary School is to be sent to this end only through ordinary post to the respective Post Bag Number.
- ✓ Candidates **shall not REPEAT, shall not SUBMIT** any documents along with print out of online submission of application.
- ✓ Defective/ incomplete applications will be summarily rejected.
- ✓ Xerox/Typed/Printed/Scanned copy of Application Form shall summarily be 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 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. The photo identity cards to be accepted by the committee for the said purpose are as follows :-
 - Elector's Photo Identity Card (EPIC).
 - Passport.
 - UID Card.
 - 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 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 instruction 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 norms of examination hall shall be punished with cancellation of candidature and will also be debarred from appearing

at future examinations/selections 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.
- ✓ 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 Attesting 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:** The mark sheet/Certificate of candidate issued by the recognized Board/Council/University in original is to be verified.
- ✓ **For Technical Qualification of the Candidate:** The mark sheet/Certificate of candidate issued by recognized 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 documents viz. 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.
- ✓ **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 Meritorious Sportspersons:** Certificate issued by the Secretary of the National Federation/ National Association/ State Association of the Sports concerned. Dean/Director of Sports or other officer in overall charge of sports of the University concerned. Director or Deputy Director in overall charge of Sports/ Games for Schools in the Directorate of School Education, West Bengal.
- ✓ **For Ex-Serviceman :** The Identity Card issued by the respective Zilla Sainik Board
- ✓ **For Physically Handicapped:** Certificate issued by the Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-Divisional Hospitals.
- ✓ **For Exempted Category Candidates:** The Exempted Category Registration No. of Employment Exchange Card issued by the Exempted Category Cell, under the Directorate of Employment, West Bengal.

Help Line: (11.00 am to 5.00 pm in all working days.)

- ✓ For Queries on Online submission of Application: 8101710121 from 05/12/2013 to 27/12/2013
- ✓ Help Line Number for General Queries: 9832310070/ 8389820198 from 05/12/2013 to 02/01/2014

Note: (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.)


District Magistrate,
Cooch Behar & Chairman,
District Level Selection Committee