

PUBLIC SERVICE COMMISSION, WEST BENGAL

MISCELLANEOUS SERVICES RECRUITMENT EXAMINATION - 2023

Commencement of submission of Online Application : 5th October, 2023
Closing date for submission of Online Application : 2nd November, 2023 (upto 3:00 P.M.)
Last date for submission of Fees : 2nd November, 2023 (Online) & 3rd November, 2023 (Offline)

✳ **MODE OF APPLICATION :**

Applications can be submitted through online only. **SUBMISSION OF MORE THAN ONE APPLICATION BY THE SAME CANDIDATE IS STRICTLY FORBIDDEN AND SUCH APPLICATIONS ARE LIABLE TO CANCELLATION.**

✳ **QUALIFICATION :**

1. **A degree from a recognized University or its equivalent.**
2. Ability to read, write and speak in Bengali (not required for those candidates whose mother tongue is Nepali).
3. Knowledge of Bengali will be tested for candidates whose mother tongue is other than Bengali/Nepali at the time of Personality Test. Candidature of the candidates with average and/poor performance in the said knowledge of Bengali Test shall be liable to be cancelled.

N.B. : The candidates must fulfill the requisite qualifications by the closing date of submission of application.

✳ **AGE (As on 01.01.2023):**

Not below 20 years but not more than 39 years as on 01.01.2023 (i.e. born not earlier than 2nd January, 1984 and not later than 1st January, 2003).

N.B. : Age as recorded only in the Madhyamik or equivalent certificate will be accepted. The age limits apply to all the candidates whether in Govt. service or not.

● **RELAXATION IN AGE LIMIT:**

The upper age limit is relaxable by 5 years for S.C. & S.T. Candidates of West Bengal and by 3 years for OBC (Non-Creamy Layer) candidates of W.B. In the case of Persons with Benchmark Disabilities (PwBD) the upper age is relaxable upto 45 years. No relaxation is applicable to SC/ST/OBC candidates of other States as they shall be treated as General Candidates.

✳ **FEES : Rs.160/- (Rupees one hundred sixty only)** candidates may in addition have to bear the following charges:

- **For Online Payment through Debit/Credit Cards:** Convenience fee @1% of the examination fee subject to a minimum of Rs. 4.90/- only plus 18% G.S.T. on such Convenience fee .
- **For Online Payment using Net Banking facility:** Convenience fee of Rs. 4.90/- only plus 18% G.S.T. on such Convenience fee .
- **For Offline Payment through any Bank Counter:** Service Charge of Rs. 17/- (Rupees Seventeen only).
- **SC/ST candidates of West Bengal and Persons with Benchmark Disabilities (PwBD) having physical disability of 40% and above are not required to pay any fee.** OBC candidates of West Bengal are, however, required to pay usual fee as aforesaid. **NO EXEMPTION OF FEE IS AVAILABLE TO SC/ST/OBC CANDIDATES OF OTHER STATES.** No claim for refund of the fee will be entertained nor will it be held in reserve for any other examination.

☐ **SCHEME OF THE EXAMINATION :**

The examination will be held in three successive stages viz. (1) Preliminary Examination (Objective Type), (2) Final Examination (Conventional Type – Written) and (3) Personality Test, as detailed below.

A. Preliminary Examination : 200 marks.

- The examination will consist of only one paper containing **100 Multiple choice objective type questions carrying 2 marks each** on —
 - **General Studies (150 marks / 75 Questions)**
 - **Arithmetic (50 marks / 25 Questions)**
- **Time : 1 hour and 30 minutes.**
- The marks obtained by candidates in Preliminary Examination will not be counted for the purpose of determining the final merit list. **There shall be negative marking for each wrong answer to multiple choice questions (MCQ Type) which will also be printed on the top of Question Booklet.**

B. Final Examination : 450 marks.

- The examination will consist of three papers of Conventional type questions, namely —
 - **Paper-I : English (Full Marks:150/Time : 1 hour and 30 minutes)**
 - **Paper-II : Bengali/Hindi/Urdu/Nepali/Santali (Full Marks:150/Time : 1 hour and 30 minutes)**
 - **Paper-III : General Studies and Arithmetic.(Full Marks : 150 [100 marks for General Studies (Group A) and 50 marks for Arithmetic(Group B)]/ Time : 2 hours and 30 minutes.)**
- Answers for Group-A (General Studies) portion should be given in English or in Bengali or in Nepali and Answers for Group-B (Arithmetic) in English or in Bengali but all the answers for individual group must be in one and the same language.
- The examination of all the three papers (Paper-I, II & III) will be held on the same day.

C. Personality Test : 100 marks.

- A limited number of candidates selected merit-wise on the results of the Final Examination (Written) will be called to the Personality Test.
- **Final Merit List will be prepared on the basis of the total marks obtained in all the three papers of the Final Examination and that obtained in the Personality Test taken together.**

APPLICATION PROCEDURE : Applications can be submitted through online only through <https://wbpsc.gov.in/> SUBMISSION OF MORE THAN ONE APPLICATION BY THE SAME CANDIDATE IS STRICTLY FORBIDDEN AND SUCH APPLICATIONS ARE LIABLE TO CANCELLATION.

■ Guidelines for filling up of the Online Application Form :

- **Step 1:** Please click on "wbpsc.gov.in" and click "APPLY ONLINE"
- **Step 2:** Please click on "Advertisement Wise Registration" Given at the right side of the home page.
- **Step 3:** Select registration for which post, enter your mobile number and fill catcher then click on "save & proceed".
- **Step 4:** Filled login details put your password as per instruction and your email id, personal details & verified your phone number with OTP and select category details. Fields marked with "Red colored bullets" cannot be left blank. Once all the fields are filled up, the applicants are required to click on "save & proceed".
- **Step 5:** Filled address details, fields marked with "Red colored bullets" cannot be blank. Once all the fields are filled up, the applicants are required to click "save & proceed".
- **Step 6 :** Choose the image file (jpeg format; **photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb**) of your scanned passport size photograph and signature and click 'Choose file' button given below the Box. After you have successfully uploaded the photograph and signature one by one, you will see the following page and required to click "save & proceed".

■ How to Upload image file :(In jpeg format, size limit 100kb of scanned photograph and signature):

To upload the image file of your scanned passport size color photograph and signature, click the 'Choose file' button available on the panel, then select your photo and signature. On clicking, you will see the following screen: **(Your scanned passport photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)**

- **If you are facing any problem to upload your photo and signature rejected by the system, Please resize your scan photo and signature. Steps:**
 1. Right click on the scanned photo file → Open with → Microsoft Office Picture Manager
 2. Then look at the top menus, Click Picture → Resize
 3. Now look at the right panel, Select the radio button Custom width x height, and write width = 138px, height = 177px. Then Click OK to complete.
 4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
 5. The save the file.
- **Step 7:** click on "I accept above declaration" check box and then click "save and proceed".
- **Step 8:** After final submission preview page. After final submission now the applicants will be allowed to login with the Applicant id / Enrollment id and password which are valid for this examination only.
- **STEP 10:** Please click on "SING IN" or "Apply Now" as per the below screenshot.
- **STEP 11:** Applicants can sign in into the portal with the Applicant id, password and captcha then click on submit.
- **STEP 12:** Click on "CURRENT APPLICATION" for application.
- **STEP 13:** The applicants are required to select the Examination Name "Post Name".
- **STEP 14:** Click on for "Recruitment Details" and "Continue" button to proceed further for filling up the application form.
- **STEP 15:** The applicants are required to select the Examination Name and Check the eligibility and in case the candidate fulfils the required eligibility criteria for the examination, he/she has to click on "check box" and then click "Save & Continue" button to proceed further for filling up the application form.
- **STEP 16:** Fill the application details and all the required fields .he/she has to click on "check box" and then click "Save & Continue" button to proceed further for filling up the application form.
- **STEP 17:** The applicants are required to check 'Communication details', he/she has to click on "check box" and then click "Save & Continue" button to proceed further for filling up the application form.
- **STEP 18 :**After filling up application click the "Save and Continue" Button given at the bottom you have filled up all the required fields of the "Academic Details", here you add your passed examination details and Click on the "Save & Continue" button.
- **STEP 19:** The applicants have experience then he/she fill that, it is not required field for all applicants.
- **STEP 20:** After filling up application click the "Save & Continue" Button given at the bottom you have choose your preferable "Select District/Sub-divisions" and "Preferred Examination Center", here you add your preferable examination centre and Click on the "Save & Continue" button.
- **STEP 21:** he/she has to click on "check box" and then click "Save & Continue" button to proceed further for filling up the application form.
- **STEP 22:** After click on "Save & Continue" button then "click I agree to proceed"
- **STEP 23:** He/she has to click on 3 "check box" and then click "Final submission" button to proceed further for filling up the application form.
- **STEP 24:** - Click on "proceed to payment" for payment.
- **STEP 25:** Applicants select "select payment gateway", "payment type" then choice online or offline and click on "proceed to pay"
- **STEP 26:** Click on "pay Now & Submit Application" for online payment.
- **STEP 27:** Now you have to click button 'Generate & Print Challan' for generation of Challan. Applicant can proceed to (CBS Enabled) branch of any bank for making payment soon after generation of the challan.

- N.B. :** (i) **A candidate claiming to be S.C., S.T., O.B.C. (Non-Creamy Layer) or Persons with Benchmark Disabilities (40% and above) & Meritorious Sportspersons must have a certificate in support of his / her claim from a competent authority of West Bengal issued on or before the closing date of submission of application as specified below and no claim in this regard will be entertained afterwards. In case a candidate is unable to produce the relevant valid certificate in support of the declaration/claim made by the candidate at the time of document verification, his/her candidature will be summarily rejected.**
(ii) **The Challan must be generated by the 2nd November, 2023 positively.**

For further details and assistance the candidates may contact the following numbers on any working day from 11-00 a.m. to 4-00 p.m. :

For Technical Support :

Help Desk : (033) 4058-5640

Email-id :- pscwbit01@gmail.com