

PUBLIC SERVICE COMMISSION, WEST BENGAL

CLERKSHIP EXAMINATION, 2023 (ADVT. NO. 13/2023)

Commencement of submission of Online Application : 08/12/ 2023
Closing date for submission of Online Application : 29/12/ 2023 (upto 3:00 P.M.)
Last date for submission of Fees : 29/12/ 2023 (upto 3:00 P.M.) (Online) & 30/12/2023. (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.**

- The Direct Recruitment Examination (Part-I) will be held at various centres in Kolkata and in certain other districts in West Bengal tentatively in the month of June 2024.

✳ **QUALIFICATION :**

The qualification for direct recruitment shall be as follows :

- Pass in Madhyamik examination of the West Bengal Board of Secondary Education or its equivalent.
- Acquisition of elementary knowledge in Computer operation with ability of typing on computer at the speed of 20 (twenty) words per minute in English or 10 (ten) words per minute in Bengali.

Note: The candidates are required to exercise option for (b) above at the time of submission of application.

✳ **AGE (As on 01.01.2023):**

Not bellow 18 years but not more than 40 years as on 01.01.2023 (i.e. born not earlier than 2nd January, 1983 and not later than 1st January, 2005).

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.110/- (Rupees one hundred ten) only + Service Charge 1% of Examination Fee** subject to a minimum of Rs.4.90/- (Rupees Four & Ninety paise) only for online payment through debit/credit card plus service charge as applicable as Govt. Duty or Service Charge of Rs.4.90/- (Rupees Five & Ninety paise) only for Net Banking or Service Charge of Rs.17/- (Rupees Seventeen) only for payment through Bank Counter (off-line payment).

- **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 (non-creamy layer) 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.

- **Those who will prefer/choose to submit the fees through offline, they must generate the challan on or before 29/12/2023 positively.**

☐ **SCHEME OF THE EXAMINATION :**

The examination shall consists of two parts, viz., (i) Part-I (Objective Type) (ii) Part-II (Conventional Type – Written).

A. Part-I Examination : 100 marks.

- Part-I will carry 100 marks having 100 questions of 1 (one) mark each, comprising of multiple choice, objective type question on —
 - English (30 marks)
 - General Studies (40 marks)
 - Arithmetic (30 marks)
- Time : 1 hour and 30 minutes.
- **DEDUCTION OF MARKS: There shall be negative marking of 0.25 mark for each wrong answer to multiple choice questions (MCQ Type) which will also be printed on the top of Question Booklet.**

B. Part-II Examination :

Part-II shall consist of conventional type questions on —

- **a) Group-A : English**
 - Drafting of a report in English from points or materials supplied ;
 - Condensing of a prose passage (Summary/Precis) ;
 - Translation from Bengali/Hindi/Urdu/Nepali/Santali, as the case may be, into English ;
- **b) Group-B : Bengali/Hindi/Urdu/Nepali/Santali**
 - Drafting of a report from points or materials supplied ;
 - Condensing of a prose passage (summary or précis) ;
 - Translation from English into Bengali/Hindi/Urdu/Nepali/Santali, as the case may be ;
- **50 marks each for Group-A and Group-B.**
- Time : 1 hour.

- **LANGUAGE OF THE EXAMINATION:** Answer in all the papers except the language paper may be written either in English or in Bengali (unless otherwise directed in these rules or in the question papers).
N.B. : Candidates shall write their answers to all the questions in only one and the same language in any particular paper.
- **The final merit list will be prepared on the basis of total marks obtained in the two parts (i.e. Part-I & Part-II of the Examination) provided the candidates have been found qualified in the test judging elementary knowledge in computer operation and ability of typing on computer.**
- **The elementary knowledge in Computer operation and ability of typing on Computer of the candidates shall be judged only after they are found qualified in Part-I and Part-II.**

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 "SIGN 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) **There shall be no 'Edit Window' after closure of online submission of application.** The applicants are advised to verify the details provided in the online application form very carefully. They are advised to identify incorrect entry, if any and edit the same. It may be noted that once 'Final Submission' button is clicked, the system will not allow editing of any field further. No request for any correction/change would be entertained after submission of Application Form. Prior to clicking of 'Final Submission' Button the applicants are therefore requested to be sure that all information furnished are correct and edit any field if required.
 - (iii) **Options for posting :** 1. Candidates shall be required to indicate their options in order of preference for the vacancies in the (a) Secretariat Departments, (b) Directorates and (c) Regional Offices including District offices of one particular District or Kolkata. 2. Vacancies will be filled up from the merit list prepared by the Commission according to the merit position vis-à-vis the option exercised by the candidates. 3. Filling up of option is mandatory. 4. Commission will recommend candidates in respective categories against non-joining vacancies only in the Regional Offices.

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 :- pscwb01@gmail.com