District Level Selection Committee, Malda
Gram Unnayan Bhawan, 3rd Floor (Panchayat &RD Section)
Malda -732101

Employment Notification No. DLSC/PS/GP/Malda/01/ 294 /P   Dated : 01 / 03 /2019

Recruitment to various posts at Gram Panchayat and Panchayat Samity level
In Malda District.

Application 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 Malda district. Willing candidates shall be required to apply online in the website http://www.malda.gov.in on or before the closing date i.e. **05/04/2019 upto 5.00 pm.** The relevant particulars like name 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, Malda. All appointments will initially be made on a temporary basis.

A) Panchayat Samiti Level

Sl no. of The Post	Name of the Post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
01	Block Informatics Officer	A).Must be a citizen of India as defined in Part –II of the constitution of India. B).Shall have a Bachelor's Degree in Computer Application or Bachelor's Degree (Hon's) in computer Science or Bachelor's degree in any stream with "A" level certificate course of **DOEACC**. Provided that candidates with qualification of "B" Level Or "C" Level Certificate course of DOECC with 3(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 any recognized University or from any recognized **Open** university or B.E or B.Tech in Computer Science and Engineering, or B. Sc in Computer Science or Master/ Bachelor in Computer Science or B.Sc. in General Stream Course and M.Sc.(IT) from a recognized University / Institution.	XX	Age as on 01/01/2019:: GEN-18-40Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-'A'-18-43 Yrs OBC-'B'-18-43 Yrs	**Total -02** UR(EC)-01 OBC-B(EC)-01	Pay Band-3 Rs.7100-Rs.37600 (Entry Point min. Pay Rs. 8370 plus Grade Pay Rs. 3900) 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	Nos. of post	Scale of pay
02	Samiti Education Officer	A).Must be a citizen of India as defined in part –II of the constitution of India. B). Must possess Graduate Degree with Post Graduate B.Ed. Degree or Graduate Degree with 3 (three) years of experience of teaching in Primary or Secondary School of Graduate Degree with 3 (three) years of experience of working in Govt. Sponsored alternative system of Education or Graduate Degree with 3 (three) years of experience in management of Education.	XX	Age as on 01/01/2019:: GEN-18-40Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs Person with Disability – 18 - 45 Yrs.	Total - 1 UR(EC)-01	Pay Band-3 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.

B) Gram Panchayat Level

Sl no. of The Post	Name of the Post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
01	Nirman Sahayak of Gram Panchayat	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.	XX	Age as on 01/01/2019:: GEN-18-40Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs.	Total - 24 UR-03 UR(EC)-03 UR(PWD)-01 SC-02 SC(EC)-05 ST-01 ST(EC)-04 OBC-A-01 OBC-A(EC)-02 OBC-B(EC)-01 OBC-B-01	Pay Band-4 Rs.9000-Rs.40500 (Entry Point minimum 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		
02	Executive Assistant of Gram Panchayat	A) Must be a citizen of India as defined in part -II of the Constitution of India. B) Must have a Bachelor's Degree from a recognized University. C)Diploma in Computer Application from any 'Institute recognized by State Government or Central Government of State Council or Technical Education of 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 01/01/2019:: GEN-18-40Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs. OBC-B-18-43 Yrs.	**Total- 09** **UR-01** UR(EC)-02 UR(MSP)-01 SC- 03 ST(EC)-01 OBC-A-01	Pay Band-3 Rs.7100- Rs.37600 Plus Grade Pay Rs. 3600 (Entry Point Minimum Pay of Rs. 7440) and other allowances will also be admissible as per Government Orders in force.
03	Secretary of Gram Panchayat	A) Must be a citizen of India as defined in part -II of the Constitution of India. B) Must 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".	A) 6 (Six) months of formal training in using personal Computer from a recognized Institution.	Age as on 01/01/2019:: GEN-18-40Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs. Ex-Serviceman : as admissible as per length of service in armed service	Total- 26 UR- 09 UR(EC)-04 UR(PWD)-01 UR(MSP)-01 SC- 04 SC(EC)-01 ST-01 ST(EC)-01 OBC-A- 02 OBC-A(EC)-01 OBC-B- 01	Pay Band-2 Rs.5400- Rs.25200 Plus Grade Pay Rs. 2600 and other allowances will also be admissible as per Government Orders in force.

Note::

➢ **Total Vacancies as stated above is purely provisional and subject to revision.**

➢ Condition of recruitment will be guided by the Existing 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 amendments thereof.

➢ Qualification as stated in the Table 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::

Abbreviation used regarding reservation :

1) UR- Unreserved, also noted by Gen, or, General; 2) SC- Scheduled Caste; 3) ST-Scheduled Tribe; 4) OBC- A-Other Backward Classes –Category –A; 5) OBC- B-Other Backward Classes –Category –B; 6) Ex-Serv-Ex-Servicemen; 7) EC- Exempted Category; 8) MSP-Meritorious Sports Person; 9) PWD-Person with Disability.-

➤ 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 as per existing rules.

➤ Before final selection, short-listed 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 their claim.

➤ 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 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.

➤ Similarly candidates applying for exempted category 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 SCs & 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.

   ✓ **Names of Exempted Category Candidates** shall also be obtained by DLSC 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 :-** Names of Ex-Serviceman shall also be obtained both from Zilla Sainik Board as well as through online application 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 http://www.malda.gov.in through online submission.

➢ An application form along with a unique registration number will be generated thereafter automatically.

➢ 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 for future reference.

➢ Last date of online submission of the application is **05/04/2019** upto **5.00 pm.**

➢ There shall be no provision for receiving of hard copy of the application form in this office.

➢ Self Attested copy in respect of proof of birth, academic qualification, photograph (seal/signature should not impair facial portion of image), and caste – as mentioned in **"Particulars to be verified"** portion given below.

Grounds of Rejection of Application Form :-

✓ The application form received by post shall be rejected straightway.

✓ Any application form which is incomplete in nature shall be rejected.

✓ **Any application form which is not submitted with testimonials in respect of date of birth, academic qualification, photograph, caste (if any) etc.**

Step-2 :- (Generation of Admit Card)

✓ 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. It will be available in the website www.malda.gov.in

✓ After generation of the Admit Card, a print out is to be taken.

✓ 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.

✓ 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.

Mode of Examination:-

Part –I : Written Examination including practical test wherever applicable : (85 marks)
Part –II : Viva Voce Test : (15 marks).

1) Candidates will be short-listed 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.

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 of the posts for which computer knowledge is essential or desirable, shall have to undergo a Computer Test at the time of Viva-Voce.

4) The Written Examination will be through MCQ / Descriptive (where applicable) method and there will be negative marking for wrong Answer (One mark will be deducted for every three wrong answers given).

Name of The Post	Marks Distribution			
	Written Examination	Practical /Descriptive	Viva-Voce Test	Total Marks
Block Informatics Officer	MCQ type : 65 Marks	Practical Test : 20 Marks	15 Marks	100 Marks
Samiti Education Officer	For each Recruitment Test there would be objective type of question in MCQ type : Having 85 Marks (there will be negative marking for wrong answer)	N/A	15 Marks	100 Marks

Name of The Post	Marks Distribution		
	Written Examination	Viva-Voce Test	Total Marks
Nirman Sahayak, Executive Assistant & Secretary	For each Recruitment Test there would be objective type of question in MCQ type : Having 85 Marks (there will be negative marking for wrong answer)	15 Marks	100 Marks
	Total marks :- 85 Marks	15 Marks	100 Marks

Syllabus for Written Examination (for PS Level) :-

Name of the Post	Syllabus For Written Examination
Block Informatics Officer of Panchayat Samity	English :10 Marks (General Academic Standard of HS) Bengali:10 Marks (General Academic Standard of HS) Arithmetic : 10 Marks (General Academic Standard of Madhyamik) General knowledge :10 Marks (emphasis on Rural Life & Rural Development) Computer Application : 45 Marks (25 Marks for Theoretical Examination of B.S.C, Standard & 20 Marks for Practical Test.) After completion of Written test, Practical Test will be held on separate date. Online Admit Card for Practical test will be issued later on for those candidates only who will qualify in the written test. List of successful candidate for interview will be prepared on the basis of marks obtained

	in both written test and practical test.
Samiti Education Officer	A) English : 25 Marks;-(Std. Higher Secondary or its equivalent) B) Bengali : 25 Marks;-(Std. Higher Secondary or its equivalent) C) Arithmetic : 25 Marks;-(Std. Madhyamik or its equivalent) D) General Knowledge : 10 Marks (Emphasis on Rural Life & Rural Development)

Syllabus for Written Examination (for GP Level) :-

Name of the Post	Syllabus For Written Examination
Nirman Sahayak	Engineering (Civil) : 65 Marks English :13 Marks (Madhyamik or its equivalent examination) General knowledge : 07 Marks
Executive Assistant	A) English : 25 Marks;-(Std. HS or its equivalent) B) Bengali : 25 Marks;-(Std. HS or its equivalent) C) Arithmetic : 25 Marks;-(Std. Madhyamik or its equivalent) D) General Knowledge : 10 Marks (Emphasis on Rural Life & Rural Development
Secretary	A) English : 25 Marks;-(Std. Madhyamik or its equivalent) B) Bengali : 25 Marks;-(Std. Madhyamik or its equivalent) C) Arithmetic : 25 Marks;-(Std. Madhyamik or its equivalent) D) General Knowledge : 10 Marks (Emphasis on Rural Life & Rural Development

Important Dates ::

Sl No	Event	Date
1	Period of Online Submission of Application	05/03/2019 to 05/04/2019 (upto 5.00 P.M)
2	Examination Schedule (written)	Will be notified letter
3	Download Admit Card From Website	www.malda.gov.in

General Conditions Fixed by the Committee ::

➤ Willing candidates can apply online with effect from 05/03/2019 till the last date i.e, upto 05:00 pm on 05/04/2019.

➤ 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. If due to inadvertence any wrong information has been made, it should be verified before "confirmation" of application and rectification of information can be made before "confirmation" stage.

➤ Print out of online submission of application can neither be claimed as a proof of application, nor accepted as a demand to appear in the written test. Only Admit card with other valid testimonials, like photographs and any photo identity card as mentioned below, will be considered at the time of written test.

➤ 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 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 into the examination venue and rejection of candidature without giving his/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 short-listed 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 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.

➢ **Authority reserves the right to conduct the written test for all the post or any posts on a single date.**

➢ **Authority also reserves the right to fill the vacant post if it is observed that the suitable candidate is not found in any Exempted Category posts, the same vacancy may be filled up by way of selecting the eligible candidates from same category/Caste in place of Exempted Category.**

➢ **Authority also reserves the right to keep any post vacant if it is found that no suitable candidate is available for specific post during selection process.**

➢ 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 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::

➢ Scanned Attested copy in respect of proof of Date of Birth, Academic qualification including technical qualification (as required or, if any), Caste Certificate (if any or as per category), document in favour of

Exempted Category (scanned attested copy of National employment Exchange Card), or, Ex-Serviceman and of course, photograph to be uploaded and proof to be submitted as mentioned below :

➢ **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. In case of any dispute in respect to qualification, decision of the DLSC, Malda will be final.

➢ **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, as may be authorized by the District Magistrate ,South-24-Parganas, on his behalf.

➢ **For Ex-Serviceman** : The identity Card issued by the Respective Zilla Sainik Board.

➢ **Exempted Category** : Any Exempted Category candidate willing to apply in online must also submit an attested scanned copy of his/her Employment Exchange Card issued by the National Employment Exchange (Exempted Category Cell).

➢ **Most Importantly, before "Confirmation", a candidate can verify copy of application and can rectify any information, in case of any wrong entry. Remember, there will not be any scope to rectify any entry after "Confirmation", and incomplete/ineligible.**

Note: If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with this notification will be brought to the notice of candidates in manner as decided by the District Level Selection Committee, Malda.

The DLSC Malda also reserves the right to make any alteration and modification with respect to tentative schedule of Examination and other itineraries.

01.03.19

**District Panchayat &
Rural Development Officer, Malda &
Member-Secretary, DLSC, Malda.**