

DISTRICT LEVEL SELECTION COMMITTEE, HOWRAH

NOTIFICATION NO: 01/2017

**IMPORTANT INFORMATION**

An Examination will be conducted by the District Level Selection Committee, Howrah for engagement to the post of Data Entry Operator at the Office of the District Welfare Officer, Backward Classes Welfare, Howrah and Sub Divisional Officer, Uluberia and Sub Divisional Officer, Sadar, under Howrah District. Willing candidates will be required to apply online only in the website [howrahzilaparishad.in](http://howrahzilaparishad.in) or through [www.howrah.gov.in](http://www.howrah.gov.in) on or before the closing date. Selected candidates may be posted anywhere in Howrah district.

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 also go through the instructions thoroughly and carefully before and at the time of submitting online application. Any omission /wrong information in this regard cannot be excused and will lead to rejection of the application or candidature at any stage of the process without further intimation. The conditions prescribed cannot be relaxed.

The Written Examination (50 marks) will be held on 12/08/2017(Saturday) followed by Trade Test (35 marks). The Personality Test /Interview(15 marks) of the candidates to be selected on the results of the written examination and Trade Test, separately, will be held in the office of the District Magistrate, Howrah.

N.B: The District Level Selection Committee, Howrah shall have discretion to fix qualifying marks at each level of examination i.e. Written Test, Trade Test and Personality Test (Interview) and in the aggregate.

N.B: All Engagements will be made on a contractual basis.

Name of the post	Essential Qualification	Age Limit	Vacancy	Professional Fee
Data Entry Operator	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) One Year Certificate 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.	21 to 40 years as on date of this notification (Relaxation- as per Govt. Rules)	03 [UR-01,UR (E.C.)-01, SC-01]	Rs.11000/- (Consolidated)

❖ Note:

- Abbreviations used in the table: UR – Unreserved, E.C.-Exempted category, S.C.-Scheduled Caste
- DATE OF BIRTH as recorded in the ADMIT CARD / CERTIFICATE of MADHYAMIK OR EQUIVALENT EXAMINATION will only be accepted as a valid proof for verification of Age.

❖ **Note**

**The upper age limit is relaxable :-**

- by 5 years for SC and ST candidates of West Bengal
- by 3 years for OBC - A and OBC - B candidates of West Bengal,
- upto 45 years of age for Persons with Disabilities (having physical disability of at least 40% and above)
- by 2 years for candidates who have been in Government service continuously for at least two years. Age relaxation for the Ex-Servicemen candidates will be given as per existing Govt. rules and regulations.

❖ **IMPORTANT NOTES:-**

**RESERVATION / AGE RELAXATION**

**A. For SC/ ST/ OBC- A / OBC-B Candidates :-**

- The benefit of reservation will be admissible to the SC/ ST/ OBC-A / OBC- B candidates of West Bengal only, if such reservation is advertised against any post for respective Category.
- The benefits of age relaxation for SC/ ST/ OBC- A/ OBC- B candidates will be admissible to the SC/ ST/ OBC-A / OBC- B candidates of West Bengal only, as per relevant rules & regulations.
- SC/ ST / OBC- A / OBC- B CANDIDATES OF OTHER STATES WILL BE TREATED AS UNRESERVED CANDIDATES.

Any candidate belonging to the SC/ ST/ OBC- A/ OBC- B category, if shortlisted against vacancies for respective reserved category or claiming age relaxation, will be directed to furnish original certificate issued by any of the following Competent Authorities of West Bengal as laid down in the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 & SC & TW Department Order No. 261-TW/EC/MR-103/94 dt.06.04.1995, during verification of testimonials at any time to be fixed by the Commission.

**No claim of being a member of the SC, ST and OBC as the case may be, will be entertained after submission of the online application initially otherwise**

**List of Competent Authorities for issuing Caste Certificates:**

- In the District, the Sub-Divisional Officer of the Sub-Division concerned,
- In Kolkata, the District Welfare Officer, Kolkata and ex-officio Joint Director, Backward Classes Welfare, and
- Any competent authority, specially notified for the purpose, over any specific jurisdiction.

**B. For Persons with Disabilities of at least 40% and above :-**

- The benefits of reservation will be given to the candidates with disabilities of at least 40% and above, if such reservation is advertised against any post for respective Sub - Category.
- The benefits of age relaxation for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant rules & regulations.
- Any Person with Disabilities as stated, if shortlisted, under respective reserved sub-category will be directed to furnish his / her original Disability Certificate in prescribed form in support of his/ her claim, issued by a Competent Authority as per the provisions of the West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, i.e. a Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-divisional Hospitals.

❖ **Candidates having disability of less than 40% shall be treated as unreserved candidates and therefore shall not get benefit of reservation / age relaxation.**

**C. For Ex-Servicemen candidates:**

- The benefit of reservation will be admissible to the Ex-servicemen candidates, if such reservation is advertised against any post for this Sub-Category.
- The benefit of age relaxation will be admissible to Ex-Servicemen candidates. Age relaxation for the Ex-Servicemen candidates will be given on the basis of the tenure of service rendered by the candidate in Defense Service (s), as laid down in relevant Government Notifications.

- Any candidate belonging to Ex-Servicemen sub- category, if shortlisted against vacancies for respective— reserved sub category, or claims Age relaxation, will be directed to furnish original certificate / testimonials issued by the Competent Authorities to prove his / her claim.

### Mode of Application:

**APPLICATION: Applications can be submitted through online only.**

#### ❖ **STEP-1: (ONLINE REGISTRATION)**

- All applicants must register himself or herself in the website [howrahzilaparishad.in](http://howrahzilaparishad.in) to apply for any posts. Online submission will commence on & from 24/07/2017 4.00pm to 02/08/2017 up to 5.00pm
- While filling online application the applicant will have to upload a)his/her Recent Colour Passport size Photograph (20KB) and self scanned signature (10KB),.
- After successful registration, an acknowledgement slip mentioning name, registration no. will generate.
- Candidates shall have to keep this acknowledgement slip for future reference.

#### ❖ **STEP-2 (GENERATION OF ADMIT CARD):**

- Applicant will get their Admit Card from the website [howrahzilaparishad.in](http://howrahzilaparishad.in) by entering their registration no. and date of birth in the prescribed place from 07/08/2017 from 05.00PM onwards
- Candidates shall have to take print out of this Admit Card
- Candidate should not sign in advance in the lower portion of the Admit card, this have to be done at the time of written examination before the Invigilator only.
- Candidates shall have to bring one Original Photo Identity Card, such as EPIC, Madhyamik Admit Card, SC/ST/OBC Certificate, Driving license, Passport etc. along with the Admit Card. Candidates, who do not follow the above instruction, will not be permitted to appear in the written examination.

Candidates are advised to read thoroughly and cautiously the documents regarding Important Information, Scheme of examination etc. available in the link before filling the application. Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of application. The candidates are advised to check the entries made against each column thoroughly before submission of application. The Photo with Signature of the candidate, as uploaded by them during One Time Registration, are displayed.

**In any stage, if any statements made in the application be subsequently found to be false his/her candidature will be liable to be cancelled, and even if appointed to a post on the results of this examination his/her service will be liable to be terminated and legal action as per law will be initiated. Willful suppression of any material fact will also be similarly dealt with. Candidates should take particular note that entries in their applications submitted to the Selection Committee must be made correctly against all the items which will be treated as final and no alteration or addition in this regard will be entertained after submission of the application.**

Applications not duly filled in or found incomplete or defective in any respect will be liable to rejection.

The District Level Selection Committee, Howrah may require such further proof or particulars from the candidates as it may consider necessary and may cause enquiries about their character and other particulars regarding suitability and eligibility at any stage.

Original certificates and self-attested photocopies of certificates relating to citizenship (by registration), age, qualifications, castes (SC/ST/BC) and previous employment, etc., will have to be submitted when the District Level Selection Committee will ask for them afterwards. If any candidate fails to furnish any certificate or other relevant document or information relating to his/her candidature within the time specified by the District Level Selection Committee, his/her claim for appointment may be passed over without further reference to him/her.

**Words of Caution:**

- (1) The candidates must abide by the instructions as may be given by Supervisors/Invigilators at the Examination Hall. If the candidate fails to do so or indulge in disorderly or improperly conduct he/she will render himself/herself liable to expulsion from the Examination Hall and/or such other punishment as the District Level Selection Committee may deem fit to impose.
- (2) A candidate who has been reported against by the Supervisor of the Examination Centre for violating any of the instructions will be punished with cancellation of candidature and also debarment from future examinations and selections as may be decided by the District Level Selection Committee according to the circumstances of the case.

**Submission of more than one application is strictly forbidden.** 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 if he/she is eligible for the same.

A candidate should note that his/her admission for appearing at the Examination will be deemed provisional subject to determination of his/her eligibility in all respects. If at any stage even after issue of the letter of appointment, a candidate is found ineligible for admission to this Examination, his/her candidature will be cancelled without further reference to him/her.

**No candidate shall be allowed to enter in the examination hall unless he/she holds the Admit Card for the examination.**

**Canvassing:** Any attempt on the part of 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.

**No candidate shall be allowed to enter the Examination Hall with Mobile and / or Any Electronic Gadgets, Bag, Water Bottle, etc. If anybody still brings the same then the arrangement of keeping of those items outside the Examination Hall have to be made by themselves.**

**No TA/DA will be applicable for the candidates who will appear in the written test.**

**Details of written Examination: Objective type, multiple choice question on Knowledge of Computer applications. Answer Paper will be OMR based :(50 marks) ; Time: 45min.**

Name of the post	Subject
Data Entry Operator	Computer Application: 50marks

**Trade Test: 35marks**

**Interview: 15 marks**

(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.)



Candidates shortlisted on the basis of marks obtained in Written Examination shall only be allowed to appear in the Trade Test .

The Final merit list will be prepared on the basis of total marks obtained in the written Examination, Trade Test and Interview .

- ❖ Date of commencement of submission of online application: 24/07/2017 from 04.00PM
- ❖ Closing date for submission of online application: 02/08/2017 at 05.00PM
- ❖ Generation of online Admit card : 07/08/2017 from 05.00PM onwards
- ❖ Date of written examination: 12/08/2017 (Saturday)
- ❖ Details of written examination, such as venue, time will be mentioned in the admit card. The date may change afterwards due to administrative reasons and if so happens, will be notified duly and final date, time and venue will be printed on the admit card.

By Order



Additional District Magistrate (Development)

Howrah

&

Chairman, District Level Selection Committee

Howrah.