

# West Bengal Services Recruitment to Clerical Cadre Rules 2010

Government of West Bengal  
Finance Department  
Audit Branch

No. 7165-F(P), Dated: 01.07.2010

## Notification

In exercise of the power conferred by the proviso to article 309 of the Constitution of India and in supersession of all previous notification issued on the subject, the Governor is pleased hereby to make the following rules regulating the recruitment to the posts of Lower Division Assistant or Lower Division Clerk and posts similar to that of Lower Division Assistant or Lower Division Clerk in the Secretariat, Directorates, other District Offices and similar posts in Regional Offices (including Kolkata) under the rule making power of the Government of West Bengal:-

## Rules

### 1. Short title and commencement:

- (a) These rules may be called the West Bengal Services (Recruitment to Clerical Cadre) Rules, 2010.
- (b) They shall come into force on the date of their publication in the Official Gazette.

### 2. Application:

These rules shall apply to recruitment to Clerical Services in the various Departments of the Secretariat, Directorates, other District offices and similar posts in Regional Offices (including Kolkata) under the rule making power of the Government of West Bengal.

### 3. Definition:

In these rules unless there is anything repugnant to the subject or context-

- (a) "Commission" means the Public Service Commission, West Bengal;
- (b) "Government" means the Government of West Bengal;
- (c) "Department" means the Secretariat Departments and the offices mentioned in the Schedule to the **West Bengal Services (Secretariat Common Cadre) Rules, 1984**.
- (d) "Directorate" means any Directorate or any office conferred the status of a Directorate under the Department;
- (e) Posts similar to that of Lower Division Assistant or Lower Division Clerk shall mean:
  - (i) such posts as may be specified by Government from time to time by issuing notification, which are clerical in nature and are borne in the same scale of pay as the posts of Lower Division Assistant or Lower Division Clerk, belonging to the cadre of Lower Division Assistant or Lower Division Clerk and are considered to be feeder posts for promotion to the post of Upper Division Assistant or Upper Division Clerk;

(ii) posts of Accounts Clerk, Store Assistant, Fourth Grade Clerk and Sub-Divisional Clerk in different Engineering Departments and certain posts in different Government Departments or Offices similar to that of Lower Division Assistant or Lower Division Clerk;

(f) “Regional Office” means offices in the District including Kolkata and other regional establishments as well as field offices of the Government of West Bengal other than the Departments and the Directorates;

(g) “Qualifications” means qualifications mentioned under rule 6 of these rules.

#### 4. Appointing authority:

The appointing authority in relation to the Clerical posts shall be the authority as specified in Schedule – I to the West Bengal Services (Classification, Control and Appeal) Rules, 1971 and clause (b) of sub-rule(1) rule 3 of the West Bengal Service (Secretariat Common Cadre) Rules, 1984.

#### 5. Method of recruitment:

(1) Except as provided in sub-rule (2) and (3) of these rules, the posts of Lower Division Assistants or Lower Division Clerks and posts similar to that of Lower Division Assistants or Lower Division Clerks in the Secretariat, Directorates, other District offices and other Regional Offices of the Government of West Bengal to which these rules apply, shall be filled up by selection (direct recruitment) through a competitive examination to be held by the Public Service Commission, West Bengal.

(2) Subject to the conditions laid down in sub-rule (3) of this rule, the posts of Lower Division Assistants or Lower Division Clerks in the Departments, Directorates, other District offices and the Regional Offices, shall be filled up by the respective appointing authorities in the manner indicated below:-

(a) ten per cent of the posts of Lower Division Assistants in the Departments may be filled up by transfer from the Lower Division Assistants in any Directorate under the Departments after considering all Lower Division Assistants in all Directorates, who possess the requisite qualifications and are willing to be so appointed;

(b) ten per cent of the posts of Lower Division Assistants in the Departments may be filled up by transfer from the posts of Typist (Basic Grade) borne in the Secretariat Common Cadre of Typists constituted under rule 4 of the West Bengal Services (Secretariat Common Cadre) Rules, 1984, after considering the cases of all such Typists, who possess the requisite qualifications and are willing to be so appointed;

(c) ten per cent of the posts of Lower Division Assistant in any Directorate may be filled up by transfer from the Lower Division Clerks from the offices sub-ordinate to that Directorate after considering the cases of all Lower Division Clerks of the said sub-ordinate offices, who possess the requisite qualifications and are willing to be so appointed;

(d) ten per cent of the posts of Lower Division Assistant of any Directorate may be filled up by transfer from the Typists (Basic Grade) of the Directorate after considering all such typists, who possess the requisite qualifications and are willing to be so appointed;

(e) ten per cent of the posts of Lower Division Assistants or Lower Division Clerks borne in the Secretariat Common Cadre of Lower Division Assistant constituted under rule 4 of the West Bengal Services (Secretariat Common Cadre) Rules, 1984 or any Directorate or any of the regional offices may be filled up by promotion

from Group D and eligible Group C employees of the Departments or respective Directorates or regional offices, as the case may be, who possess the requisite qualifications.

(3) (a) While filling up the posts in accordance with any of clauses under sub-rule(2) only the confirmed employees shall be considered. Such eligible Group C employees referred to in clause (e) of sub-rule (2) as are otherwise eligible in terms of sub-clause shall be considered for promotion if they are confirmed in any basic lower post.

(b) The total number of posts to be filled up from time to time in terms of any of the sub-clauses (a) to (e) of sub-rule (2) of this rule shall not exceed ten per cent of the sanctioned strength of the cadre of the Lower Division Assistant or the Lower Division Clerks of the Departments, Directorate, other District offices or the regional office, as the case may be.

(c) In respect of the cases mentioned in sub-rule (2), consultation with the Commission shall not be necessary.

*Explanation – For the purpose of this rule, the expression “eligible Group C employees” shall mean all employees holding non — technical Group C posts in the scale of pay lower than the scale of pay of the post of Lower Division Assistant or Lower Division Clerk.*

(4) Notwithstanding anything contained elsewhere in these rules, the existing system of earmarking vacancies in the posts of Lower Division Clerks in Regional Office for employment assistance to the families of employees died in harness or to any other categories of candidates as specified by the Government by issuing notification in the behalf shall continue and the appointing authorities concerned may make appointments to the posts from the candidates who are otherwise eligible and have requisite qualifications, after duly observing the usual norms in this context. Consultation with the Commission in such cases shall not be necessary,

#### 6. Qualifications:

The qualifications for direct recruitment shall be as follows:

i) a pass in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent, ii) acquisition of Computer Literacy,

#### 7. Age:

The age for direct recruitment shall be not less than 18 years and not more than 37 years on the 1st day of January of the year of advertisement, provided that for the first examination to be held by the Commission after coming into force of these rules, the said upper age limit shall be as on the 1st day of January, 2009.

#### 8. Scheme of examination:

The Examination shall consist of two parts viz. Part-I and Part-II and shall be held on a single day. The Part-I will carry 100 marks having 100 questions of 1 (One) mark each, comprising of multiple choice objective type questions on English (30 marks), General Studies (40 marks) and Arithmetic (30 marks). Part-II shall consist of conventional type questions on

(a) Group – A – English ; and

(b) Group – B – Bengali/Hindi/Urdu/Nepali carrying 50 marks each for Group -‘A’ and Group – ‘B’. The duration of Part-I Examination shall be 1 1/2 hours and the duration of Part – II Examination shall be 1 hour. The Commission shall have the discretion to prescribe the syllabus for the Examination.

*NOTE -1. The candidates who will take Hindi or Urdu or Nepali, as the case may be, in lieu of Bengali of the Group – B of Part-II Examination shall, before confirmation, have to pass a Departmental Examination in Bengali during the period of probation. The syllabii for the examination shall be the same as laid down under the Finance Department notification No. 9045-F, dated 26th July, 1983.*

*NOTE – 2. The Commission shall have discretion to fix qualifying marks in Part-I and each Group of Part-II and the aggregate of the Examination. It shall also have discretion to relax such qualifying marks in the cases of Scheduled Castes, Scheduled Tribes and other Backward Classes, candidates of West Bengal.*

*NOTE -3. The Commission shall assess the answer scripts on Part-I. Answer scripts of Part-II shall be evaluated in respect of only those candidates who will obtain the qualifying marks as would be fixed by the commission in Part-I from time to time and the final merit lists shall be prepared on the basis of total marks obtained in the two parts.*

*NOTE -4. The standard of examination shall be similar to that of Madhyamik Examination of the West Bengal Board of Secondary Education.*

#### 9. Syllabus for Examination:

The syllabus for Examination shall be as detailed below:

##### Part-I

English: Fundamentals of the English Language such as Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage, etc.

General Studies: Matters of everyday observation including everyday science, current events and problems with special reference to India, Elementary knowledge of Indian History and Indian Geography. Arithmetic : Divisibility, Fractions, Decimals, Recurring Decimals, Simplification, H.C.F., L.C.M., Partnership, Average, Ratio and Proportion, Percentage, Simple Interest, Profit and Loss, Time and Distance, Area of Rectangles & Squares.

##### Part-II

Group-A: English:

- (a) Drafting of a report in English from points or materials supplied;
- (b) Condensing of a prose passage ( summary or precis);
- (c) Translation from Bengali/Hindi/Urdu/Nepali, as the case may be, into English.

Group -B: Bengali/Hindi/Urdu/Nepali:

- (a) Drafting of a report from points or materials supplied;

(b) Condensing of a prose passage (summary or precis);

(c) Translation from English into Bengali or Hindi or Urdu or Nepali, as the case may be.

10. Option for Posting:

Candidates shall be required to indicate their options for: (i) The vacancies in the Departments or in the Directorates and also for District Offices of one particular District only to be named by them stating the order of preference between the two ;

OR

(ii) The vacancies in the Departments or Directorates only;

OR

(iii) The vacancies in District Offices of 1 (One) particular District only to be named by them.

Vacancies shall be filled up from the merit list prepared by the Commission according to the merit position vis-a-vis the option exercised by the candidates.

11. Saving Notwithstanding anything contained in these rules the persons appointed on regular basis or substantively to the posts covered under these rules or in such cases where the process for appointment to such posts has been started prior to coming into force of these rules the persons shall be deemed to have been appointed under these rules.

By order of the Governor,

*Sd/- C.M. Bachhawat*

Principal Secy. to the Govt. of West Bengal.