

**PUBLIC SERVICE COMMISSION, WEST BENGAL**

**LIMITED DEPARTMENTAL EXAMINATION OF ELIGIBLE EMPLOYEES FOR RECRUITMENT BY PROMOTION  
TO THE POST OF DISASTER MANAGEMENT OFFICER UNDER THE DIRECTORATE OF  
DISASTER MANAGEMENT, WEST BENGAL, 2017**

**ADVERTISEMENT NO. 27/ 2017**

**INFORMATION TO CANDIDATES**

The Public Service Commission, West Bengal will hold the **Limited Departmental Examination of Eligible Employees for Recruitment by promotion to the post of Disaster Management Officer under the Directorate of Disaster Management, West Bengal, 2017** in accordance with the existing rules for recruitment to the posts under the Directorate of Disaster Management, West Bengal,. The necessary particulars are stated in the following paragraphs. A candidate should verify from the notified rules that he/she is eligible for admission to the examination. The conditions prescribed cannot be relaxed.

The candidate will be selected through a competitive examination comprising written examination (conventional type). The examination will consist of two papers viz. **Paper – I** and **Paper – II**.

The written examination will be held in Kolkata centre only in **February- 2018** or thereabout.

**Scale of Pay – (PB -3) Rs.7,100-37,600/- + Grade Pay of Rs. 3900/-** . Allowances will also be admissible as per Government orders in force.

**No. of Vacancy : 44 [ Unreserved - 31, SC -10, ST -03]**

**Eligibility Criteria :** Employees having a degree of a recognized university and holding clerical post for five years in the Department of Disaster Management, the Directorate of Disaster Management ,Collectorates and sub-divisional and Block offices under the Collectorates are eligible to appear.

- Note :**
1. Eligibility of candidates is subject to verification of related original documents before appearing at the limited Departmental Examination, 2017.
  2. Candidates are required to submit a certificate from the Head of the Office/ Department (**as printed at page 4**) as to their length of service in a clerical post in relevant office along with a hardcopy of Application Format.

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

**HOW TO APPLY ONLINE :**

Candidates have to first go for “One Time Registration” (link available on top of the left panel in home page of the website [www.pscwbonline.gov.in](http://www.pscwbonline.gov.in)) and fill up all the required data and uploading scanned photo and signature to get User ID and Password. The process of one time registration is mentioned in details in right panel of the home page of the website [www.pscwbonline.gov.in](http://www.pscwbonline.gov.in) , in “Instruction to Candidate” link under Candidate’s Corner. **However, those candidates who have earlier registered themselves with PSC, West Bengal need not do registration again.** They can use their previous User Id and Password for login into their respective Dashboards.

With the User ID and Password, as provided to the candidate, they need to login to their Dashboard through the link “Login to your Account” which is available in right panel of the home page of the website under Candidate’s Corner.

Candidates who forget their password can reset the password for which the link is available in the Candidate’s Login Page which can be opened through the link “Login to your Account”. For resetting the password, click on the “Reset Your Password” link. Then after, candidates have to provide User ID, Mother’s Maiden Surname, Last School Attended and Grandfather’s Name. Mother’s Maiden Surname, Last School Attended and Grandfather’s Name should match exactly the one given during One Time Registration. If all the data matches correctly, candidates will get the new password. Candidates are advised to note down the new password for future reference.

After login into the Dashboard, candidates will find the name of the Examination with **Apply Now** link. Click on the link and the application form will be opened.

Candidates are advised to read thoroughly and cautiously the documents available in the link **Information to Candidates** and **Scheme and Syllabus** present in the top of the application form before filling the application. **APPLICATIONS ONCE SUBMITTED SHALL BE TREATED AS FINAL. NO REQUEST THROUGH OFFLINE FOR CHANGE IN APPLICATION FORM AND NO CLAIM FOR BEING A MEMBER OF THE SC AND ST WILL BE ENTERTAINED AFTER THE SUBMISSION OF APPLICATION.**

The Photo and Signature of the candidate, as uploaded by them during One Time Registration, are displayed. Candidate may change the photo and/or signature, if required, by clicking the respective Edit Button/s.

**Following is the procedure for filling up the Application Form :**

**1. Personal Details**

- a. User ID – Data preloaded from One Time Registration. Not editable.
- b. Name – First Name, Middle Name, Last Name - Data preloaded from One Time Registration. Not editable.
- c. Candidate's Date of Birth - Data preloaded from One Time Registration. Not editable.
- d. State your mother tongue – Candidates have to write their mother tongue..
- e. Mention Your Sub Caste, State, Issuing Authority – If the candidates are of SC/ST category, then they have to write their Sub Caste, select the State of Issuing Caste Certificate and have to write Issuing Authority. This is mandatory for candidates of SC/ST category.

**2. Contact Details**

- a. Permanent Address
  - i. Address Line 1 - Data preloaded from One Time Registration. Not editable.
  - ii. Address Line 2 - Data preloaded from One Time Registration, if available. Not editable.
  - iii. State - Data preloaded from One Time Registration. Not editable.
  - iv. District - Data preloaded from One Time Registration. Not editable.
  - v. Police Station - Data preloaded from One Time Registration. Not editable.
  - vi. Post Office - Data preloaded from One Time Registration. Not editable.
  - vii. Pin Code - Data preloaded from One Time Registration. Not editable.
- b. Present Address (Address of Communication) – If the Present Address is as same as the Permanent Address, the candidates have to select the Yes option. Then the entire Permanent Address field value will be copied in the respective fields of Present Address.
- c. Mobile No (Optional) - Data preloaded from One Time Registration.
- d. Email (optional) - Data preloaded from One Time Registration.

**3. Service Particulars :** candidates will have to give the service particulars in the **'Experience Details' in the Application Format.**

**4. Examination Details**

- a. **Select Language in Paper – I – Candidates will have to select either Bengali or Nepali for Paper- I, besides English in 'Select Language in Compulsory Paper-I' of the Application Format.**
- b. Candidates presently engaged in Government Service will have to accept the declaration that they have informed the Head of the Office in writing that they are applying for the examination.
- c. Candidates will have to accept the declaration that they have provided correct information. This section is mandatory. Finally candidates have to click on the Submit button.

**5. Word of Caution :** Don't close the website directly from your dashboard (after login) without Log Out. In case of illegal shut down, Candidate's dashboar d will be locked for unspecified period.

**PARTICULARS AND CERTIFICATES REQUIRED :**

- (a) A candidate claiming to be S.C., S.T., must have a certificate in support of his / her claim from a competent authority of West Bengal as specified below :

**For S.C.& S.T. Candidates :-**

- 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, in this behalf and the District Welfare Officer, Kolkata and Ex-officio Joint Director, Backward Classes Welfare.

[vide the W.B.S.Cs. & S.Ts. (Identification) Act, 1994 and S.C. & S.T. Welfare Department. Order No. 261-TW/EC/MR-103/94 dated 6.4.95 read with B.C.W. Department. Order No.6320-BCH/MR-84/10, dated 24.09.2010 and No.2420-BCW/MR-61/2012 (Pt.), dated 12.07.2013]

**CAUTION :**

- i. The candidates must abide by the instructions as may be given by Supervisors / Invigilators of the Examination. If the candidate fails to do so or indulges in disorderly or improper conduct, he / she will render himself / herself liable to expulsion from the Examination Hall and / or such other punishment as the Commission may deem fit to impose.
- ii. 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 Commission according to the circumstances of the case.

- iii. If at any stage even after issue of the letter of appointment, a candidate is found ineligible in terms of advertisement his / her candidature will be cancelled without further reference to him / her.
- iv. The conditions prescribed cannot be relaxed in any case other than those mentioned in this **Information to Candidates**.
- v. A candidate should note that his / her admission to the examination will be deemed provisional subject to determination of his / her eligibility in all respects. If at any stage after issue of the admit card a candidate is found ineligible for admission for this examination, his / her candidature will be cancelled without further reference to him / her. No candidate shall be allowed to take the examination unless he / she holds an admit card.
- vi. **Candidates are not allowed to carry mobile phones or any other gadget of communication inside the examination halls. This instruction must be strictly enforced.**
- vii. **There will be arrangements for frisking of the candidates at entry points of venues – separately for male and female candidates so that candidates with mobile phones may not enter the venue.**
- viii. A deduction of 10% of full marks may be made from the total marks secured by a candidate in a particular paper if he/she discloses his/her identity by writing his/her name, roll number or ticket number or by putting any identifying marks inside the Answer Script of that paper.

**CANVASSING** : Any attempt on the part of a candidate to enlist support for his / her application through persons, officials of Government, or agencies will disqualify him / her for appointment. Spontaneous recommendations from persons interested in the candidates, or otherwise known to them, will be disregarded and will render the candidates ineligible.

Commencement of submission of online application : **The 18<sup>th</sup> December, 2017**

Closing date for submission of online application : **The 5<sup>th</sup> January ,2018 (upto 12-00 midnight)**

**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.**

**(033)2466- 2266/2419**

**Extn. 400/452/490**

**CERTIFICATE FROM THE HEAD OF THE OFFICE**

Certified that the above statements of the employee have been verified with reference to his/her records of service and that he/she has rendered five years' service in a clerical post in relevant office under the Government of west Bengal and accordingly his/her application is being forwarded for consideration.

\_\_\_\_\_  
Signature of the Head of the Office

Place :  
Date :

\_\_\_\_\_  
Office Seal

**\*\*\* THE APPLICANTS ARE REQUESTED TO SUBMIT THEIR DULLY FILLED-IN CERTIFICATE MANDATORILY TO REACH THE OFFICE OF THE COMMISSION BY THE 19<sup>TH</sup> JANUARY , 2018 TO AVOID REJECTION.**