

11. Name of intending candidates are being invited from Sub Regional Employment Exchange Office, Barrackpore as well as from the Directorate of Employment Exchange, Kolkata for candidates.
12. The authority reserves the right to cancel any or all applications without assigning any reason whatsoever.
13. The candidates who apply for the post should ensure that they fulfil all the eligibility conditions thereof. Their admission at the stage of written examination, if any as the case may be and the interview/ viva-voce for which they are admitted by this authority will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before and after Written Examination. If any as the case may be the Interview/ Viva-Voce, if it is found that they do not fulfil any of the eligibility condition, their candidature for the examination shall stand cancelled without any notice and/ or further reference.
14. Applications incomplete in any form or those not in prescribed format or not accompanied with prescribed fee or received after the due date are liable to be rejected summarily.
15. Mode of Examination:

The examination will be held in two stages viz A. Written Examination, B. Interview

- A) Written Examination: Candidates shall have to appear at a Written Examination of 80 (eighty) marks. Duration of written Examination will be One and half hours (90 Minutes). There will be 80 (eighty) Multiple Choice type Questions, carrying 1 (One) mark each covering the subjects as details below:

Subject	Standard of questions for the post of								No. of Questions
	Accountant	Cashier	Draftsman	Assistant Cashier	Sanitary Assistant	Steno Typist	Clerk	Pump Operator	
General Knowledge and Current Affairs	-	General	General	General	General	General	General	General	10
General English	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Class - VIII	20
General Science	-	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Class - VIII	10
History	-	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Class - VIII	10
Geography	-	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Class - VIII	10
Mathematics	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Madhyamik	Class - VIII	20
Accountancy	Graduation	-	-	-	-	-	-	-	20
Cost and Management Accounting	Graduation	-	-	-	-	-	-	-	10
Direct and Indirect Taxes	Graduation	-	-	-	-	-	-	-	10

- Questions will be set in English/Bengali/ Hindi for Gr. B & C.
- Candidates have to mark answers in respect of Multiple Choice type Questions in OMR Answer Script.
- There will be no negative marking for wrong answer.

B) Personality Test :-

The candidates shortlisted on the basis of marks obtained in the Written Examination will be cancelled separately for document verification followed by a personality test of 10 Marks and "Computer Test" of 10 Marks for all the post except pump operator mentioned in the notice.

NOTE:- Final merit list will be prepared on the basis of total marks obtained by the candidates in written examination (80 Marks) and personality test (20 Marks)