

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.

