

Government of West Bengal
Finance (Audit) Department
325, Sarat Chatterjee Road, Nabanna,
Howrah-711 102

Notification No. 662-F(P2) dated 24.01.2019, - In exercise of the power conferred by the proviso to article 309 of the Constitution of India and in supersession of all previous notifications 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, 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: (1) These rules may be called the West Bengal Services (Recruitment to Clerical Cadre) Rules, 2019.
(2) 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, 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 Districts 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) of rule(3) of the West Bengal Services(Secretariat Common Cadre) Rules, 1984.

5. Method of Recruitment.- (1) Except as provided in sub-rule(2) and sub-rule(4) of this rule, 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, District Offices and 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 conducted 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, District Offices and the Regional Offices, shall be filled up by the respective appointing authorities in the manner mentioned below :-

(a) *ten per centum* (10%) of the posts of Lower Division Assistants in the Departments shall be filled up by transfer from the Lower Division Assistants in the Directorates after considering the candidature of all Lower Division Assistants in all Directorates, who possess the requisite qualifications and are willing to be so appointed;

(b) *ten per centum* (10%) of the posts of Lower Division Assistants in any Directorate shall be filled up by transfer from the Lower Division Clerks from the Offices subordinate 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;

(c) *ten per centum* (10%) of the posts of Lower Division Assistants or Lower Division Clerks borne in the Secretariat Common Cadre of Lower Division Assistants constituted under rule 4 of the West Bengal Services(Secretariat Common Cadre) Rules, 1984 or any Directorate or any of the Regional Offices shall 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 requisite qualifications and have passed the examination on elementary knowledge in computer operation with ability of typing 20(twenty) words per minute in English or 10(ten) words per minute in Bengali to be conducted by the Commission or by any other authority to be declared by the Government.

(3) (a) While filling up the posts in accordance with any of the clauses under sub-rule(2) only the confirmed employees shall be considered. Such eligible Group 'C' employees referred to clause(c) of sub-rule (2) as are otherwise eligible 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 the clauses (a) to (c) of sub-rule (2) of this rule shall not exceed ten percent of the sanctioned strength of the cadre of the Lower Division Assistants or the Lower Division Clerks of the Departments, Directorates, District Offices or the Regional Offices as the case may be.

(c) In respect of the cases mentioned in sub-rule (2), consultation with the Commission shall not be necessary except in the case of examination on elementary knowledge in computer operation and computer ability as mentioned in clause (c) of sub-rule (2) of this rule.

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 the Regional Offices for employment assistance to the families of employees died-in-harness or to any other category of candidates as specified by the Government by issuing notification in this behalf shall continue and the appointing authorities concerned may make appointments to the posts, after duly observing the usual norms in this context, from the candidates who are otherwise eligible having requisite qualification and have passed the examination on elementary knowledge in computer operation with ability of typing 20(twenty) words per minute in English or 10(ten) words per minute in Bengali to be conducted by the Commission or by any other authority to be declared by the Government. Consultation with the Commission for appointment in such cases shall not be necessary except for examination on elementary knowledge in computer operation and computer ability,

6. Qualifications.- The qualification for direct recruitment shall be as follows :-

- (a) a pass in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent;
- (b) acquisition of elementary knowledge in computer operation with ability of typing on computer at the speed of 20(twenty) words per minute in English or 10(ten) words per minute in Bengali.

Note.- The candidates are required to exercise option for (b) above at the time of submission of application.

7. Age.- The age for direct recruitment shall be not less than 18 years and not more than 40 years on the 1st day of January of the year of advertisement.

8. Scheme of Examination.- (1) The examination shall consist of two parts viz. Part I and Part II. 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/Santali,

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.

(2) The elementary knowledge in computer operation and ability of typing on computer of the candidates shall be judged only after they are found qualified in Part I and Part II.

Note 1.- 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 2.- The Commission shall hold Part I Examination at the first instance. A limited number of candidates obtaining qualifying marks in Part I Examination will be allowed to appear in the Part II Examination on a subsequent date to be notified by the Commission and the final merit list shall be prepared on the basis of total marks obtained in the two parts provided the candidates have been found qualified in the test judging elementary knowledge in computer operation and ability of typing on computer.

Note 3.- The candidates who will take Hindi, Urdu, Nepali or Santali as the case may be, in lieu of Bengali of Group B of Part II Examination shall, before confirmation, have to pass a Departmental Examination in Bengali during the period of probation. The syllabi for the examination shall be the same as laid down under the Finance Department Notification No. 9045-F dated the 26th July, 1983.

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 every day science, current events and problems with special reference to India and 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 Proportions, Percentage, Simple Interest, Profit and Loss, Time and Distance, Area of Rectangles and 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 précis).
- (c) Translation from Bengali/Hindi/Urdu/Nepali/Santali, as the case may be, into English.

Group B : **Bengali/Hindi/Urdu/Nepali/Santali:**

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

10. Option for Posting.- (1) Candidates shall be required to indicate their options in order of preference for the vacancies in the (a) Secretariat Departments, (b) Directorates and (c) Regional Offices including District Offices of one particular district or Kolkata.

(2) 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. Savings.- Notwithstanding anything contained in these rules persons already 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 shall be deemed to have been appointed under these rules.

By order of the Governor,
Sd/- H.K. Dwivedi

Additional Chief Secy. to the Government of West Bengal

No.662/1(500)-F(P2)

Kolkata, 19th January, 2019.

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place(West), Kolkata-700001.
2. The Principal Accountant General (General & Social Sector Audit), West Bengal, Treasury Buildings, 2, Govt. Place(West), Kolkata-700001.
3. The Accountant General (Economic and Revenue Sector Audit), West Bengal, 3rd MSO Building, CGO Complex, DF Block, 5th Floor, Sector-I, Salt Lake, Kolkata-700064.
4. The Chief Secretary to the Government of West Bengal.
5. The Residential Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi- 110 001.
6. The Governor's Secretariat, Governor House, Raj Bhavan, Kolkata- 700 062.
7. The Additional Chief Secretary to the Government of West Bengal.
8. The Additional Chief Secretary/Principal Secretary/Secretary,
9. The Divisional Commissioner.....
10. The Commissionner/Additional Secretary/Special Secretary/Joint Secretary/Deputy Secretary of Finance Department.
11. The Director of Treasuries & Accounts, West Bengal, 8, Lyons Range, Mitra NBuilding, 2nd & 3rd floor, Kolkata- 700 001.
12. The District Magistrate.....
13. The District Judge.....
14. The Department/Directorate for necessary circulation.
15. The Director..... for necessary circulation.
16. The Deputy Secretary & D.D.O., Finance Department, Accounts Branch, Nabanna, Howrah.
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Building, Kolkata-700012.
19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, CGO Complex, 5th & 6th floor, Plot No. 9, DF Block, Salt Lake, Sector-I, Kolkata-700 064.
20. The Sub-Divisional Officer,
21. The Superintendent of Police,
22. The Treasury Officer,
- ✓ 23. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Memorandum in the website of Finance Department.
24. Office Copy.


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