

**District Level Selection Committee, Nadia**  
**Office of the District Magistrate, Nadia**  
**Administrative Building (2nd Floor)**  
**Panchayat & R. D. Section, Krishnagar, Dist. Nadia, Pin-741 101.**

Employment Notification No. ....1008/P&D/15 Dated : ...21... /06/2018

**Recruitment to the post of Secretary at Gram Panchayat Level  
in Nadia District**

Applications in prescribed format are invited from Indian citizen as defined in Part-II of the Constitution of India for recruitment to the post of Gram Panchayat Secretary under Nadia district. Willing candidates shall be required to apply online in the website <http://www.nadialocalgovt.org> on & from 25/06/2018 to 09/07/2018 (Monday) upto 5 p.m. The relevant particulars like names 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 go through the instruction thoroughly and carefully before submitting online application. Any omission/suppression of information shall lead to rejection of application or candidature at any stage of the process without further intimation. The conditions so prescribed shall not be relaxed. Selection will be made through an open competitive examination to be conducted by the District Level Selection Committee, Nadia. All appointments will initially be made on a temporary basis.

**A. Gram Panchayat Level :**

Sl. No. of the Post	Name of the Post	Eligibility Criteria			Anticipated Vacancies	Scale of Pay
		Essential	Desirable	Age		
1	2	3	4	5	6	7
1.	Secretary	a) Must be a citizen of India as defined in Part II of the Constitution of India. b) Must have passed the Higher Secondary from the WBCHSE or its equivalent from any recognized Board or Council or University	At least 6 months formal training in using Personal Computer from a recognized Institute	Age as on 01/01/2018 GEN - 18-40 Yrs SC-18-45 Yrs ST-18-45 Yrs OBC-A-18-43 Yrs OBC-B-18-43 Yrs Ex-Serviceman belongs to specified : 50 Years Person with disability: 18-50 Yrs.	Total-50 UR-13 UR(EC)-08 UR(EX_S)-02 UR(MS)-02 UR(PD)-02 SC-08 SC(EC)-03 ST - 02 ST(EC)-01 OBC_A-03 OBC_A(EC)-02 OBC_B-03 OBC_B (EC)-01	Pay Band-2 Rs.5400- Rs.25200 plus Grade Pay Rs.2600) and other allowances will also be admissible as per Govt. orders in force.

**Note :**

- ❖ **Total vacancies as stated above is purely provisional and subject to revision.**
- ❖ Conditions of recruitment will be guided by the provisions of the West Bengal Panchayat (Recruitment of Employees of GramPanchayat) Rules, 2007 and subsequent amendment thereof.
- ❖ Qualification as stated in the Table A & B above must be possessed by the Candidate on or before the date of publication of the advertisement. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his/her Candidature shall be summarily rejected.

**Reservation :**

- ❖ The benefits for reservation of vacancies and age concession for SC, ST, OBC-A, and OBC-B candidates are admissible to SC, ST, OBC-A, and OBC-B candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above and Ex-Serviceman.
- ❖ Before final selection, shortlisted candidates belonging to the SC, ST, OBC-A, and OBC-B category will be directed to furnish original certificate issued by a competent authority of West Bengal as laid down in the West Bengal Schedule Castes and Schedule Tribes (Identification) Act, 1994 and SC and Tribal Welfare Department order no. 261-PW/EC/MR-103/94 dated 06/04/1995, for verification of testimonials in support of their claim.
- ❖ SC, ST, OBC-A, and OBC-B candidates of other states will be treated as General Candidates.
- ❖ Before final selection of person with disabilities, shortlisted candidates will be directed to furnish original certificate in prescribed form in support of their claim issued by a competent authority as per the provisions of the West Bengal Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
- ❖ The benefits of reservation are also available for the meritorious sportsperson. Such candidates are required to furnish certificates in original in support of their claim from a competent authority as laid down in the Notification No. 49-EMP/1M-25/98 dated 01/03/2011 of Labour Department, Government of West Bengal for checking and verification.
- ❖ Similarly the Ex-Serviceman candidates shall have to produce relevant documents, in original, in support of their claim in reservation as well as age relaxation at the time of verification.
- ❖ No claim for being a member of SC/ST/OBC-A/OBC-B or a person with Disability or a meritorious sportsperson or Ex-Serviceman shall be entertained any time after submission of the application.
- ❖ Particulars and certificates required : A candidate claiming to be SC/ST/OBC-A/OBC-B/Physically Handicapped/Meritorious Sportsperson must have a certificate in support of his/her claim from a Competent Authority as specified below :-
  - For SC/ST/OBC-A/OBC-B candidates [Vide the W.B.S.Cs & S.Ts (Identification) Act, 1994 and S.Cs & T.W. Department order no. 261-TW/EC/MR-103/94 dated 06.04.1995] :-

(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, on his behalf.

- ❖ For **Physically Handicapped** candidates/ Persons with Disabilities [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]:-

**A Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub Divisional Hospitals.**

- (i) Candidates having Disability of 40% and above shall only be considered for Age relaxation as well as reservation of posts for Persons with Disabilities. Candidates having disabilities of less than 40% shall be treated as General Candidates and therefore shall neither get benefit of exemption of age relaxation nor reservation of posts for Persons with Disabilities.
- (ii) For **Meritorious Sportspersons** :- Meritorious Sportspersons in the area of International Competition, National Competition, Inter-University Tournament and National Sports/ Games for School Education in the following list of Sports will be entertained to avail the benefit of the Sports Quota.

**Benefit of the Sports Quota :-**

Name of the Sports	Code Number	Name of the Sports	Code Number
Athletics (including Track and Field events)	01	Weightlifting	11
Badminton	02	Wrestling	12
Basket Ball	03	Boxing	13
Cricket	04	Cycling	14
Football	05	Gymnastics	15
Hockey	06	Judo	16
Swimming	07	Rifle Shooting	17
Table Tennis	08	Kabaddi	18
Volley Ball	09	Kho-Kho	19
Tennis	10		

**Competent Authorities for issuing Certificate to Meritorious Sportspersons are as follows :-**

Area	Competent Authority
International Competition	Secretary of the National Federation/ National Association of the Sports concerned.
National Competition	Secretary of the State Association of the Sports concerned
Inter-University Tournament	Dean/Director of Sports or other officer in overall charge of sports of the University concerned
National Sports/ Games School Education	Director or Deputy Director in overall charge of Sports/ Games for Schools in the Directorate of School Education, West Bengal.

**For Exempted Category Candidates:** Names of Exempted Category Candidates shall be obtained by DLSC directly from Exempted Category Cell under the Directorate of Employment, West Bengal to fill up the vacancies meant for Exempted Category candidates in terms of provision of point No-6 as laid down in the Notification issued by Labour Department vide No- 50-Emp/1M-25/98 dated, Kolkata, the 1st March, 2011. **Hence no application from Exempted Category Candidates shall be entertained directly through online submission.**

**For Ex-Serviceman Candidates:** Names of Ex-Serviceman shall be obtained both from Zilla Sainik Board as well as through online application for filling up the vacancies meant for Ex-Serviceman.

**Mode of Application:**

**Step-1 :- (Online Registration) :**

- ❖ All applicants shall apply for any post by submitting their applications in the website <http://nadia.gov.in> through online submission.
- ❖ An application form along with a unique registration number/ Application number will be generated thereafter automatically.
- ❖ This registration number shall have to be preserved by the applicant for any future reference, correspondence and generation of Admit Card etc.
- ❖ After filling up and submission of the application form properly, a print out of registration slip may be taken up by the applicant.
- ❖ A recent passport size colour photograph (Size <= 500 KB) of the applicant shall be uploaded in the place earmarked for the purpose during filling up the online application form.
- ❖ The full signature (Size <= 500 KB) of the candidate shall have to be uploaded during filling the online application form.
- ❖ Last date of online submission of the application is **09/ 07 / 2018 (Monday) upto 5pm.**
- ❖ The application form received by post shall be rejected straightway.

**Step-2 :- (Generation of Admit Card) :**

- ❖ The District Level Selection Committee, Nadia will publish a notification stating the date and time of Written Examination and it will be available in the website <http://nadia.gov.in>
- ❖ As soon as the said notification is published, the applicant will have to generate the Admit Card by putting his/her auto generated Registration Number/ application Number along with his/her date of birth in the respective place.

- ❖ After generation of the Admit Card, a print out is to be taken.
- ❖ Two copies of identical colour passport size self-attested photograph to be affixed on the Admit Card in the place earmarked for the purpose, if his/her photograph does not appear on the system generated admit card.
- ❖ The lower part of the Admit Card is to be signed by the applicant in presence of the invigilator on the day of examination and to be handed over to the invigilator.
- ❖ The candidate shall have to bring with him/her any photo identity document viz. EPIC, PAN Card, Passport, Admit Card/Certificate of Madhyamik or equivalent with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. Authority at the time of written examination and viva-voce.
- ❖ Candidate without Admit Card and any photo identity document as mentioned above shall not be allowed to enter the examination hall.

**Mode of Examination:**

**Part-I : Written Examination : (85 marks)**

**Part-II : Viva Voce Test : (15 marks)**

- ❖ Candidates will be shortlisted for Viva-Voce test from the list prepared in descending order of the marks obtained by the candidates in written examinations subject to fulfillment of minimum qualifying marks in written examination (including practical test where applicable) as fixed up by the DLSC.
- ❖ The successful candidates in the written examination will be called for appearing in the Viva-Voce test in 1:5 ratio against the total number of vacancies in a particular post.
- ❖ The Written Examination will be through MCQ method and there will be negative marking for Wrong Answer (One mark will be deducted for every three wrong answers).

### Distribution of Marks ::

Name of the Posts	Marks Distribution			Total Marks
	Written Examination	Practical Test	Viva-Voce Test	
Secretary	Total Marks : 85	Nil	Total Marks :15	100

### Syllabus for Part-I (Written Examination) :

Name of the Post	Syllabus for Written Examination
Secretary	English : 25 Marks (General Academic Standard of HS) Bengali : 25 Marks (General Academic Standard of HS) Arithmetic : 25 Marks (General Academic Standard of MP) General Knowledge : 10 Marks (Emphasis on Rural Life & Rural Development)

### Important Dates :

Sl. No.	Event	Date
1	Period of Online submission of Application	25 /06/ 2018 to 09 /07 /2018 ( upto 5.00 PM)
2	Notice for generation of Admit Card from the Website <a href="http://nadia.gov.in">http://nadia.gov.in</a> and Date of Written Examination	Follow Newspaper viz. Bartaman, The Times of India as well as our website <a href="http://nadia.gov.in">http://nadia.gov.in</a>

### General Conditions fixed by the Committee::

- ❖ Defective/ incomplete applications will be summarily rejected.
- ❖ Admission to the examination will be purely provisional subject to verification of eligibility at a later stage. Therefore, candidature of any candidate shall be rejected straightway if found not eligible at any stage, even after appearance in the examination.
- ❖ Candidates must bring their photo identity card recognized by the Govt. in order to get entrance into the examination venue to prove their identity. Any deviation in this regard may straightway lead to non-admission of him/her in to the examination venue and rejection of candidature without giving him/her opportunity of being heard. The photo identity cards to be accepted by the committee for the said purpose are as follows :
  - Elector's Photo Identity Card (EPIC).
  - Passport.
  - UID Card.
  - Admit Card/ Certificate of Madhyamik or equivalent with photograph.
  - PAN Card.
  - Driving License.
  - Bank Pass Book containing photograph of the candidate.
  - Any other photo identity card issued by the competent Govt. authority.

- ❖ Candidates must abide by the instruction as may be given by the supervisor/invigilator of the examination centre. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable for expulsion from the examination hall and/ or such other punishment as the committee may deem fit to impose.
- ❖ A candidate who has been reported against by the supervisor/invigilator of the examination centre for violation of norms of examination hall shall be punished with cancellation of candidature and will also be debarred from appearing at future examinations/selections as may be decided by the committee depending on the circumstances/gravity of the case.
- ❖ Submission of more than one application for the post is strictly forbidden. The candidature of a candidate, who submits more than one application for a single post for admission to the examination, will be cancelled even he/she is eligible for the same.
- ❖ Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall is STRICTLY PROHIBITED. Use of the same will lead to cancellation of candidature without giving an opportunity of being heard.
- ❖ Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlist support for his/her application through persons, officials of Government, or agencies will disqualify him/her for appointment. Specific recommendations from persons interested in the candidates, or otherwise known to them will be disregarded and will render the candidates ineligible.
- ❖ The final merit list will be prepared on the basis of total marks obtained in the Written Examination and the Viva-Voce test.

**Particulars which are to be verified by the Attesting Authority::**

- ❖ **For Date of Birth of the candidate :** Admit Card of Madhyamik or Equivalent Examination or Certificate of Madhyamik or Equivalent Examination.
- ❖ **For Academic Qualification of the Candidate :** The mark sheet/Certificate of candidate issued by the recognized Board/Council/University in original is to be verified.
- ❖ **For Technical Qualification of the Candidate :** The mark sheet/Certificate of candidate issued by recognized Board/ Council/ University/any instituter recognized by the state or



Central Government or State Council of technical Education or All India Council of Technical Education.

- ❖ **For Attestation of Photograph** : Any photo identity documents viz. EPIC, PAN Card, Passport, Admit Card/Certificate of Madhyamik or equivalent with photograph/ Driving License/ Bank Pass Book containing photograph of the candidate/ any other photo identity card issued by the competent Govt. Authority.
- ❖ **For Caste** : Caste Certificate issued by the SDO concerned in all districts and in respect of Kolkata, the District Magistrate, Nadia or such Additional District Magistrate, Nadia as may be authorized by the District Magistrate, Nadia, on his behalf.
- ❖ **For Meritorious Sportspersons** : Certificate issued by the Secretary of the National Federation/ National Association/ State Association of the Sports concerned. Dean/Director of Sports or other officer in overall charge of sports of the University concerned. Director or Deputy Director in overall charge of Sports/ Games for Schools in the Directorate of School Education, West Bengal.
- ❖ **For Ex-Serviceman** : The Identity Card issued by the respective Zilla Sainik Board.
- ❖ **For Physically Handicapped** : Certificate issued by the Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-Divisional Hospitals.

**Help Desk ::**

"Help Line" Number for Queries on Online submission of Application :: 03472-252842 (From 11:00 am to 5:30 pm on the working days).

Note :: *(If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any others issues directly related with this notification will be brought to the notice of candidates in manner as decided by the District Level Selection Committee.), District Magistrate, Nadia & Chairman, District Level Selection Committee.*

  
**Chairman**  
**District Level Selection Committee. Nadia**