

ZILLA PARISHAD STAFF RECRUITMENT COMMITTEE, HOWRAH
NOTIFICATION NO: 01/2017
IMPORTANT INFORMATION

An Examination will be conducted by the Zilla Parishad Staff Recruitment Committee, Howrah for direct recruitment to the post of **Assistant Engineer (Civil), Sub-Assistant Engineer (Civil), Sub-Assistant Engineer (Electrical), L.D.A, Steno-cum-C.A to A.E.O, Data Entry Operator & Group-D** at Howrah Zilla Parishad. Willing candidates will be required **to apply online** only in the website **howrahzilaparishad.in/howrah.gov.in** on or before the closing date.

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 tentative date of Written Examination is 09.04.2017 for Assistant Engineer (Civil), Sub-Assistant Engineer (Civil), Sub-Assistant Engineer (Electrical), L.D.A and Steno-cum-C.A to A.E.O posts. The tentative date of Written Examination is 16.04.2017 for Data Entry Operator & Group-D posts. It will be followed by Personality Test of the candidates to be selected on the basis of the results of the written examination.

Zilla Parishad Staff Recruitment Committee, Howrah shall have discretion to fix qualifying marks at each level of examination i.e. Written and Personality Test and in the aggregate for all the categories of vacancies.

- 1. All appointments will initially be made on a temporary basis.**
- 2. The benefits of reservation of vacancies for S.C/S.T/B.C. candidates are admissible to S.C./S.T./B.C. candidates of West Bengal only.**

| Name of the post | Eligibility criteria | | | Anticipated vacancies | Scale of Pay |
|-----------------------------------|---|-----------|--|--------------------------------|--|
| | Essential | Desirable | Age | | |
| Assistant Engineer (Civil) | a) Must be a Citizen of India as defined in Part-II of the Constitution of India b) First class Bachelor's degree or equivalent qualification in civil engineering from any recognized university or council or association with minimum two years working experience. | ----- | Age as on <u>01.01.2017</u> SC: 18-41 | 01 (Reserved for SC) | Pay Band-4 (Rs. 9000-Rs. 40500 plus Grade Pay-Rs. 5400) Allowances will also be admissible as per Government orders in force |

| | | | | | |
|--|--|---|---|---|---|
| Sub-Assistant Engineer (Civil) | a) Must be a Citizen of India as defined in Part-II of the Constitution of India b) Must have a Diploma in Civil Engineering from any council or board recognized by the State Government | ----- | <u>Age as on 01.01.2017</u> SC-EC: 18-44 EC: As per Government norms and guidelines | 01 Reserved for SC(EC) | Pay Band-4 (Rs. 9000-Rs. 40500 plus Grade Pay-Rs. 4400) Allowances will also be admissible as per Government orders in force |
| Sub-Assistant Engineer (Electrical) | a) Must be a Citizen of India as defined in Part-II of the Constitution of India b) Must have a Diploma in Electrical Engineering from any council or board recognized by the State Government | ----- | <u>Age as on 01.01.2017</u> As per Government norms and guidelines | 01 Unreserved | Pay Band-4 (Rs. 9000-Rs. 40500 plus Grade Pay-Rs. 4400) Allowances will also be admissible as per Government orders in force |
| L.D.A. | a) Must be a Citizen of India as defined in Part-II of the Constitution of India b) Passed Madhyamik or equivalent examination having scored at least 50% marks in aggregate from any university/council / board. | Knowledge of type writing. | <u>Age as on 01.01.2017</u> Gen: 18-40 SC: 18-45 UR-EC: 18-43 OBC-B: 18-43 EC: As per Government norms and guidelines | 06 Unreserved(EC)-01 Unreserved -01 SC-03 OBC-B(EC)-01 | Pay Band-2 (Rs. 5400-Rs. 25200 plus Grade Pay-Rs. 2600) Allowances will also be admissible as per Government orders in force |
| Data Entry Operator | a) Must be a Citizen of India as defined in Part-II of the Constitution of India b) Passed Madhyamik or equivalent examination from any recognized council / board. c) At least three months' formal training using personal computer from any institute recognized by the State Govt. or Central Govt. or State Council of Technical Education or All India Council of Technical Education. d) A minimum speed | 1 year experience of Data Entry operation in personal computer. | <u>Age as on 01.01.2017</u> As per Government norms and guidelines | 01 Unreserved | Pay Band-2 (Rs. 5400-Rs. 25200 plus Grade Pay-Rs. 2600) Allowances will also be admissible as per Government orders in force |

| | | | | | |
|--------------------------------|---|-------|---|--|--|
| | of data entry of 6000 key depressions per hour. | | | | |
| Steno-cum-C.A to A.E.O. | a) Must be a Citizen of India as defined in Part-II of the Constitution of India b) Bachelor degree from a recognized University and ability to take dictation at a speed of at least 80 words per minute and typing speed of at least 40 words per minute in English or ability to take dictation at a speed of at least 70 words per minute and typing speed of at least 30 words per minute in Bengali, as the case may be. | ----- | <u>Age as on 01.01.2017</u> As per Government norms and guidelines | 01 Unreserved | Pay Band-3 (Rs. 7100-Rs. 37600 plus Grade Pay-Rs. 3600) Allowances will also be admissible as per Government orders in force |
| Group-D | a) Must be a Citizen of India as defined in Part-II of the Constitution of India b) Passed at least class VIII from any recognized school. | ----- | <u>Age as on 01.01.2017</u> Gen: 18-40 Gen(EC): 18-43 SC: 18-45 OBC-B: 18-43 EC: As per Government norms and guidelines | 05 Unreserved-02 Unreserved(EC)-01 SC(Ex service)-01 OBC-B(EC)-01 | Pay Band-1 (Rs. 4900-Rs. 16200 plus Grade Pay-Rs. 1700) Allowances will also be admissible as per Government orders in force |

Note: (I) Age as recorded only in the Madhyamik or equivalent certificate will be accepted.
(II) The age limits apply to all candidates whether in Government Service or not.

Mode of Application:

APPLICATION: Applications can be submitted through online only and by no other means.

❖ STEP-1: (ONLINE APPLICATION)

- All applicants must register himself or herself in the website howrahzilaparahad.in / howrah.gov.in to apply for any posts. Online submission will commence on & from 01-03-2017 and up to 21.03.2017, 5.30 pm.
- While filling online application the applicant will have to upload his/her coloured Passport size Photograph (20KB) and self scanned signature (10KB).

- After successful application, an acknowledgement slip mentioning name & registration no. will generate.
- **Candidates shall have to keep this acknowledgement slip for future reference.**

❖ **STEP-2 (GENERATION OF ADMIT CARD):**

- *Applicant will get their Admit Card from the website howrahzilaparishad.in/ howrah.gov.in by entering their registration no. and date of birth in the prescribed place during the period from 24.03.2017 to 07.04.2017, 5.30 pm for Assistant Engineer (Civil), Sub-Assistant Engineer (Civil), Sub-Assistant Engineer (Electrical), L.D.A and Steno-cum-C.A to A.E.O and from 24.03.2017 to 13.04.2017, 5.30 pm for Data Entry Operator & Group-D post.*
- *Candidates shall have to take print out of this Admit Card*
- *Candidate should not sign in advance in the lower portion of the Admit card, this have to be done at the time of written examination before the Invigilator only.*
- *Candidates shall have to bring one Photo Identity Card, such as EPIC, Madhyamik Admit Card, SC/ST/OBC Certificate, Driving license, Passport etc. along with the Admit Card. Candidates, who do not follow the above instruction, will not be permitted to appear in the written examination.*

Candidates are advised to read thoroughly and cautiously the documents regarding Important Information, Scheme and Syllabus available before filling the application. Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of application. The candidates are advised to check the entries made against each column thoroughly before submission of application. The Photo with Signature of the candidate, as uploaded by them during application will be displayed.

In any stage, if any statement made in the application be subsequently found to be false, his/her candidature will be liable to be cancelled, and even if appointed to a post on the results of this examination his/her service will be liable to be terminated and legal action as per law will be initiated. Willful suppression of any material fact will also be similarly dealt with. Candidates should take particular note that entries in their applications submitted to the Selection Committee must be made correctly against all the items which will be treated as final and no alteration or addition in this regard will be entertained after submission of the application.

Applications not duly filled in or found incomplete or defective in any respect will be liable to rejection.

Candidates in service of Government, a Local or Statutory Body are required to submit an undertaking to the effect that they have informed, in writing, their Head of Office/Department as to their applying for the examination when asked for.

Particulars and Certificates required:

A candidate claiming to be SC/ST/BC must produce a certificate in support of his/her claim issued by a competent authority of West Bengal as specified below [vide the West Bengal SCs and STs Identification Act, 1994 and SC and TW Department Order No.261-TW/EC/MR-103/94 dated 06.04.1995]

No claim of being a member of the SC, ST and BC will be entertained after submission of the online application initially otherwise.

(b) The Zilla Parishad Staff Recruitment Committee, Howrah may require such further proof or particulars from the candidates as it may consider necessary and may cause enquiries about their character and other particulars regarding suitability and eligibility at any stage.

Original certificates and self-attested photocopies of certificates relating to citizenship (by registration), age, qualifications, castes (SC/ST/BC) and previous employment, etc., will have to be submitted when the Zilla Parishad Staff Recruitment Committee will ask for them afterwards. If any candidate fails to furnish any certificate or other relevant document or information relating to his/her candidature within the time specified by the Zilla Parishad Staff Recruitment Committee, his/her claim for appointment may be passed over without further reference to him/her.

Words of Caution:

- (1) The candidates must abide by the instructions as may be given by Supervisors/Invigilators at the Examination Hall. If the candidate fails to do so or indulge in disorderly or improperly conduct he/she will render himself/herself liable to expulsion from the Examination Hall and/or such other punishment as the Zilla Parishad Staff Recruitment Committee may deem fit to impose.
- (2) 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 Zilla Parishad Staff Recruitment Committee according to the circumstances of the case.

Submission of more than one application is strictly forbidden. Submission of more than one application for a single 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 if he/she is eligible for the same.

A candidate should note that his/her admission for appearing at the Examination will be deemed provisional subject to determination of his/her eligibility in all respects. If at any stage even after issue of the letter of appointment, a candidate is found ineligible for admission to this Examination, his/her candidature will be cancelled without further reference to him/her.

No candidate shall be allowed to enter in the examination hall unless he/she holds the Admit Card for the examination.

Canvassing: Any attempt on the part of 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.

No candidate shall be allowed to enter the Examination Hall with Mobile and / or any Electronic Gadgets, Bag, Water Bottle, etc. If anybody still brings the same then the arrangement of keeping of those items outside the Examination Hall have to be made by themselves.

No TA/DA will be applicable for the candidates who will appear in the written test.

Syllabus for written Examination: (85 marks)

| Name of the post | Syllabus | Remarks |
|--|--|---|
| Assistant Engineer (Civil) | Engineering (Civil): 85 marks Oral: 15 marks | Click the Link for detailed syllabus. |
| Sub-Assistant Engineer (Civil) | Engineering (Civil): 85 marks Oral: 15 marks | Click the link for detailed syllabus. |
| Sub-Assistant Engineer (Electrical) | Engineering (Electrical): 85 marks Oral: 15 marks | Click the link for detailed syllabus. |
| L.D.A. | English: 20 marks Bengali: 20 marks Arithmetic: 25 marks General Knowledge: 20 marks Interview: 15 marks | Bengali, English and Arithmetic: Madhyamik or equivalent standard. |
| Data Entry Operator | English: 20 marks Bengali: 20 marks Arithmetic: 15 marks General Knowledge: 15 marks Computer Application: 15 marks Interview: 15 marks | Bengali, English and Arithmetic: Madhyamik or equivalent standard. |
| Steno-cum-C.A to A.E.O. | English: 15 marks Bengali: 15 marks Arithmetic: 15 marks | Bengali, English and Arithmetic: Madhyamik or equivalent standard. |

| | | |
|----------------|---|--|
| | General Knowledge: 10 marks Dictation: 15 marks Type test: 15 marks Interview: 15 marks | |
| Group-D | English: 10 marks Bengali: 13marks Arithmetic: 10 marks General Knowledge: 10 marks Interview: 07 marks | Bengali, English and Arithmetic: Class VIII Standard of W.B.S.E or equivalent. |

Interview: 15 marks

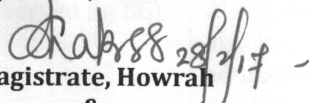
(If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with this notification will be brought to the notice of candidates in a manner as decided by the Zilla Parishad Staff Recruitment Committee.)

The Final merit list will be prepared on the basis of total marks obtained in the written Examination and the Interview Test.

Important Dates:

- ❖ Date of commencement of submission of online application: 01.03.2017
- ❖ Closing date for submission of online application: 21.03.2017, 5.30 pm,
- ❖ **For Assistant Engineer (Civil), Sub-Assistant Engineer (Civil), Sub-Assistant Engineer (Electrical), L.D.A and Steno-cum-C.A to A.E.O posts**
Generation of online Admit card : 24.03.2017 to 07.04.2017, 5.30 pm
Tentative Date of written examination: 09.04.2017 (Sunday)
- ❖ **For Data Entry Operator & Group-D posts:**
Generation of online Admit card : 24.03.2017 to 13.04.2017, 5.30 pm
Tentative Date of written examination: 16.04.2017 (Sunday)
- ❖ Details of written examination, such as venue, time will be mentioned in the admit card. The date may change afterwards due to administrative reasons and if so happens, will be notified duly and final date, time and venue will be printed on the admit card.

By Order,


District Magistrate, Howrah
&

Chairman, Zilla Parishad Staff Recruitment Committee
Howrah.