



Government of West Bengal
Office of the District Magistrate
North 24 Parganas, Barasat
(District Panchayat & Rural Development Section)

NOTICE

District level selection committee, North 24 Parganas has decided to conduct written examination to fill up different categories of posts at Gram Panchayat and Panchayat Samiti level under this district as per programme given below:

Date of examination	Exam. to be conducted for the Category of posts		Remarks
	1 st half (11.00 am to 12.30 pm)	2 nd half (02.00 pm to 03.30 pm)	
02.02.2013	Samity Education Officer	Data Entry Operator	
03.02.2013	Executive Assistant	Nirman Sahayak	
09.02.2013	Clerk-cum-Typist	Block Informatics Officer	
10.02.2013	GP Secretary	Accounts Clerk	For Accounts clerk time period of written exam. is 02.00 pm to 04.00 pm

The Admit card will be available in the Website on and from 21.01.2013 till the date of Examination. The candidates who have submitted their application through online will get their admit card through online only by entering the registration number and date of birth in the prescribed place.

Candidates shall have to take print out of this Admit Card and paste two recent passport size coloured attested photograph and follow instructions printed in the Admit Card.

In case of difficulty in downloading the Admit Card, candidates may contact Blok Development Offices under North 24 Parganas. There will be a Help Desk at each of the Blok Development Offices under North 24 Parganas.

*The admit card to the candidates whose name have been sponsored by the Employment Exchange/Zilla Sainik Board will be sent by post in the address as provided by the Employment Exchange/Zilla Sainik Board . **Candidates shall have to paste two recent passport size coloured attested photograph at the Admit Card.***

Candidates(For Employment Exchange/EC Cell/Zilla Sainik Board sponsored candidates only) who does not receive admit card by post within 28.01.2013 may contact personally at the Zilla Parishad Bhavan, Rishi Bankim Sarani, Barasat, North 24 Parganas on 30.01.2013 & 31.01.2013 along with a photo identity card and the original card issued by the Employment Exchange/Zilla Sainik Board.

- Ø ***Candidate should not sign in advance in the lower portion of the Admit card; this has to be done at the time of written examination before the Invigilator only.***
- Ø ***Candidates shall have to bring one Photo Identity Card, such as EPIC, Madhyamik Admit Card, SC/ST/OBC Certificate, Driving license etc. along with the Admit Card. Candidates, who do not follow the above instruction, will not be permitted to appear in the written examination.***

Syllabus for written Examination: (85 marks)

Name of the post	Syllabus
Executive Assistant	English: 25 marks (General academic standard of HS) Bengali: 25 marks (General academic standard of HS) Arithmetic: 25 marks (Madhyamik standard) General knowledge: 10 marks (Emphasis on rural life & rural development)
Nirman Sahayak	Engineering (Civil): 65 marks English: 13 Marks General Knowledge: 07 marks (Emphasis on rural life & rural development)
Gram Panchayat Secretary	English: 25 marks (HS Standard) Bengali: 25 marks (HS Standard) Arithmetic: 25 marks (Madhyamik Standard) General knowledge: 10 marks (Emphasis on rural life & rural development)
Block Informatics Officer	English: 10 marks (General academic standard of HS) Bengali: 10 marks (General academic standard of HS) Arithmetic: 10 marks (Madhyamik standard) General knowledge: 10 marks (Emphasis on rural life & rural development) Computer Application: 25 marks for theoretical examination of Bachelor of computer science or Bachelor of Computer Application Standard Practical test: 20 marks, Practical test will be held after written test on separate date. Admit card for practical test will be issued later on for those candidates only who will appear in the written test. List of successful candidates for interview will be prepared on the basis of marks obtained in both written test and practical test.
Accounts Clerk	Part-I: Written test of 20 marks on Computer Application. The candidates shall have to undergo a written test of 20 marks on computer application and papers of Part-II written test will be evaluated only if qualified in the Part-I computer application test. This is only for screening purpose. Additional 30 minutes will be provided for that purpose. Marks obtained in this test will not be added to the marks obtained in Part-II. Part-II English: 20 marks (Madhyamik Standard) Bengali: 20 marks (Madhyamik Standard) Arithmetic: 25 marks (Madhyamik Standard) General knowledge: 20 marks (Emphasis on rural life & rural development)
Clerk-cum-Typist	English: 20 marks (Madhyamik Standard) Bengali: 20 marks (Madhyamik Standard) Arithmetic: 25 marks (Madhyamik Standard) General knowledge: 20 marks (Emphasis on rural life & rural development)
Data Entry Operator	English: 20 marks (Madhyamik Standard) Bengali: 20 marks (Madhyamik Standard) Arithmetic: 25 marks (Madhyamik Standard) General knowledge: 20 marks (Emphasis on rural life & rural development)
Samiti Education Officer	A. Bengali (25 marks) (i) Translation from English to Bengali (a paragraph of more or less 200 words) (ii) Paragraph writing or writing a report on a given topic (iii) Writing a letter in Bengali (iv) Grammar B. English: (20 marks) (i) Writing a paragraph in about 250 words (ii) Comprehension test (iii) Letter writing (iv) Grammar C. Simple Arithmetic (25 marks) (Class X standard) D. General Knowledge & Mental ability test (15 marks)

TYPE OF QUESTION PAPERS

- Ø **Question papers for all the categories except Samiti Education Officer will be of multiple choice type.**

Deduction of marks:

There will be negative marking as decided by DLSC except for **Samiti Education Officer**.

Interview: 15 marks

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

The DLSC shall have discretion to fix qualifying marks in the aggregate.

The list of successful candidates in the written test will be published in the website. Details regarding Call letter for interview and venue will be notified accordingly.

Original certificates and self-attested photocopies of certificates relating to citizenship (by registration), age, qualifications, castes (SC/ST/BC), physical disability and previous employment etc. will have to be produced when the District Level Selection 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 District Level Selection Committee, his/her claim for appointment may be cancelled 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 District Level Selection 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 District Level Selection Committee according to the circumstances of the case.
- (3) Candidature of a candidate will be cancelled if he/she discloses his/her identity by writing is/her name, roll number or by putting any identifying marks inside the Answer Script.
- (4) No TA/DA will be admissible to appear in the written examination.

Sd/-

*District Magistrate
North 24-Parganas, Barasat
&
Chairman
District level selection committee,
North 24 Parganas*

NEXT