

Medical Board constituted at any Government Medical College Hospitals, District Hospitals or Sub-divisional Hospitals at the time of final selection.

NOTE : 1. Sponsored candidates belonging to Ex-serviceman and Exempted categories shall also apply online.

2. Non sponsored candidates of Exempted category and Ex-serviceman category may also apply online directly with requisite examination fees as applicable.

**Essential Qualification :**

**For all posts in Group B and Group C Categories**

The Candidates must have passed Madhyamik or equivalent examination from any recognized Board and at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation. Moreover, for English Stenographer, a minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 40 w.p.m. in Typewriting from a legible manuscript in English for 10 minutes are required.

**For all posts in Group - D category (Process Server, Peon Farash and Night Guard) :**

The candidates must have passed Class -VIII from any recognized School or recognized Madrashah or any other recognized equivalent Institution.

**Mode of Examination :**

1. **For the post of English Stenographer (Grade-III) :**

(a) There will be a three-phase examination.

(b) **Phase-I- Screening Test-** It will be of **100 marks** of duration of **one and half hours**. A written examination consisting of Objective type paper comprising questions on General English (Syllabus : Spelling, Correct Use of Words, Correctness of Sentence, Use of Common Phrases, Synonyms & Antonyms, Punctuation etc.) will be held.

(c) The candidates who will qualify in the Screening Test will be considered eligible to appear in Phase-II & Phase-III.

(d) **Phase-II- "Dictation and Transcription"** - It will be of **200 marks- dictation for 5 minutes** followed by **transcription of shorthand notes** in candidates' own handwriting for **one hour**.

(e) **Phase-III-** There will be a typing test on type machine (**to be brought by the candidate**) from a manuscript @ 40 w.p.m., which will be of **200 marks with 10 minutes' duration**.

(f) Phase-I, Phase-II and Phase-III examination will be conducted on the same day.

(g) On the basis of the results of Phase-II and Phase-III examination, a number of candidates securing qualifying marks, shall be called at a particular ratio to be fixed by the authority for Personality Test (50 marks) and Computer Proficiency Test (50 marks) on OS UBUNTU 18.4.

(h) On the basis of result of Phase-II and Phase-III examination, Personality Test and Computer Proficiency Test, a final Panel will be prepared.

(i) The qualifying marks at all levels shall be fixed at the discretion by the Recruitment Committee.

(j) The number of errors admissible in respect of Paper-II and III shall be fixed by the Authority.

2. **For the post of LDC :**

(a) There will be a two-phase examination.

(b) **Phase I :-** There will be a Preliminary Examination of **one and half hours duration**. The Preliminary Examination will carry **100 marks** having **100 questions of 1 (one)**

**mark each**, comprising multiple choice objective type questions on English, General Studies and Arithmetic.

(c) The candidates who will qualify in the Preliminary Examination will be considered eligible to appear in Phase-II/ Main Examination.

(d) **Phase II** :- The **Main Examination** of **one and half hours duration** shall consist of conventional type questions of English [Group-A : 75 marks: Letter Writing, Paragraph Writing and Translation] and Bengali [Group- B : 75 marks : Letter Writing, Translation and Report].

(e) On the basis of the result of Main Examination, a number of candidates securing qualifying marks, shall be called at a particular ratio to be fixed by the authority for Personality Test (25 marks) and Computer Proficiency Test (25 marks).

(f) On the basis of results of Main Examination, Personality Test and Computer Proficiency Test, a final Panel will be prepared.

(g) The qualifying marks at all levels shall be fixed at the discretion of the Recruitment Committee.

(h) The standard of the examination shall be similar to that of Madhyamik Pariksha of the West Bengal Board of Secondary Education / equivalent examination (s).

**3. For the posts of Process Server :-**

There will be a written examination consisting of a Multiple Choice Objective type paper comprising questions in (i) Arithmetic (25 marks) , (ii) English (25 marks), (iii) Bengali (25 marks), (iv) General Knowledge (25 marks). The examination will carry 100 marks having 100 questions of 01(one) mark each. The duration of the examination shall be one and half hours. On the basis of the result of the Written Examination, a number of candidates, at a particular ratio to be fixed by the authority, shall be called for the Personality Test (10 marks) and on the basis of the total marks obtained in the written examination and personality test, a final panel will be prepared.

**4. For the posts of Peon, Night Guard, Farash :-**

A written examination is to be conducted by the Authority, which will be of 100 marks comprising multiple choice objective type questions on Bengali : 25 marks; General English : 25 marks; Arithmetic : 25 marks and General Knowledge : 25 marks. The duration of the examination shall be one and half hours. On the basis of the result of the Written Examination, a number of candidates at a particular ratio to be fixed by the authority, shall be called for the Personality Test (10 marks) and on the basis of the total marks obtained in the written examination and personality test, a final panel will be prepared.

**The appropriate authority/authorities shall have the discretion to fix qualifying marks in any or all the test/s for different categories of posts, mentioned above.**

**5. Application Fees \*:**

Application Fee together with Bank Charge is shown below :

| Name of the Post          | Unreserved/OBC-A /<br>OBC-B | SC/ST                  |
|---------------------------|-----------------------------|------------------------|
| A                         | B                           | C                      |
| English Stenographer      | Rs. 400/- + Bank Charge     | Rs. 300/-+ Bank Charge |
| Lower Division Clerk      | Rs. 350/- + Bank Charge     | Rs. 250/-+ Bank Charge |
| Process Server            | Rs. 250/-+ Bank Charge      | Rs.200/-+ Bank Charge  |
| Peon/ Night Guard/ Farash | Rs. 250/-+ Bank Charge      | Rs.200/-+ Bank Charge  |

**\* SC/ST/OBC candidates of other States shall have to pay Application fee + Bank charge as shown under column B.**