

WEST BENGAL POLICE RECRUITMENT BOARD
ARAKSHA BHAWAN (5TH FLOOR), BLOCK - DJ, SECTOR - II
SALT LAKE CITY, KOLKATA - 700 091

**DETAILED INFORMATION FOR "Off-Line" APPLICANTS FOR RECRUITMENT TO THE POSTS OF WARDER /
FEMALE WARDER UNDER DIRECTORATE OF CORRECTIONAL SERVICES, GOVT. OF WEST BENGAL - 2019**

1. NAME OF THE POST AND PAY SCALE:-

Warder/Female Warder under Directorate of Correctional Services, Government of West Bengal in the Pay Scale of Rs. 5,400 - 25,200/- (i.e. Pay Band - 2) + Grade Pay Rs. 2,600/- .

[N.B. Drawal of salary during the period of probation (for a period of three years) : only the entry point pay i.e. Basic Pay + Grade Pay shall be allowed with annual increment @ 3% per annum and medical allowances, if any.]

2. RESERVATION OF VACANCIES:-

Sl. No.	Category (Sub-category)	No. of vacancies		
		Male	Female	Total
1	Unreserved (UR)	234	40	274
2	Unreserved (E.C.)	112	20	132
3	Unreserved (Ex-serviceman)	30	05	35
4	Scheduled Caste	99	18	117
5	Scheduled Caste (E.C.)	50	08	58
6	Scheduled Caste (Ex-serviceman)	07	02	09
7	Scheduled Tribe	29	05	34
8	Scheduled Tribe (E.C.)	14	02	16
9	OBC-A	49	08	57
10	OBC-A (E.C.)	22	04	26
11	OBC-B	35	06	41
12	OBC-B (E.C.)	14	03	17
TOTAL		695	121	816

Note: -

- i) *Total vacancies as stated above is purely provisional and subject to change.*
- ii) *Conditions of recruitment will be guided by the provisions of the West Bengal Services (Appointment, Probation and Absorption of Group-'C' Employees) Rules, 2013 issued under Finance Department Notification No. 1832-F (P) dated 01/03/2013. Please visit the website of West Bengal Police (wbpolice.gov.in) to obtain the copy of the rule.*
- iii) *Shortlisted candidates applying under Exempted Category (E.C) as a member of the family of Land Loser/as Ex-Census employees/Election Job Workers/Enumerators should produce original copies of Identity Cards showing Registration & NCO number issued by the Labour Department, Government of West Bengal at the time of scrutiny before the Interview.*
- iv) *The length of service for Ex-servicemen shall be calculated as on 01.01.2019.*

3. ELIGIBILITY:-

- (a) Must be a citizen of India.
- (b) **AGE:** - The applicants must not be less than **18 (eighteen)** years old and must not be more than **27 (twenty seven)** years old as on **01/01/2019**. The Upper age limit shall be relaxed for the candidates belonging to Scheduled Castes and Scheduled Tribes of **West Bengal only** by **05 (five)** years and OBC candidates of **West Bengal only** by **03 (three)** years. The upper age limit is also relaxable for the Ex-serviceman as per existing Government Rules.

Note:- (i) **Date of Birth** as recorded in *Madhyamik* or equivalent admit card/certificate will only be accepted as valid proof for verification of age.

- (ii) A candidate belonging to OBC-A or OBC-B category, if shortlisted for interview, has to produce revalidated/renewed or fresh OBC-A /OBC-B certificate issued from the competent authority within 01 (one) year preceding 01.01.2019 during verification of testimonials at the time of interview. Therefore the certificates issued before 01.01.2018 needs to be revalidated/renewed from the competent authority. Candidates failing to produce revalidated/renewed OBC-A/OBC-B certificate shall not be treated as OBC - A or OBC - B as the case may be. However they may be considered as UR if they get equal or higher marks (aggregating the marks obtained in written examination and interview) than the marks obtained by the last selected candidates under the UR category.

(iii) In case a candidates from OBC - A/OBC - B category takes the facility of relaxation in upper age limit at the time of submission of application but fails to produce the revalidated/renewed OBC - A/OBC - B certificate at the time of his/her interview, his/her candidature shall summarily be rejected.

(iv) The Ex-serviceman candidates, if shortlisted, have to produce relevant documents regarding service rendered by them, in original, in support of their claim for Age Relaxation at the time of verification of testimonials during interview.

(c) **Educational Qualification:-** The applicant must have passed Madhyamik Examination from the West Bengal Board of Secondary Education or its equivalent examination from any other Board recognized by the State Government or the Central Government.

(d) **Acquisition of Computer Literacy:-** The candidate must have certificate of computer literacy issued by the training centres under West Bengal State Council of Technical and Vocational Education and Skill Development or Youth Computer Training Centre. Certificate issued by the authorities other than those mentioned above will **not be considered** in determining the eligibility criteria.

Note: -

- The applicants must possess *the above noted Qualifications on or before the date of publication of the advertisement.*
- **If it is found during verification of testimonials at any stage that any candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his/her candidature will summarily be rejected.**

(e) MINIMUM PHYSICAL STANDARD:-

For Warder :-

Sl. No.	Category	Height (Barefoot) (in cm.)	Chest (in cm.)	Desirable Weight Range
1.	Candidates of all categories (except Gorkhas, Garwalies, Rajbanshis and Scheduled Tribes)	167	78 cms. With expansion of 5 cms. (78 cms. - 83 cms.)	Proportionate to height as per medical standard*
2.	Gorkhas, Garwalies, Rajbanshis and Scheduled Tribes	160	76 cms. With expansion of 5 cms. (76 cms. - 81 cms.)	Proportionate to height as per medical standard*

For Female Warder :-

Sl. No.	Category	Height (Barefoot) (in cm.)	Desirable Weight Range
1	Candidates of all categories (except Gorkhas, Garwalies, Rajbanshis and Scheduled Tribes)	160	Proportionate to height as per medical standard*
2	Gorkhas, Garwalies, Rajbanshis and Scheduled Tribes	152	Proportionate to height as per medical standard*

*The Height-Weight ratio chart for Physical Measurement Test (PMT) is furnished below:-

Height (bare foot) (cms.)	Desirable Weight Range (in kgs.)	
	For Warder	For Female Warder
152	-	44-57
154	-	44-58
156	-	45-58
158	-	46-59
160	52-65	48-61
162	53-66	49-62
164	54-67	50-64
166	55-69	51-65
168	56-71	52-66
170	58-73	53-67
172	59-74	55-69
174	60-75	56-70
176	62-77	58-72
178	64-79	59-74
180	65-80	60-77

Height (bare foot) (cms.)	Desirable Weight Range (in kgs.)	
	For Warder	For Female Warder
182	66-82	61-78
184	67-84	63-80
186	69-86	64-82
188	71-88	66-84
190	73-90	-
192	75-93	-

Note: The weight range against such heights which are not included in the above chart will be considered as per following logic.

The weight range of the candidates having a height greater than 160 cms. and less than 161 cms. will be considered against the weight range of 160 cms. and that for the candidates having a height greater than 161 cms. and less than 162 cms. will be considered against the weight range meant for 162 cms. Same logic shall be applicable for all the intermediate heights which are shown in the above height-weight ratio chart.

4. METHOD OF RECRUITMENT:-

Candidates provisionally considered eligible shall have to appear for a Competitive Written Examination of 90 marks followed by Physical Measurement Test (PMT) & Physical Efficiency Test (PET) [qualifying in nature] and Interview.

a) COMPETITIVE WRITTEN EXAMINATION: - Full Marks - 90;

Applicants provisionally considered eligible shall have to appear for this **MCQ based** Competitive Written Examination. There would be **90 (ninety)** Objective type questions having multiple choice (four choices) of answers carrying equal marks each. The duration of the examination will be **1(One) hour**. Question paper will be set in **three languages (English, Bengali & Nepali) except questions on English language**. Question of the Written Examination shall be from the following subjects:-

A.	General Awareness and General Knowledge	-	25 Marks (25 questions)
B.	English	-	25 Marks (25 questions)
C.	Elementary Mathematics (Madhyamik standard)	-	20 Marks (20 questions)
D.	Reasoning	-	10 Marks (10 questions)
E.	Computer Literacy	-	10 Marks (10 questions)

Note: - (i) *There will be NEGATIVE marking for each wrong answer. ¼th of the allotted marks for a particular question will be deducted for each wrong answer. West Bengal Police Recruitment Board will decide the prescribed scheme and syllabus for the Written Examination.*

(ii) *The Board will have the discretion of fixing the qualifying marks in the Competitive Written Examination to appear for the next stage i.e. Physical Measurement Test (PMT) & Physical Efficiency Test (PET).*

b) PHYSICAL MEASUREMENT TEST (PMT) AND PHYSICAL EFFICIENCY TEST (PET) :-

A limited number of candidates will be shortlisted for PMT & PET on the basis of performance in the Competitive Written Examination.

(i) PHYSICAL MEASUREMENT TEST :-

The physical Standards (height & weight) as given under 3(e) will be tested by using Electronic Machines for the candidates shortlisted for PMT & PET.

(ii) PHYSICAL EFFICIENCY TEST (PET) :-

Candidates who qualify in PMT will be allowed to take part in PET as described below :-

- i) **For Warder** :- Long Distance Run - 1600 mtrs. (Qualifying time is 06 minutes 30 seconds).
- ii) **For Female Warder** :- Long Distance Run - 400 mtrs. (Qualifying time is 1 minute 50 seconds).

Note: - I. *Timing of an individual runner shall be taken with the help of Radio Frequency Identification Device (RFID) technology. Only one chance will be given for Physical Efficiency Test. The venues for PMT & PET will be decided by the West Bengal Police Recruitment Board, in due course.*

II. *PMT & PET are qualifying in nature.*

c) INTERVIEW: Full Marks - 10.

Candidates who will qualify in the PMT & PET will be called for interview. The general awareness and suitability of the candidate for public service will be tested in the interview. The Interview Board will also test the knowledge on Computer operation and application.

On the basis of the marks obtained in the **Competitive Written Examination** and the **Interview**, a merit list of the provisionally selected candidates will be prepared by the **West Bengal Police Recruitment Board**.

5. VERIFICATION OF CHARACTER ANTECEDENTS:-

All provisionally selected candidates will be required to fill up a '**Verification Roll**' which will be thoroughly enquired into by the authority concerned.

6. MEDICAL EXAMINATION:-

After receipt of Verification Roll having 'No Objection', all provisionally selected candidates will be sent for Medical Examination of the State Government-designated hospitals. The candidates must not have knock knee, flat foot, varicose vein, squint eyes etc. The minimum vision should be 6/6 with or without glasses. They should possess high colour vision and should not be colour blind.

7. APPOINTING AUTHORITY:-

The Appointing authority in relation to the post shall be the authority as specified in Schedule-I to the West Bengal Services (Classification, Control, & Appeal) Rules 1971.

8. PERIOD OF APPLICATION: -

Application window for submitting application through on-line or downloading of off-line application form with printed challan of United Bank of India/India Post will remain operative for the period from **15.02.2019 to 14.03.2019 (5 P.M.)**. **However the last date of depositing Application and/or Processing Fees only in respect of *on-line applicants* using United Bank of India challan, will be 16.03.2019.**

THE APPLICANTS ARE STRONGLY ADVISED TO SUBMIT THEIR APPLICATIONS WELL IN ADVANCE WITHOUT WAITING FOR LAST DATE AND TIME OF SUBMISSION TO AVOID DELAYED SUBMISSION DUE TO SERVER PROBLEM OR ANY OTHER TECHNICAL GLITCHES.

9) APPLICATION FEES & PROCESSING FEES :-

The following Application and/or Processing fees have been fixed.

Sl. No.	Category	Application Fee	Processing Fee	Total Amount Payable
1	All categories except Scheduled Caste/Scheduled Tribe (of West Bengal only)	Rs. 200	Rs. 20	Rs. 220
2	Scheduled Caste (West Bengal only)	Nil	Rs. 20	Rs. 20
3	Scheduled Tribe (West Bengal only)	Nil	Rs. 20	Rs. 20

- Applicants belonging to the Scheduled Caste/Scheduled Tribe (of West Bengal only) **shall pay processing fees of Rs. 20/- (Rupees Twenty) only** as they are exempted from paying any application fees. However, shortlisted candidates are required to produce their SC/ST certificates issued by the competent authority at the time of verification.
- **If any shortlisted candidate fails to submit the documents as stated above, his/her candidature shall be rejected summarily.**
- **No exemption of fees is available to the SC/ST candidates of OTHER States.**
- **Neither any claim for refund of the fee will be entertained nor will it be reassigned for any other examination under any circumstances whatsoever.**
- **Applications not accompanied with the requisite application and/or processing fees shall be rejected summarily.**

10. HOW TO APPLY: -

West Bengal Police Recruitment Board extends the facilities of both the on-line and off-line submission of applications.

❖ OFF-LINE SUBMISSION:-

- The off-line application form must be downloaded using the website **wbpolice.gov.in** through any available Cyber Cafe or Personal Computer with internet connectivity. Before downloading the application form, the applicant has to click for the post he/ she wishes to apply for. The applicant has to fill up the following mandatory fields to download the **off-line** Application Form :-

- | | |
|--|-----------------------------|
| i) Post applied for | - Non-editable |
| ii) State of Permanent Address | - Select from dropdown list |
| iii) Permanent Address District | - Select |
| iv) Gender | - Dropdown |
| v) Marital Status | - Select from dropdown list |
| vi) Name in Full | - Text entry |
| vii) Mother's Name in Full | - Text entry |
| viii) Father's Name in Full | - Text Entry |
| ix) Husband's Name in Full
(in case of Female married applicants) | - Text Entry |
| x) Computer Literacy | - Select |

xi) Certificate Issuing Authority	- Select
xii) Course Duration (in months)	- Text Entry
xiii) Category	- Select
xiv) Ex-serviceman	- Select
xv) Service period (for sl. no. xiv)	- Numeric entry (YY-MM-DD)
xvi) Date of Birth	- Select (Calendar Control)
xvii) Age as on 01/01/2019	- Auto calculated field*
xviii) Mobile No.	- Numeric entry (10 digits only)
xix) Qualification Class X Pass	- Checkbox
xx) E-mail ID.	- Text entry

** On selecting the date of birth, the age of the applicant as on 01/01/2019 will be displayed automatically. Hence, the applicant need not fill this particular field.*

Note : *Each applicant is required to have an individual mobile no. Sharing of mobile no. between applicants is not permitted. This number needs to remain valid till the entire process of the recruitment is over. The Board does not owe any responsibility for failure in delivery of SMS.*

After filling up the mandatory fields, the applicant has to click on “**Save and Download**” button. He/she will automatically get the printout of the Application Form with the fields already entered in a pre-printed manner with Unique Application Sl. No. having 08 digits. The Application Form will also have a bar code printed and an algorithm generated code printed at the bottom of the Form. The applicants are advised to note down the **Unique Application Serial No.** for all future communication with the Board, if any.

- Sahaj Mitra Kendras have been authorized by the Board to download these forms along-with the copies of ‘Information to Applicants’ at a price of **Rs.10/-** per form by directly downloading it from the given website in front of the applicants and printing thereafter. Applicants may download the form on their own or otherwise also and take a printout strictly following the specifications.
- The off-line application form as downloaded must be printed on **75 GSM A4 size white paper using Mono-Laser jet, 600 dpi or higher, Normal Print.** Any form, not printed as per the specified size type and manner shall be rejected straightway by the Board.
- During downloading of each Application Form, a unique Application Serial Number with bar code will appear in the form. **No form without the Application Serial No. and Bar Code shall be accepted by the Board.**
- Applicants shall not use Photocopy/typed/hand-written/printed/scanned copy of the application form. Such applications will be rejected summarily.
- Applicants must take care that the form is downloaded and printed in front of them from the website, as each Form carries a unique Serial No. and Bar Code, if it is not ensured, form carrying same Serial No. and Bar Code, may be used by different applicants. It may ultimately lead to cancellation of candidatures of all such applications.
- **The Board shall not be held responsible for cancellation of any form due to use of the form with the same serial number. Candidature of all such candidates using form bearing same serial number shall be rejected straightway during preliminary scrutiny.**
- **In case of submission of applications off-line, the amount of Application Fees and/or Processing Fees may be deposited in the following manner.**
 - i. **Payment Through Department of Post (DOP):-**
 - Candidates may deposit Application Fees and/or Processing Fees in favour of “**West Bengal Police Recruitment Board**” in any of the post offices having e-payment facility. The facility will be available in **388** post offices located in the districts of West Bengal [List of post offices is available in the website of West Bengal Police (wbpolice.gov.in)].
The applicants are advised to go to the post offices with the pre-printed “**India Post Challan Form**” containing Application Sl. No., Name of the Applicant etc.
 - The post office concerned will give a receipt containing the above mentioned fields against deposit of Application Fees and/or Processing Fees which must be pasted on the space provided for affixing the receipt in the application form (page - 2).
 - The candidates will have to pay a sum of **Rs. 10/-** as Service Charge to the Postal Department against such e-payment of **Rs. 220/-** (for all categories except Scheduled Caste/Scheduled Tribe of West Bengal only) or **Rs. 20/-** (for Scheduled Caste/Scheduled Tribe of West Bengal only).

ii. Payment through the United Bank of India (UBI) :-

The West Bengal Police Recruitment Board extends the facility of paying application and/or processing fees through all the branches of the United Bank of India (UBI) across the State.

- The applicants will have to appear before any of the branches of the UBI located pan India along with a preprinted challan (**in triplicate**) which will be provided during download of the off-line application form. Applicants should deposit the fees **on next working day** after generation of Bank Challan.
 - On production of the challan at the branch counter of UBI, a unique transaction no. will be generated against the payment of Application and/or Processing Fees.
 - The transaction no. will be written by the bank staff on all the copies of the challan. Two copies of the challan (**except Bank's copy**) will be handed over to the applicant as acknowledgement.
 - The applicant in turn will have to affix the **Board's copy** of the challan on the space provided in the Application Form.
 - The applicants will have to pay a sum of **Rs. 23/- (including GST)** to the branch of UBI for every payment of **Rs. 220/- or Rs. 20/-**.
- Off-line applications *without original e-payment receipts or Board's copy of Bank Challan generated by Postal Department or UBI respectively (to be pasted on page-2 of application form)*, will not be accepted by the Board for further processing.
- No other modes of payment like Postal Order/Money Order/Cheque/Bank Draft/Cash etc. shall be accepted for depositing Application Fees and/or Processing Fees. **Applications accompanying any of the above instruments shall be rejected summarily and the amount shall be forfeited.**
- The filled up application form may be sent **only by post** addressed to the **Chairman, West Bengal Police Recruitment Board, Araksha Bhawan (5th Floor), Block - DJ, Sector - II, Salt Lake City, Kolkata - 700 091** superscribing on the envelop **NAME OF THE RECRUITMENT, NAME OF THE POST** applied for and **APPLICATION SL. NO.** The same should reach this office positively within the last date and time as mentioned under **Para - 8** of this instruction.
- Applicants shall retain a photocopy of their filled-in application form after completion of all the formalities.
- Off-line applicants are advised to use envelopes of size **32 cm x 22 cm** while mailing the form to the Board. Larger envelopes may lead to obliteration of the form by way of folding etc.
- **There will be no provision for submission of application forms directly by hand at the office of the West Bengal police Recruitment Board.**
- Applications received after the closing date and time shall be rejected summarily.
- Applicant must paste his/her recent passport photograph (preferably colored photograph) of 4.5 cm. height X 3.5 cm. wide size at the given box. He/she shall neither staple the photograph nor get the photo attested. **PHOTOGRAPH MUST BE ON WHITE BACKGROUND WITH 75-80% OF THE PHOTO OCCUPYING THE APPLICANT'S FACE.** Application shall be rejected summarily without photograph/fuzzy photograph. **If the Bar Code and Application Serial No. are obliterated/suppressed/damaged by the applicant due to wrong pasting of photograph or otherwise, the application will be treated as cancelled.**
- Applicants shall not submit any documents along with application. Only short listed candidates shall have to produce all relevant supporting documents, in original, for verification at the time of PMT & PET and Interview.
- Off-line applicants shall affix his/her full signature at the specified spaces of the Application Form in **Long Hand**.
- Request for change/correction in the Application Form shall not be entertained under any circumstances.

11. OTHER INSTRUCTIONS:-

- i) Defective/incomplete applications /applications with fuzzy photograph of applicants will be summarily rejected.
- ii) Each applicant should submit **ONE** application form only. **Candidature of those who submit more than one application form will be rejected summarily and the amount of application and/or processing fees will be forfeited.**
- iii) **In case of any mismatch of data between application form filled up by the applicants and supporting testimonials at any stage of recruitment, the candidature will be summarily rejected.**
- iv) **Application Forms shall be rejected in case the signature of the applicant is uploaded/rendered in block letters/unintelligible/does not match with name of the candidate.**
- v) 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 tests/examinations.
- vi) Candidates must abide by the instructions as may be given by the Venue-in-Charge/Invigilator of the examination venue. 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 Recruitment Board may deem fit to impose.
- vii) **SC/ST/OBC-A/OBC-B candidates of OTHER States will be treated as General (Un-reserved) category candidates.**

- viii) No TA/DA will be paid to the candidates for their journey to attend the Competitive Written Examination, PMT & PET & Interview. They will appear for selection tests at their own expenses. **The Recruitment Board will not be held responsible for any harm or injury to any candidate emerging out of the conduct of the PMT & PET or other tests.**
- ix) In case the applicant is a Government Employee, he/she must obtain an NOC from his/her employer and produce the same at the appropriate stage.
- x) **All entries except religion field in the Application Form are compulsory. Application submitted keeping any of the columns blank would lead to summary rejection without any intimation to the applicants.**
- xi) **The Board reserves the right to rectify the errors and omissions, if any, in the process of holding the examination and final declaration of result.**
- xii) A candidate who has been reported against by the Venue-in-Charge of the examination venue for violating any of the instructions or for having adopted unfair means at the arena/venue/examination hall or having used electronic gadgets like Earpiece, Smart Phone, etc. in the examination hall, will be punished with cancellation of his/her candidature and also be debarred from appearing at future examinations/selection processes as may be decided by the Recruitment Board depending on the circumstances/gravity of the case or may be criminally proceeded against.
- xiii) Canvassing in any form will disqualify the candidate immediately.
- xiv) **Candidates are advised not to get lured by any unscrupulous touts. The recruitment process done by the Recruitment Board is absolutely transparent.**
- xv) The decision of the Selection Board on all matters relating to eligibility, place, date, mode of selection, acceptance or rejection of candidature will be **final and binding** on the candidates.
- xvi) **Candidates dissatisfied with his/her Physical Measurement Test (PMT) during field test may appeal in writing before the Chairperson, of the Selection Board/Committee on the same day of his/her tests. No appeal in this regard will be entertained in future.**
- xvii) **The height of a candidate may be re-measured at any stage including the Interview at the discretion of the Board and the decision of the Board shall be final and binding on the candidates.**
- xviii) Only short listed candidates will be asked to produce all relevant original certificates along with the self attested photocopies for verification, failing which their candidature shall be rejected without any further communication.
- xix) The Mobile No. and e-mail ID of the applicants are being taken for communication by the Board for future intimation with regard to the recruitment process and nothing else. The Board, under no circumstances, will request or advise the applicant for any further personal information &/or additional fees &/or payment of any kind of fee to any official connected &/or not connected with the Board. Candidates may report such occurrence, if any to the **Member, West Bengal Police Recruitment Board**, along with due evidence (documentary/electronic).
- xx) **In case of on-line applicants, no Admit Card will be issued through the Postal Department before the Competitive Written Examination and subsequent stages, if selected for the next stage, candidates have to download the e-Admit Cards from the website.**
- xxi) In case of any difficulties in downloading the off-line application form or in submitting the on-line application form the prospective applicants are advised to communicate either through telephone (**Contact No. 7044108689 & 7044109346**) during office hours (**10 AM to 05:30 PM**) from Monday to Friday and **10:00 AM to 02:00 PM** on Saturdays (except Govt. Holidays) or through e-mail (**wbprbonline@applythruet.co.in**).

Candidates may visit the website of West Bengal Police (**www.wbpolice.gov.in**) for ascertaining developments of recruitment process from time to time.