

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

DETAILED INFORMATION FOR "On-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/- as per existing Govt. rules.

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. Drawal of salary during the period of probation (two years) will be in terms of Finance (Audit) Department, Government of West Bengal memorandum no. 6712-F(P2)/FA/O/2M/13/17(NB) dated 06.11.2017. Please visit the websites of West Bengal Police (wbpolice.gov.in) or Directorate of Correctional Services (wbcorrectionalservices.gov.in) to obtain the copies of these rules.
- 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 candidate 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**

Note: -

- The candidate 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
182	66-82	61-78
184	67-84	63-80

Height (bare foot) (cms.)	Desirable Weight Range (in kgs.)	
	For Warder	For Female Warder
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:-

Applicants 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. $\frac{1}{4}$ th 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.

❖ **On-line submission:** - Applicants will be able to submit application under this mode using the website wbpolice.gov.in by filling up their information including scanned photograph and signature. Applicants are advised to follow the procedure properly for applying through on-line mode.

Payment of Application and/or Processing Fees can be made on-line through payment gateway by using **Debit Cards/Credit Cards/Net-Banking** of any Bank. Fees can also be paid through different **e-wallets** and **Bharat QR** and **UPI App**. An amount of **Rs. 5/- (Rupees five)** only will be charged by the agency concerned as **"Service Charge"** for availing Debit Cards/Credit Cards/Net-Banking/e-wallet/other App facility.

ON-LINE APPLICANTS ARE REQUIRED TO UPLOAD SCANNED COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH (**PREFERABLY COLOURED**) AND FULL SIGNATURE IN JPG FORMAT COVERING THE ENTIRE SPACE PROVIDED FOR THE SAME. THE SIZE OF PHOTOGRAPH FILE AND SIGNATURE FILE MUST BE BETWEEN **10 KB - 50 KB** AND **5 KB - 20 KB** RESPECTIVELY. THE IMAGE DIMENSION FOR PHOTOGRAPH AND SIGNATURE SHOULD BE **177 PX H X 138 PX W (4.5 CM HEIGHT X 3.5 CM WIDTH)** AND **63 PX H X 350 PX W (1.7 CM HEIGHT X 9.2 CM WIDTH)** RESPECTIVELY. PHOTOGRAPH MUST BE ON WHITE BACKGROUND WITH 75-80% OF THE PHOTO OCCUPYING THE APPLICANT'S FACE. APPLICANTS ARE ADVISED NOT TO UPLOAD IMAGES OF OTHER OBJECTS IN PLACE OF PHOTOGRAPH AND SIGNATURE.

On successful submission of the application, the applicants shall be provided with the copy of **Application Form** with his/her photograph, signature and unique Application Serial No. by the system. **Candidates are advised to preserve it safely and mention the Application Sl. No. for all future communications**, if required, with the West Bengal Police Recruitment Board.

Request for change/correction in the Application Form SHALL NOT be entertained under any circumstances after final submission. **The West Bengal Police Recruitment Board will not be responsible for any consequences arising out of non-acceptance of any correction/addition/deletion in any particular field in application form whatever the reasons may be.**

Note: Each applicant is required to have an individual mobile no and e-mail ID. 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.

➤ **Online submission through Sahaj-Mitra-Kendras:-**

- The West Bengal Police Recruitment Board extends facility to submit application through Sahaj-Mitra-Kendras set up at the level of Gram Panchayats in the rural areas of West Bengal.
- Applicants may approach any of the Sahaj-Mitra-Kendras (**List provided on the website**) with all particulars and a recent passport size photograph. The authorized staff of the Kendra will fill up the on-line application form on the basis of information provided by the applicant.
- They will also scan the photograph and signature of the applicant and upload it.
- **APPLICANTS MUST CHECK ON SCREEN DETAIL INFORMATION ENTERED BY THE STAFF BEFORE PROCEEDING FOR ON-LINE PAYMENT.**
- The Application and/or Processing Fees have to be paid to Village Level Entrepreneurs (VLEs) of the *Sahaj Mitra Kendras*. The *Kendra* will take service charge (including GST) of **Rs. 23/- (Rupees Twenty Three)** extra for filling up the form and uploading the same along with scanned copies of candidate's photograph and signature and making on-line payment of Application and/or Processing Fees received from the applicant. The applicant must ensure proper uploading of his/her photograph and signature. The Board will not be responsible for any discrepancy in the data uploaded. In case of any **mismatch** in respect of photograph and signature or any other detail at any stage of the recruitment process, the candidature **SHALL** be rejected.
 - ✓ All categories of candidates **except** Scheduled Caste/Scheduled Tribe (of **West Bengal only**) shall pay **Rs. 243/-** only [Application Fees: Rs. 200/-; Processing Fees : Rs. 20/- plus Service Charge (including GST) : Rs. 23/-] to the authorized staff of the *Sahaj Mitra Kendra*.
 - ✓ Candidates belonging to the Scheduled Caste/Scheduled Tribe (of **West Bengal only**) shall pay **Rs. 43/-** only (Processing Fees : Rs. 20/- plus Service Charge (including GST) : Rs. 23/-) to the authorized staff of the *Sahaj Mitra Kendra*.
 - ✓ **Candidates are advised NOT TO PAY IN EXCESS of the fees & service charge as mentioned above TO THE FRANCHISEE OR THE AUTHORIZED STAFF OF SAHAJ MITRA KENDRAS.**
 - ✓ AFTER PAYMENT OF THE FEES AND SERVICE CHARGE, THE AUTHORIZED STAFF OF THE KENDRA WILL HAND OVER TO THE APPLICANT THE COPY OF **THE APPLICATION FORM WITH UNIQUE APPLICATION SERIAL NUMBER** AS ACKNOWLEDGEMENT OF SUCCESSFUL SUBMISSION OF APPLICATION ON-LINE. THE COPY OF THE APPLICATION FORM WILL ALSO CONTAIN ALL THE DETAILS FURNISHED BY THE APPLICANT.
 - ✓ APPLICANTS MUST KEEP THE COPY OF THE APPLICATION WITH THEM AND NOTE DOWN THE UNIQUE APPLICATION SERIAL NUMBER FOR ALL FUTURE COMMUNICATIONS WITH THE BOARD, IF ANY.
 - ✓ **Candidates may contact the West Bengal Police Recruitment Board through a land line (033-23371402) to report any kind of non-cooperation from any of the Sahaj Mitra Kendras, with details of the concerned Kendra during office hours (10:00 AM to 05:30 PM) from Monday to Friday.**
 - ✓ **Help line (Toll free) of Sahaj Mitra Kendras - : Applicants may contact the Toll free help line number (18004190250) for locating the nearest Sahaj Mitra Kendras.**

➤ **On-line Application and collection of fees through United Bank of India (UBI):-**

- The West Bengal Police Recruitment Board extends the facility of paying Application and/or Processing Fees through the United Bank of India (UBI) for on-line applicants. Under this system a deposit challan will be generated bearing the Application Sl. No. during on-line submission of application.
- After obtaining the deposit challan, an applicant will have to appear at any of the branches of the UBI located pan India along with the challan after **01 (one) Banking Day** for payment of the Application and/or Processing Fees.
- The branch will accept the payment of fees on production of the deposit challan which will be returned back to the applicant with the Bank's seal as acknowledgement. This deposit challan bearing the application sl. no. must be preserved by the applicants for future communication with the Board, if required.
- The applicant will have to pay a sum of **Rs. 23/- (including GST)** to the Branch of UBI against each payment of **Rs. 220/-** (for all categories of candidates except Schedule Caste/Schedule Tribe of West Bengal only) or **Rs. 20/-** (for candidates belonging to Scheduled Caste/Scheduled Tribe of West Bengal only).
- **On payment of Application and/or Processing Fees at the Bank Counter the application will be auto submitted and the applicant will get a system generated SMS confirming successful submission of his/her application form. Applicant must take a printout of his/her Application form by logging into 'My Account' page after receiving the SMS.**

11. OTHER INSTRUCTIONS:-

- i) Defective/incomplete applications/applications with fuzzy photograph of candidates will be summarily rejected.
- ii) Each candidate 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 examination.
- 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@applythrunet.co.in**).

Candidates may visit the websites of West Bengal Police (wbpolice.gov.in) or Directorate of Correctional Services (wbcorrectionalservices.gov.in) for ascertaining developments of recruitment process from time to time.