

**WEST BENGAL POLICE RECRUITMENT BOARD**  
**ARAKSHA BHABAN, SECTOR – II, BLOCK - DJ**  
**SALT LAKE CITY, KOLKATA – 700091**

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**INFORMATION TO APPLICANTS FOR 'OFF-LINE' SUBMISSION OF APPLICATION FOR RECRUITMENT TO THE POST OF SUB-INSPECTOR/LADY SUB-INSPECTOR OF EXCISE - 2018**

**1. NAME OF THE POST AND PAY SCALE :-**

Sub-Inspector/Lady Sub-Inspector of Excise in the Pay Scale of Rs. 7,100 - 37,600/- (i.e. Pay Band-3) + Grade Pay Rs. 3,900/- plus other admissible allowances.

**2. NUMBER OF VACANCIES :-**

<b>Sl. No.</b>	<b>Category</b>	<b>No. of vacancies</b>
1.	Unreserved (UR)	62
2.	Unreserved (EC)	25
3.	Scheduled Caste	28
4.	Scheduled Caste (EC)	7
5.	Scheduled Tribe	9
6.	Scheduled Tribe (EC)	1
7.	OBC - A	14
8.	OBC - A (EC)	3
9.	OBC - B	10
10.	OBC - B (EC)	2
<b>TOTAL</b>		<b>161</b>

**NOTE :-**

- i) Total vacancies as stated above is purely provisional and subject to marginal changes.*
- ii) Shortlisted candidates applying under Exempted Category (E.C.) as a member of the family of Land Losers /Ex-Census Employees/Election Job Workers/Enumerators should produce original copies of Identity Cards showing Registration number issued by the Labour Department, Government of West Bengal at the time of scrutiny before the Personality Test.*

**3. ELIGIBILITY :-**

A. Must be a citizen of India.

B. **AGE :-** The candidates must not be less than **20** years and not more than **27** years as on **01.01.2018**. Upper age limit shall be relaxable in case of the candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes as per the extant rules of the State.

**NOTE :-**

A candidate belonging to OBC-A or OBC-B category, if shortlisted for Personality Test, shall produce revalidated/renewed OBC-A / OBC-B certificate issued from the competent authority within 01 (one) year preceding the date of his/her Personality Test during verification of testimonials at the time of Personality Test.

C. **Educational Qualification :-** Must have a bachelor's degree in any discipline from a recognized university or its equivalent.

D. **Language :-** The applicant must be able to speak, read and write in Bengali/Nepali. The competence of a candidates in Bengali/Nepali language will be tested at the Preliminary Written Test.

**Note :-**

- The applicants must possess *the above noted Qualifications on or before the date of publication of the advertisement.*

**E. MINIMUM PHYSICAL STANDARD :-**

Must have a minimum physical measurement as mentioned below :-

Sl. No.	Name of the Post	Category	Height (in cm.)	Chest (in cm.)	Weight (in kg.)
1.	Sub-Inspector of Excise	Candidates of all categories (except Gorkhas, Rajbansis and Scheduled Tribes)	167	79 cm. with a minimum expansion of 5 cm.	56
		Gorkhas, Rajbansis and Scheduled Tribes	160	76 cm. with a minimum expansion of 5 cm.	52
2.	Lady Sub-Inspector of Excise	Candidates of all categories (except Gorkhas, Rajbansis and Scheduled Tribes)	160	-	48
		Gorkhas, Rajbansis and Scheduled Tribes	155	-	45

**F. Must qualify the following Physical Efficiency Tests :-**

Sl. No.	Name of Post	Test
1.	Male candidates for the post of Sub-Inspector of Excise	Long distance run - 800 metres in three minutes.
2.	Female candidates for the post of Lady Sub-Inspector of Excise	Long distance run - 400 metres in two minutes.

G. Persons with types of disabilities as contemplated under the provisions of the Rights of Persons with Disabilities Act, 2016 (Act 49 of 2016) are not eligible to apply for the posts of Sub-Inspector and Lady Sub-Inspector of Excise.

**4. METHOD OF RECRUITMENT :-**

The posts of Sub-Inspector and Lady Sub-Inspector of Excise would be filled up on the basis of qualifying the Preliminary Written Examination which will act as screening examination followed by the Physical Measurement Test (PMT), Physical Efficiency Test (PET), Final Combined Competitive Examination and Personality Test to be conducted by the West Bengal Police Recruitment Board.

**(a) Preliminary Written Examination :-**

The Preliminary Written Examination will be held on the following subjects with **full marks of 200** having multiple choice - objective type questions on -

- i) General Knowledge & Current Affairs :- 40 Marks (20 Questions)
- ii) Test of Language (Bengali/Nepali) :- 40 Marks (20 Questions)
- iii) English :- 40 Marks (20 Questions)
- iv) Elementary Mathematics :- 40 Marks (20 Questions)
- v) Reasoning :- 40 Marks (20 Questions)

The Preliminary Written Examination shall be a screening test for selection of candidates for the PMT & PET. The duration of the examination will be **1½ hours**. The West Bengal Police Recruitment Board shall be the competent agency to prescribe for minimum cutoff marks for each category and post taking into account the number of vacancies proposed to be filled up in each category and post.

The Preliminary Written Examination will either be an OMR based examination or computer based on-line examination (CBT) depending on the number of applicants & other administrative factors. In case of OMR based examination the question paper will be set **in two languages (English & Bengali)** except the questions on Bengali/Nepali. In case of computer based on-line examination (CBT) there will be a **15 (fifteen)** days window preceding the date of Written Examination for mock test/practice.

The marks obtained by the candidates in the Preliminary Written Examination shall not be counted for the purpose of determining the final merit list. The syllabus for Preliminary Written Examination shall be as mentioned herein after.

**Note :-** *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.*

**(b) Physical Measurement Test (PMT) & Physical Efficiency Test (PET) :-**

The Physical Measurement Test (PMT) as specified under para **3(E)** above relating to height, weight and chest of the candidates qualified in the preliminary written examination shall be taken followed by the Physical Efficiency Test (PET) of the eligible candidates as specified under para **3(F)**. The candidates qualified in the PMT shall be eligible to appear in the PET. The PMT & PET shall be conducted by the West Bengal Police Recruitment Board.

**(c) Final Combined Competitive Examination :-**

The qualified candidates of both PMT & PET shall be eligible to appear in the final combined competitive examination. This examination consists of three papers of conventional type of question, namely :-

- (i) Paper - I : General Studies and Arithmetic for 100 marks (50 marks for General Studies, 25 marks for Logical and Analytical Reasoning and 25 marks for Arithmetic) of two hours duration;
- (ii) Paper - II : English for 50 marks of one hour duration;
- (iii) Paper - III : Bengali/Nepali/Hindi/Urdu for 50 marks of one hour duration.

The written examination for all these three papers of the final combined competitive examination shall be held on the same day at selected centres to be decided by the West Bengal Police Recruitment Board. The syllabus for final combined competitive examination shall be as mentioned herein after.

**(d) Personality Test : Full Marks : - 30**

A limited number of candidates selected merit wise on the basis of the results of final combined competitive examination will be called on to appear at the personality Test.

The final merit list of provisionally selected candidates shall be prepared on the basis of the total marks obtained in the three papers of final combined competitive examination and the marks obtained in the personality test.

The West Bengal Police Recruitment Board shall have the discretion to fix qualifying marks in all or any of the three papers and also in the aggregate of three papers in the final combined competitive examination.

**(e) Syllabus for the Examination : -**

**A. For Preliminary Examination : -**

- a. General Knowledge & Current Affairs
- b. Regional Language (Bengali/Nepali) : - Comprehension and Grammar
- c. English
- d. Elementary Mathematics : - *Madhyamik* standard
- e. Reasoning

**B. For Final Combined Competitive Examination**

**1. Paper I : General Studies and Arithmetic :-**

- (i) General Studies : Questions will be set to test the General Knowledge of candidate in different spheres;
- (ii) Logical & Analytical Reasoning : Questions will be set to test the Logical and Analytical ability of the candidates;
- (iii) Arithmetic : Questions will be set on the basis of syllabus of *Madhyamik* examination of the West Bengal Board of Secondary Education.

**2. Paper II – English: Questions may be asked on all or any of the following items :**

- (a) Drafting of a report from the points or materials supplied,
- (b) Translation from Bengali/Hindi/Urdu/Nepali, as the case may be, to English,
- (c) Condensing of a prose passage (summary/precis),
- (d) Correct use of words, correction of sentences, use of common phrases, synonyms and antonyms.

**3. Paper III – Bengali/Nepali/Hindi/Urdu : Questions may be asked on all or any of the following items :**

- (a) Drafting of a report from the points or materials supplied,
- (b) Translation from English to Bengali/Nepali/Hindi/Urdu, as the case may be,
- (c) Condensing of a prose passage (summary/precis),
- (d) Grammar.

## 5. PERIOD OF APPLICATION :-

Applications may be submitted either through on-line or off-line with effect from **02.02.2018** so as to reach the office of the West Bengal Police Recruitment Board latest **by 04.03.2018 (5 P.M.)**.

**NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE AND TIME OF SUBMISSION OF APPLICATIONS. HENCE, 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 FAULTS, INCLUDING POSTAL DELAYS.**

*West Bengal Police Recruitment Board will not take any responsibility for any kind of delays (including postal/applications lost in transit). Hence, applicants should ensure that their applications reach the Board's Office within the last date & time for receipt of applications.*

## 6. APPLICATION FEES & PROCESSING FEES :-

The following Application fees 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. 250	Rs. 20	Rs. 270
2	Scheduled Caste	Nil	Rs. 20	Rs. 20
3	Scheduled Tribe	Nil	Rs. 20	Rs. 20

- Candidates 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 during personality test.
- **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.**
- **No claim for refund of the fee will be entertained nor will it be reserved for any other examination under any circumstances whatsoever.**
- **Applications not accompanied with the requisite application fees and/or processing fees shall be rejected summarily.**

## 7. APPOINTING AUTHORITY :-

**The Excise Commissioner, West Bengal will be the appointing authority.**

## 8. 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 [policewb.gov.in](http://policewb.gov.in) through any available Cyber Café 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	-Select
ii) State of Permanent Address	-Select
iii) Permanent Address District	-Select
iv) Marital Status	-Select
v) Name in full	-Text entry
vi) Mother's Name	-Text entry
vii) Father's Name	-Text entry
viii) Husband's Name	-Text Entry
ix) Category	-Select
x) Date of Birth	-Select (Calendar Control)
xi) Age as on 01/01/2018	-Auto calculated field*
xii) Mobile No.	-Numeric entry
xiii) Qualification Graduation	-Checkbox
xiv) E-mail ID.	-Text Entry

\* On selecting the date of birth, the age of the applicant as on 01/01/2018 will be displayed automatically. Hence, the applicant need not fill this particular field.

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

After filling up the mandatory fields, the applicant has to click on "Save and Download" button. He/She will automatically get the Application Form with the fields already entered in a pre-printed manner and with the Unique Application Sl. No. having 08 digits. The Application Form will also have a bar code printed and an algorithm generated check sum value/number 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/mass-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 applicants.
- ❖ 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 may be deposited in the following manner.
  - i. **Payment through Department of Post (DOP):-**
    - Candidates may deposit Application 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 on the websites of West Bengal Police ([www.policewb.gov.in](http://www.policewb.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 which must be pasted at the space provided for affixing the receipt in the application form (Page - 2).
    - The applicants will have to pay a sum of Rs. 10/- as Service Charge to the Postal Department against such e-payment of Rs. 270/- (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 fees and/or processing fees through all the branches of the United Bank of India (UBI) across the State.
    - The applicants shall have to appear before any of the branches of the UBI along with a preprinted challan (in triplicate) which will be provided during downloading of the off-line application form. Applicants should deposit the fees after two banking days 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 Fees of Rs. 270/- (including Processing Fees) and only Processing Fees of Rs. 20/- in respect of SC/ST candidates of West Bengal.
- 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 at the space provided in the Application Form.
- The applicants will have to pay a sum of Rs. 20/- + GST as applicable to the branch of UBI against each payment of Rs. 270/- or Rs. 20/- as the case may be.
- 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. Applications accompanying any of the above 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 Bhaban, 5th Floor, Block - DJ, Sector - II, Salt Lake City, Kolkata - 700 091 superscribing on the envelope NAME OF THE RECRUITMENT, NAME OF THE POST and APPLICATION SL. NO. The same should reach this office positively within the last date and time of submission of application.
- 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 in the office of the West Bengal Police Recruitment Board.
- Applications received after the closing date and time shall be rejected summarily.
- Candidates must paste his/her recent passport photograph (preferably coloured) which has a current likeness of him/her of 4.5 cm. high 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. 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.
- Candidates 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 Personality Test .
- Off-line candidates should sign at the specified spaces of the Application Form in long hand.



## 9. OTHER INSTRUCTIONS :-

- i) Defective/incomplete applications 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 fees forfeited.**
- iii) **Application Forms shall be rejected in case the signature of the applicant is uploaded/rendered in block letters.**
- iv) 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.**
- v) Candidates must abide by the instructions as may be given by the Examination officers/personnel 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 penalty as the West Bengal Police Recruitment Board may deem fit to impose.
- vi) SC/ST/OBC-A/OBC-B candidates of OTHER States will be treated as UNRESERVED (General) category candidates. The concession of non-payment of Application Fees will NOT be available to SC/ST candidates of OTHER States who shall also be treated as UNRESERVED (General) candidates for the purpose of payment of fees.
- vii) No TA/DA will be paid to the candidates for their journey to attend Preliminary Examination, PMT & PET, Final Combined Competitive Examination & Personality Test. They shall appear for selection tests at their own expenditure. **The Recruitment Board will not be held responsible for any harm or injury to any candidate emerging out of the conduct of the tests.**
- viii) 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.
- ix) All entries in the Application Form **except religion field** are compulsory. Application submitted keeping any of the columns blank would lead to summary rejection without any intimation to the applicant.
- x) 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.
- xi) 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 **hearing/listening/speak-in devices**, smart phones, 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 Police Recruitment Board depending on the circumstances/gravity of the case or may be criminally proceeded against.

- xii) Canvassing in any form will disqualify the candidate immediately.
- xiii) Applicants are advised not to get lured by any unscrupulous touts. The recruitment process done by the Recruitment Board is absolutely transparent.
- xiv) The decision of the Selection Board on all matters relating to eligibility, place, date, mode of selection, acceptance or rejection of candidature **shall be final and binding** upon the candidates.
- xv) Only short listed candidates will be asked to produce all relevant original certificates along with the self attested photocopies for verification at the time personality test, failing which their candidature shall be rejected without any further communication.
- xvi) The Mobile No. and e-mail ID (non mandatory fields for off-line submission too) 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 and /or additional fees and /or payment of any kind of fee to any official connected and/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).
- xvii) In case of on-line applicants no Admit Card will be issued through the Postal Department for Preliminary, PMT & PET, Final Combined Competitive Examination and Personality Test, if shortlisted. Candidates have to download the e-Admit Cards from the website and be on the lookout for notices through newspapers and intimation via text message on their registered mobile numbers and email.
- xviii) In case of any difficulties in downloading the off-line application form or in submitting the on-line application form, the applicants are advised to communicate either through telephone (Contact No. **8013033300** & **8013033322**) during office hours (10 AM to 05:30 PM) from Monday to Friday and 10:00 AM to 02:00 PM on or through e-mail ([wbprbonline@applythrunet.co.in](mailto:wbprbonline@applythrunet.co.in)).

Candidates may visit the websites of West Bengal Police ([www.policewb.gov.in](http://www.policewb.gov.in)) or West Bengal Excise ([www.excise.wb.gov.in](http://www.excise.wb.gov.in)) for ascertaining developments of recruitment process from time to time.

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