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FOR WBPSC CLERKSHIP PREPARATION

WBPSC Clerkship Examination 2024 Notification (Advertisement No. 12/2024)

EXAM	YEAR	TYPE
WBPSC Clerkship	2026	Notification

PUBLIC SERVICE COMMISSION, WEST BENGAL

161 A, S. P. MUKHERJEE ROAD, KOLKATA-700026

CLERKSHIP EXAMINATION, 2024

ADVERTISEMENT NO. 12/2024

The Public Service Commission, West Bengal will hold the Clerkship Examination on the results of which recruitment will be made to the posts of lower division assistant or lower division clerk and posts similar to that of lower division assistant or lower division clerk in the Secretariat, Directorates, District offices and similar posts in regional offices (including Kolkata) under the rule making power of the Govt. of West Bengal.

The examination will be held in two successive stages, viz., i) Part-I (Objective Type) and (ii) Part-II (Conventional Type – Written). The Commission shall hold Part-I examination at the first instance. A limited number of candidates obtaining qualifying marks in the Part-I examination will be allowed to appear in the Part-II examination on a subsequent date to be notified by the Commission. The elementary knowledge in Computer operation and ability of typing on Computer of the candidates shall be judged only after they are found qualified in Part-I and Part-II.

The Direct Recruitment Examination (Part-I) will be held at various centres in Kolkata and in certain other districts in West Bengal tentatively in the month of **December, 2026 or thereabout**. Only scheduled tribe candidates of Darjeeling district and other candidates of the three hill sub-divisions, namely Darjeeling Sadar, Mirik and Kurseong will be allowed to appear at Darjeeling centre. Similarly all candidates from the Kalimpong district will be allowed to appear at KALIMPONG centre.

NAME OF THE EXAMINATION	CLERKSHIP EXAMINATION, 2024

SCALE OF PAY	Level 6, Rs.22,700/- to 58,500/- besides D.A., M.A. and H.R.A. admissible as per ROPA, 2019.

VACANCIES	**The number of vacancies will be announced later. All appointments will initially be made on a temporary basis.**

RESERVATION	**The benefits of reservation of vacancies are admissible to:** **1.** S.C./S.T./O.B.C. (non-creamy layer) candidates of West Bengal only. The S.C./S.T./O.B.C. candidates of other States shall be treated as general candidates. **2.** PwBD (with disabilities 40% and above), Ex-Servicemen. **3.** Meritorious Sportspersons in the area of International Competition, National Competition, Inter-University Tournament and National Sports/Games for School Education in the following list of Sports:- (i) Athletics (including Track and Field events), (ii) Badminton, (iii) Basket Ball, (iv) Cricket, (v) Football, (vi) Hockey, (vii) Swimming, (viii) Table Tennis, (ix) Volley Ball, (x) Tennis, (xi) Weightlifting, (xii) Wrestling, (xiii) Boxing, (xiv) Cycling, (xv) Gymnastics, (xvi) Judo, (xvii) Rifle Shooting, (xviii) Kabaddi , (xix) Kho-Kho and (xx) Archery, - vide Govt. of West Bengal, Labour Department Notification No. 49-EMP/1M-25/98 dated 1st March, 2011 read with Notification No. Labr/209-Emp/1M-17/2014(Pt.-I), dated 21st Sept. 2016. **4.** Economically Weaker Section (EWS) candidates of West Bengal. EWS candidates of other state shall be treated as general candidates. **N.B.: Reservation of vacancies will be made as reported by the Govt. The reservation of PwBD (40% and above) will be determined vide Notification No. Labr/85-Emp/EC/1M-01/2025, dt. 25.05.2026**

QUALIFICATIONS	The qualification for direct recruitment shall be as follows: **a. Passed in Madhyamik examination of the West Bengal Board of Secondary Education or its equivalent.** **b.** Acquisition of elementary knowledge in Computer operation with ability of typing on computer at the speed of 20 (twenty) words per minute in English or 10 (ten) words per minute in Bengali**.** **Note : The candidates are required to exercise option for (b) above at the time of submission of application.**

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AGE	**Age** : Not below 18 years but not more than 45 years as on 01.01.2024 (i.e. born not earlier than 2nd January 1979 and not later than 1st January, 2006). **N.B : Age as recorded only in the Madhyamik or equivalent certificate will be accepted. The age limits apply to all the candidates whether in Govt. service or not.**

RELAXATION IN AGE LIMIT	**1.** The upper age limit is relaxable by 5 years for S.C. & S.T. candidates and by 3 years for O.B.C. (non-creamy layer) candidates of West Bengal. In the case of Persons with Benchmark Disabilities (PwBD), the upper age limit is relaxable upto 45 years. No relaxation is applicable to S.C./S.T./O.B.C. candidates of other States as they shall be treated as general candidates. **2.** Upper age limit is also relaxable for Ex-Servicemen who have put in not less than six months' continuous service in any rank (whether as a Combatant or as a Non-Combatant) in the Armed Forces of the Union. Such Ex- Servicemen shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he seeks appointment by more than 3(three) years, he/she shall be deemed to have satisfied the condition regarding age limit. No claim for being a member of S.C./S.T./O.B.C.(Non-Creamy layer)/PwBD/MSP/Ex-Servicemen will be entertained after submission of the application.

PROVISIONS REGARDING PwBD CANDIDATES	Candidates having Benchmark Disabilities with limitation in writing including that of speed may be allowed the help of Scribe, if required. For convenience, PwBD candidates are requested to bring their own Scribe. The Scribe should possess educational qualification one step below the qualification of the candidate taking examination. The persons with Benchmark Disabilities opting for own scribe should submit details of the own scribe as per proforma supplied by the Commission at the time of examination. In case of category of Persons with Benchmark Disabilities, the provisions of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I (available at the end of this advertisement). The facility of Scribe would be allowed to any person with Benchmark Disability as defined u/s. 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed. In case persons with Benchmark Disabilities in the category of Blindness, Locomotor Disability (both arms affected – BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the person. Engagement of scribe shall not be accepted after submission of the application. **A single Scribe may be used as far as possible except for language papers.**

COMPENSATORY TIME	CANDIDATES WITH BENCHMARK DISABILITIES HAVING LIMITATION IN WRITING INCLUDING THAT OF SPEED AND PRODUCING VALID APPENDIX-I WILL BE ALLOWED COMPENSATORY TIME OF 20 MINUTES PER HOUR.

MODE OF APPLICATION	Applications can be submitted through online only. **SUBMISSION OF MORE THAN ONE APPLICATION BY THE SAME CANDIDATE IS STRICTLY FORBIDDEN AND SUCH APPLICATIONS ARE LIABLE TO CANCELLATION.**

OTHER REQUIREMENTS	**1.** The candidate must be (a) A citizen of India (either natural or by registration), or (b) Such other nationals as declared eligible by the Govt. of India. Provided that a candidate belonging to category (b) shall be a person in whose favour a certificate of eligibility has been issued by the Government. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government. **2. (a)** Ability to read, write and speak in Bengali (**not required for those candidates whose mother tongue is Nepali**) – vide Finance Department's Notification No.1243-F(P) dated 02.03.2016. **(b)** Knowledge of Bengali will be tested for candidates whose mother tongue is other than Bengali/Nepali at the time of test, judging elementary knowledge in Computer operation & ability of typing on Computer. Candidature of the candidates with average/poor performance in the said knowledge of Bengali test shall liable to be cancelled.

FEE	**Fee : Rs.110/-** (Rupees one hundred ten) only plus service charges wherever applicable through online mode only. SC/ST candidates of West Bengal and Persons with Benchmark Disabilities (PwBD) having physical disability of 40% and above are not required to pay any fee. OBC candidates are, however, required to pay usual fee as aforesaid. NO EXEMPTION OF FEE IS AVAILABLE TO SC & ST CANDIDATES OF OTHER STATES. No claim for refund of the fee will be entertained nor will it be held in reserve for any other examination.

PARTICULARS AND CERTIFICATES REQUIRED

1. A candidate claiming to be **EWS/S.C./S.T./O.B.C. (Non-Creamy Layer)** or **Persons with Benchmark Disabilities** (**40% and above**), **Meritorious Sports persons & Ex-Servicemen** must have a certificate in support of his / her claim from a competent authority of West Bengal issued on or before the closing date of submission of application as specified below and no claim in this regard will be entertained afterwards. In case, a candidate is unable to produce the relevant valid certificate in support of the declaration/claim made by the candidate at the time of document verification, his/her candidature will be summarily rejected.

(a) For S.C., S.T. & O.B.C.(Non – Creamy Layer) Candidates :-

i) In the district, the Sub-Divisional Officer of the Sub-Division concerned, and

ii) In Kolkata, the District Magistrate, South 24-Parganas or such Additional District Magistrate, South 24-Parganas, as may be authorized by the District Magistrate, South 24-Parganas, in this behalf and the District Welfare Officer, Kolkata and Ex-officio Joint Director, Backward Classes Welfare.

[vide the W.B.S.Cs. & S.Ts. (Identification) Act, 1994 and S.C. & S.T. Welfare Deptt. Order No. 261-TW/EC/MR-103/94 dated 6.4.95 read with B.C.W. Deptt. Order No.6320-BCH/MR-84/10, dated 24.09.2010 and No.2420-BCW/MR-61/2012 (Pt.), dated 12.07.2013]

iii) OBC (Non – Creamy Layer) candidates must submit their renewed / revalidated certificates regarding Non-Creamy Layer Status prior to judging elementary knowledge in Computer Operation and ability of Typing on Computer at the time of appointment as per existing Govt. Rules.

The eligibility of a candidate for applying as Other Backward Classes shall be guided by the Notification No. 945-BCW/MR-23/2026 Dated 18.05.2026 read with 1060/Secy/BCW/7P-63/2024 dt. 07.08.2026 of Backward Classes Welfare Department, Govt. of W.B.

(b) For Persons with Benchmark Disabilities (PwBD) :-

(i) A Medical Board constituted at Government Medical College Hospitals in Kolkata, District Hospitals and Sub-divisional Hospitals as per extant provisions laid down in RPwD Acts & Rules.

(ii) Certificate regarding Physical Limitation in an Examinee to write (APPENDIX-I) **(Required for only those PwBD candidates who opt for Scribe and/Compensatory Time)**

(c) For Meritorious Sportspersons:-

Competent Authorities for issuing Certificates to Meritorious Sportspersons are as follows :

Area	Competent Authority
International Competition	**Secretary of the National Federation/National Association of the Sports concerned.**
National Competition	**Secretary of the State Association of the Sports concerned.**
Inter-University Tournament	**Dean/Director of Sports or other Officer in overall charge of Sports of the University concerned.**
National Sports / Games for School Education	**Director or Deputy Director in overall charge of Sports/Games for Schools in the Directorate of School Education, West Bengal.**

N.B: Area of competition other than those mentioned above shall not be considered for granting MSP status. MSP (Meritorious Sports Person) should furnish duly filled up and properly signed FORM – 1/2/3/4 as applicable annexed to Labour Department Notification No. 49-EMP/1M-25/98 dt. 01.03.2011 alongwith the MSP certificate at the time of judging elementary knowledge in Computer Operation and ability of typing on Computer.

(d) For Ex-Servicemen:-

In terms of notification 6249-F dtd. 15.06.1982 the claim of a candidate for being considered as an Ex-Serviceman should be supported by a certificate from the Army/Air Force/Naval Headquarter indicating therein the date of his/her joining the Armed Forces, the period of his/her service and the date of his/her release from the Armed Forces or the date of completion of his/her service requisite for being entitled to be released or transferred to the reserve.

PARTICULARS AND CERTIFICATES REQUIRED	**(e) <u>For EWS Candidate:-</u>** The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by any of the following authorities in prescribed format as given in Annexure C. (i) In the District, Additional District Magistrate in charge of development matters of the District Concerned. (ii) District Welfare Officer, Kolkata and Ex-officio Joint Director, BCW&TD in respect of Kolkata for Kolkata Municipal Corporation Area. [in terms of PAR Department 325-PAR(AR)/3P-1/2019 dated 09.07.2019, read with BCW Department Memo No. 959-BCW/MR-52/2019 dated 18.05.2023]. However, any EWS certificate issued in favour of a candidate by the erstwhile authorities as mentioned vide said P&AR Department notification will also be allowed if found valid. (iii) EWS candidates must submit their renewed/revalidated certificates regarding EWS status prior to judging elementary knowledge on Computer Operation and ability of typing on Computer at the time of appointment. **2. Candidates are required to mention in the Application Form any one of the following documents as Photo ID with its number and issuing authority:** **(i) Madhyamik or equivalent certificate bearing photograph, (ii) Passport, (iii) PAN Card, (iv) EPIC (Voter Identity Card), (v) Driving Licence and (vi) any other ID proof issued by the State or Central Government.** **Candidates are advised to bring the same Photo ID Card in original in the Examination Venue at the time of examination.** **3.** The Public Service Commission may require such further proof or particulars from the candidates as it may consider necessary and may make enquiries about their character and other particulars regarding suitability and eligibility. **N.B.: Candidates belonging to categories as stated at (a), (b), (c), (d) & (e) must upload their Caste/Category Certificate in PDF Format (not more than 100 kb) failing which application which application will not be accepted.**

PENALTY FOR DISCLOSURE OF IDENTITY	A deduction of 10% of full marks shall be made from the total marks secured by a candidate in a particular paper if he/she discloses his/her identity by writing his/her name, roll number or by putting any identifying marks in the answer script of that paper in Part-II (Conventional Type – Written) examination.

TIE BREAKING PRINCIPLES:	**1. Preference will be given to the candidate securing higher aggregate marks in English & Bengali/Hindi/Urdu/Nepali/Santali.** **2. If there is still a tie, preference will be given to the candidate securing higher marks in English.** **3. If tie still remains, preference will be given to the candidate with higher age.**

DEDUCTION OF MARKS	**There shall be negative marking of 0.25 mark for each wrong answer to multiple choice questions (MCQ Type) which will also be mentioned on the top of Question Booklet.**

CATEGORYWISE QUALIFYING MARKS:	The Commission has fixed the following category wise qualifying marks in aggregate. Aggregate marks will be comprised of the marks obtained in **Part-I** & **Part-II taken together.** UR 40% EWS 40% OBC 38% SC 35% ST 30% PwBD 30% Ex-Servicemen 30% Meritorious Sports Person 40% The Commission will, however, have the liberty of further relaxing qualifying marks, if sizeable no. of posts in Reserved Categories remain unfilled.

LIST OF PRELIMINARY EXAMINATION CENTRES WITH CODE NO.	***11–Kolkata, 12–Baruipur, 13–Diamond Harbour, 14–Barrackpore, 15–Barasat, 16–Howrah, 17–Chinsurah , 18–Burdwan, 19–Durgapur, 20–Medinipur, 21–Tamluk, 22–Bankura, 23–Purulia, 24–Jhargram, 25-Suri, 26–Krishnanagar, 27–Berhampore, 28-Malda, 29–Balurghat, 30-Raigunj, 31-Jalpaiguri, 32-Alipurduar, 33-Coochbehar, 34-Siliguri, 35-Kalimpong and 36-Darjeeling.*** ***However, the Commission may allot a candidate to an adjacent Centre other than that opted by him/her if it is not possible for the Commission to accommodate in the Centre opted by the candidate.***

CAUTION	i. Candidates are advised to read thoroughly and cautiously the "Advertisement" & "Scheme and Syllabus". ii. Application once submitted shall be treated as final. No request for change in application form and no claim for being a member of the EWS, SC, ST & OBC (Non creamy layer) community or a Person with Benchmark Disability (PwBD) or a Meritorious Sports Person or Ex-Servicemen will be entertained after the final submission of application. iii. The candidates must abide by the instructions as may be given by Supervisors / Invigilators of the Examination. If the candidate fails to do so or indulges in disorderly or improper conduct, he / she will render himself / herself liable to expulsion from the Examination Hall and / or such other punishment as the Commission may deem fit to impose. iv. 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 Commission according to the circumstances of the case. v. If at any stage even after issue of the letter of appointment, a candidate is found ineligible in terms of advertisement his / her candidature will be cancelled without further reference to him / her. vi. The conditions prescribed cannot be relaxed in any case other than those mentioned in this "Advertisement''. vii. A candidate should note that his / her admission to the examination will be deemed provisional subject to determination of his / her eligibility in all respects. If at any stage after issuance of the admit card a candidate is found ineligible for admission to this examination, his / her candidature will be cancelled without further reference to him / her. No candidate shall be allowed to take the examination unless he / she holds a valid admit card. viii. **The Commission shall have discretion to fix qualifying marks in Part-I and each group of Part-II and the aggregate of the examination. It shall also have discretion to relax such qualifying marks in the cases of all the reserved category candidates of West Bengal.** ix. **The candidates who will take Hindi, Urdu, Nepali or Santali as the case may be, in lieu of Bengali of Group B of Part-II examination shall, before confirmation, have to pass a departmental Examination in Bengali during the period of probation. The syllabi for the examination shall be the same as laid down under the Finance Department notification no. 9045-F dated the 26th July, 1983.** x. **Mobile phones, Smart Watches, Bluetooth or any other communication device are not allowed inside the premises where the Examination is being conducted. Any infringement of this instruction shall entail disciplinary action including ban from the Examination related to this advertisement as well as from further Examinations.** xi. **There will be arrangements for frisking of the candidates at entry points of venues – separately for male and female candidates so that candidates with mobile phones or any other gadgets of communication may not enter the venue.** xii. **CANDIDATES ALLOTTED IN A PARTICULAR VENUE WILL IN NO CASE BE ADMITTED TO A VENUE OTHER THAN THAT INDICATED IN THE ADMIT CARD ISSUED BY THE COMMISSION.**

RESULTS OF THE EXAMINATION	**The final merit list will be prepared on the basis of total marks obtained in the two parts (i.e. Part-I & Part-II of the Examination) provided the candidates have been found qualified in the test judging elementary knowledge in computer operation and ability of typing on computer.** **N.B: The candidature of any candidate, qualified to appear at the Part-II examination but does not appear in the Part-II examination, will not be considered while preparing final merit list.**

Options for posting	1. Candidates shall be required to indicate their options in order of preference for the vacancies in the (a) Secretariat Departments, (b) Directorates and (c) Regional Offices including District offices of one particular District or Kolkata. 2. Vacancies will be filled up from the merit list prepared by the Commission according to the merit position vis-à-vis the option exercised by the candidates subject to availability of vacancies. 3. Filling up of option is mandatory. 4. Commission will recommend candidates in respective categories against non-joining vacancies only in the Regional Offices.

MEDICAL EXAMINATION AND VERIFICATION OF ANTECEDENT BY APPOINTING AUTHORITY	Candidates who will be selected for appointment will be required to appear before a Medical Board for certificates of their fitness for Government Service. They are also required to undergo verification of antecedent by the concerned Police Authorities before offering of appointment by the concerned appointing authorities. i) If a candidate is declared unfit by the Medical Board and/or declared unsuitable to avail the benefit of concession as prescribed vide notification no. 4080-SW dated 27/09/1989 of erstwhile Relief and Social Welfare department, his/her candidature will be cancelled. ii) Candidature will also be cancelled for any adverse report on verification of antecedent received from the competent authority as per extant Govt. order.

CANVASSING	Any attempt on the part of a candidate to enlist support for his / her application through persons, officials of Government, or agencies will disqualify him / her for appointment. Spontaneous recommendations from persons interested in the candidates, or otherwise known to them, will be disregarded and will render the candidates ineligible.

DISPLAY OF MODEL ANSWERS	After display of Model Answers (MCQ Type) in the Commission's website, objections by the candidates need to be filed strictly within the specified time limit, beyond which no objection shall be entertained.

Commencement of submission of online application : **The 6th October, 2026**

Closing date for submission of online application : **The 26th October, 2026 (up to 3:30 p.m.)**

Closing date for submission of fees through online only : **The 26th October, 2026 (up to 3:30 p.m.)**

Edit Window: The 28th October, 2026 to the 1st November, 2026.

IMPORTANT INSTRUCTION REGARDING EDIT WINDOW

1. The applicant will be allowed to edit some of the fields, if required. This option can be availed only once within the prescribed period.

2. The Edit Window may be accessed by the applicants by logging into their individual accounts at **https://psc.wb.gov.in/**

3. All applicants are advised to verify the details provided in the online application very carefully and applicants are particularly advised to obtain a printout of the form to identify the discrepancies, if any.

4. Applicants willing to change their address may first change the same in the Profile Section and then use the Edit option.

5. The Edit option can be availed only **once** during the specified period. No request for any change would be entertained after that period.

6. **Candidates have to upload requisite documents as mentioned in the advertisement during the period of "EDIT WINDOW" only.**

IF, AT ANY STAGE OF EXAMINATION, AN APPLICANT IS FOUND TO HAVE SUBMITTED FALSE INFORMATION REGARDING HIS/HER AGE, QUALIFICATIONS AND CASTE/CATEGORY, HE/SHE WILL ENTAIL PENAL ACTION AS DEEMED FIT BY THE COMMISSION AND HIS/HER CANDIDATURE IS LIABLE TO CANCELLATION.

For further details and assistance the candidates may contact on the following e-mail ID

Email-id :- pscwbit01@gmail.com

Place: Kolkata
Date: 06.10.2026

By order of the Commission,
Deputy Secretary

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APPENDIX-I

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr/Ms/Mrs_____(name of the candidate with disability), a person with _____(nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o_____a resident of_____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Medical Superintendent of a Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability

(e.g. Visual Impairment-Ophthalmologist, Locomotor disability – Orthopaedic specialist/PMR).