Office of the Jhargram District Primary School Council

P.O. + Dist. - Jhargram, Pin-721507

Memo No. : 615/JGM/DPSC/23   Date: Jhargram, the 1st November, 2023

RECRUITMENT NOTICE

District Primary School Council, Jhargram will recruit **two (02) Lower Division Clerk (LDC) and two (02) Group-D posts** in permanent new vacancy approved vide (i) Approval Order issued by School Education Department, Elementary Education Branch memo no.- 508-ES(EE) dt.- 23.11.2022 and (ii) School Education Department, Primary Branch Notification No.- 253-SE(Pry) dt.- 14.03.2007_West Bengal Primary Education (Appointment of staff of Primary School Councils) Rules 2007.

Eligible candidate should apply online in the prescribed format as given in DPSC, Jhargram website (**www.dpscjhargram.com**) from **06.11.2023, 10:30 A.M. to 15.11.2023, 06:00 P.M.** for the mentioned posts.

Requisite Qualification :

- **For Post of Lower Division Clerk (LDC) : Passed Madhyamik Pariksha or its equivalent.**
- **For Post of Group-D : Passed Class-VIII from a Government recognized Institution.**

WILLING CANDIDATES MAY APPLY ONLINE AS PRESCRIBED IN THE WEBSITE AFTER REGISTRATION USING SPECIFIC MOBILE NUMBER & E-MAIL ID. FOR COMPLETION OF REGISTRATION AN OTP WILL BE SENT TO THE REGISTERED MOBILE NUMBER. CANDIDATE WILL CREATE PASSWORD BEFORE SUBMISSION.

NOTE : Candidate must preserve the PASSWORD created by him/her for subsequent login.

Application Fee for both post of LDC & Group - D :-

Rs. 300/- for candidates of Unreserved Category

Rs. 150/- for candidates of SC/ST/OBC-A/OBC-B/Differently Abled Candidates (DAC)

This fee is to be deposited through **Online Mode only** as prescribed in the website.

NOTE : The fees amount deposited is non-refundable.

Details of Vacancies are given below :

Name of the Post	No. of Vacancy	Reservation Status	Age (as on 01.10.2023)	Qualification	Level of Pay
LDC	02	01: Unreserved 01: SC	18 Years to 40 Years	Madhyamik Examination passed or its equivalent	Level of Pay- 06 (Rs. 22,700/- to Rs. 58,500/-) as per ROPA-2019 Rules & admissible allowances as per Govt. Rule.
Group-D	02	01: Unreserved 01: SC	18 Years to 40 Years	Class-VIII passed	Level of Pay- 01 (Rs. 17,000/- to Rs. 43,600/-) as per ROPA-2019 Rules & admissible allowances as per Govt. Rule.

Candidate must be a permanent resident of West Bengal.

Mode of Selection :

Name of the Post	Allocation of Marks		Type of Written Test to be conducted	Remarks
	Particulars	Full Marks		
LDC	1. Academic Qualification 2. Written Test 3. Interview Total	60 30 10 100	**30 Marks : MCQ Type** (Madhyamik Level:: Bengali, English, Math, GI, GK & Current Affairs) **Time : 45 minutes**	The marks to be awarded to an applicant for each qualification shall be computed by multiplying the full marks for possessing that qualification by the percentage of marks obtained by the candidate in the respective examination.
Group-D	1. Reading Skill 2. Writing Skill 3. Interview Total	10 10 10 30	**20 Marks : Reading Skill-** Bengali: 05 & English : 05 10 MCQ Type questions based on paragraph reading **Writing Skill-** Bengali : 05 & English : 05 **Time : 45 minutes**	All marks obtained by the applicant in reading skill, writing skill and interview shall be recorded in the score sheet and the rank and position of the applicant shall be determined on the basis of total scores in order of merit in the descending order.

INFORMATION REGARDING WRITTEN TEST AND MARKING :-

For post of LDC :

There will be **total 30 (thirty)** MCQ type questions on subjects mentioned in the previous table. **Each question will carry 01 (one) mark for correct answer**. There will be **NEGATIVE MARK** for each **WRONG ANSWER. 0.25 marks will be deducted for each wrong answer.**

For post of Group-D :-

For Reading Skill : There will be **10 (ten) MCQ type questions** based on **Bengali** and **English PARAGRAPHS** given in the question paper. Candidate will have to **read** the paragraph and to answer MCQ type questions. **Each question will carry 01 (one) mark for correct answer**. There will be **NEGATIVE MARK** for each **WRONG ANSWER. 0.25 marks will be deducted for each wrong answer**.

For Writing Skill : One Report/Letter/Short Essay is to be written both in **English** and **Bengali** on the topic mentioned in the question paper. **05 (five) marks** will be allocated for writing in Bengali and **05 (five) marks** will be allocated for writing in English.

Evaluation will be made on the preciseness and correct content of the Report/Letter/Short Essay according to Topic. **Marks will be deducted for Grammatical Mistake, Spelling Error.**

Notes :

1. **DOCUMENTS TO BE UPLOADED WITH ONLINE APPLICATION FORM :-**

   For post of LDC :- Scanned copy of **ORIGINAL** (i) AADHAAR Card, (ii) Admit Card of Madhyamik Examination (ii) Marksheet of Madhyamik Examination (iv) Certificate of Passing Madhyamik Examination (v) Caste Certificate/Disability Certificate (if applicable) (vi) Recent Passport size colour photograph, (vii) Full Signature & (viii) Screenshot of online fund transfer.

   For post of Group – D :- Scanned copy of **ORIGINAL** (i) AADHAAR Card, (ii) Certificate of passing Class-VIII examination issued by School Authority, (iii) Proof of Date of Birth [Birth Certificate/School Leaving Certificate/Admit Card of MP Examination (if available)] (iv) Caste Certificate/Disability Certificate (if applicable) (v) Recent Passport size colour photograph, (vi) Full Signature & (vii) Screenshot of online fund transfer.

   NOTE : If required documents are not uploaded in website, applicant will not be able to submit his/her application.

2. Age relaxation will be given for the reserved category candidates as per existing norms of the State Government.

3. **Applicants are requested to visit www.dpscjhargram.com regularly for information/instruction issued from time to time.**

General Instructions to the Applicants / Candidates :

- Only Online Applications will be accepted. Application forms not properly filled in or incomplete Application Forms are liable to be cancelled. If the online application details submitted by the applicant differ with the uploaded original testimonials, that application shall be liable to be cancelled.

- If proper signature and photograph are not uploaded at the time of online application that application shall also be liable to be cancelled.

- The essential qualifications as mentioned are the minimum and mere possession of the same does not entitle a candidate to claim selection. All the essential qualification must have been completed on the date of online application.

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- Caste Certificate issued before the date of online application by the competent authorities of Government of West Bengal only will be accepted. In case of OBC candidates, category 'A' or 'B' must be mentioned specifically in the Caste Certificate.

- In case of candidates with disabilities, Disability Certificate issued upto the date of online application by the competent authorities of Government of West Bengal only will be accepted.

- **No need to send Hard copy/print copy of the online Application Form by post.**

- **'ONLINE APPLICATION ID' GENERATED SHOULD BE RETAINED BY ALL APPLICANTS** for future reference. **Employer is not liable to give any information regarding the Online Application ID in future. Applicant must preserve PASSWORD created by him/her for subsequent LOGIN.**

- **Starting date of Form fill up : 06.11.2023, 10:30 A.M.**

- **Last date of final submission of form and fees payment: 15.11.2023, 06:00 P.M.**

- The candidates who are found ineligible at any step of the above mentioned mode of selection will not be called for the subsequent stages.

- **DATE & TIME OF WRITTEN TEST** will be informed **in DPSC, Jhargram website**. So applicants must visit the website for that information regularly using his/her Login credentials.

- **ADMIT CARD** for appearing at the Written Test mentioning **Date, Time & Venue** is to be uploaded in DPSC website. Applicant will download the Admit Card and print it for appearing in Written Test on specified date, time & venue. **No communication regarding written Test Date, Admit Card issue will be made to individual Applicants.**

- **Applicant will be able to submit Application after successful deposit of Application Fee.**

- The decision of the competent authority regarding the recruitment is final.

- No TA/DA will be paid to the candidates for the selection test/interview.

STEPS OF REGISTRATION AND ONLINE SUBMISSION OF APPLICATION FORM :

(A) Click in **LOGIN** button → Signup for **NEW REGISTRATION** → Register → Enter personal details, **mobile number, email-id**, photograph & signature → Enter **Password** (to be created) & **confirm** it → **OTP** will be received in the mobile number provided by the candidate → Click **Register**.

(B) ONLINE SUBMISSION OF APPLICATION FORM AFTER REGISTRATION :-
Login (using **USER ID & PASSWORD**) → Select **Exam list** (LDC/Group-D) → Submit personal details as per prescribed format in the website → **Upload** documents (as mentioned above) → Click **NEXT** → Deposit **APPLICATION FEE** through **ONLINE MODE** (as prescribed) → Enter **TRANSACTION ID** in the given box → Upload Transaction Screenshot → Click SUBMIT.
NOTE :
(1) After completion of above steps, candidate's application form will be successfully submitted.
(2) Candidate must be careful to deposit requisite amount of APPLICATION FEE (Rs. 300/-/Rs. 150/-) as per his/her reservation **CATEGORY** as prescribed in the Notification. If a candidate deposits **less amount** of application fee as prescribed, his/her application form will be **REJECTED** without any intimation to the candidate.

Chairman
District Primary School Council, Jhargram