



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan,
Salt Lake, Kolkata – 700091
www.wbssc.gov.in

ADVERTISEMENT NO. 02 / WBSSC / 2013

A.S.I. OF EXCISE RECRUITMENT 2013

EXAMINATION CODE: 02 / O / 2013

Applications in prescribed format are invited from Indian Citizens for the following post under the Department of Excise, Govt. of West Bengal, recruitment to which will be made through a Written Test followed by Physical Measurement Test and Interview to be conducted by the West Bengal Staff Selection Commission:-

Name of the Post with post code	No. of posts			Scale of pay
ASSISTANT SUB-INSPECTOR OF EXCISE Post Code-027	246			Pay Band - 3 (Rs. 7,100/- – 37,600/-) Grade Pay - Rs. 3,200/-
	Category	No. of total vacancy	No. of vacancies out of total vacancy reserved for exempted category	
	Unreserved	135	39	
	S.C.	54	16	
	S.T.	15	05	
	BC-A	25	08	
	BC-B	17	05	
	Total	246	73	

ELIGIBILITY CRITERIA / QUALIFICATIONS

For direct recruitment a candidate –

- (i) Shall be a citizen of India;
- (ii) Shall not be less than **18 years** and shall not be more than **27 years** on the **1st day of January, 2013**. The upper age limit may be relaxed by (05) five years in case of Scheduled Castes, Scheduled Tribes Candidates and by (03) three years in case of Other Backward Classes (BC A / BC B) Candidates.

Note: Date of Birth as recorded in Admit Card / Certificate of Madhyamik or equivalent examination will be accepted as valid proof.

- (iii) **Minimum Educational Qualifications** : Passed in Higher Secondary (10+2) Examination from the West Bengal Council of Higher Secondary Education or its equivalent;

NOTE:

The above noted qualification must be possessed by the Candidate on or before the date of publication of the advertisement.

IF IT IS FOUND DURING VERIFICATION OF TESTIMONIALS AT ANY STAGE THAT THE CANDIDATE HAS ACQUIRED QUALIFICATION AS STATED ABOVE AT ANY DATE AFTER THE DATE OF PUBLICATION OF THIS ADVERTISEMENT, HIS CANDIDATURE SHALL BE SUMMARILY REJECTED.

- (iv) **Minimum Physical Measurements:**

Sl. No.	Class	Height (in cm)	Chest (in cm)	Weight
(1)	Candidates of all categories (except Gorkhas, Garwalies, Rajbansis and Scheduled Tribes)	167	78 cm with expansion 05 cm (78 cm – 83 cm)	Proportionate to height and age as per medical standard
(2)	Gorkhas, Garwalies, Rajbansis and Scheduled Tribes	160	76 cm with expansion 05 cm (76 cm – 81 cm)	Proportionate to height and age as per medical standard

Note I : Women Candidates are not eligible to apply for this recruitment.

Note II :

- The candidates must not have knock knee, flat foot, varicose vein, squint eye.
- The minimum vision should be 6/6 with or without glasses.
- They should possess high colour vision and should not be colour blind.
- The candidates should be of good mental and physical health and free from any physical deformity likely to interfere with efficient performance of their duties.

SELECTION PROCEDURE

Recruitment will be made on the basis of Written Test followed by Physical Measurement and Interview to be conducted by the West Bengal Staff Selection Commission. Candidates on the basis of qualifying the Written Test will be called for Physical Measurement Test. Candidates qualified in both the tests as mentioned shall be called for Interview.

Written Test:

- (a) West Bengal Staff Selection Commission will hold a written test **tentatively on 6th April, 2014 (Sunday)**.
- (b) Detailed scheme of recruitment and syllabus for the written examination will be published by the Commission in its website **by 31st January, 2014**.

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 concerned authority;

Medical Examination:

After receipt of verification roll having “NO OBJECTION” all provisionally selected candidates will be sent for medical examination at the designated hospitals. **The candidates must not have knock knee, flat foot, varicose vein, squint eye. The minimum vision should be 6/6 with or without glasses.** They should possess high colour vision and should not be colour blind. The medical test will also include the chest X-ray and other tests as prescribed by the Department of Health and Family Welfare, Government of West Bengal from time to time. **The selected candidate should be of good mental and physical health and free from any physical deformity likely to interfere with efficient performance with their duties.** The certificate of medical fitness will be issued by authorised Medical Officer.

Training and Discharge:

- (a) The candidates on recruitment shall be required to undergo training, both physical and theoretical, at the Police Training College or any other training centre as selected by the Excise Commissioner, West Bengal and / or in any district as may be determined by the Excise Commissioner. All such candidates shall be required to pass out of the college or centre, as the case may be, for the confirmation of their service. In case the candidates are sent for district training, successful completion of their district training shall be certified by the concerned Superintendent of Excise.
- (b) An Assistant Sub-Inspector of Excise while undergoing training in the Police Training College or subsidiary training centre and / or any district may at any time be discharged by the Appointing Authority on the basis of the report of the authority of the Police Training College or the subsidiary training centre or the district, as the case may be, if he is considered by them to be unsuitable for the post. The order of discharge shall intimate the ground for the discharge but no formal proceeding, such as are prescribed for removal or dismissal of Government servant shall be necessary. No appeal shall lie against the order of discharge.

PERIOD OF APPLICATION

APPLICATIONS MAY BE SUBMITTED EITHER ONLINE OR OFFLINE WITH EFFECT FROM THE DATE OF ADVERTISEMENT IN NEWSPAPER & COMMISSION'S WEBSITE www.wbssc.gov.in SO AS TO REACH THE OFFICE OF THE WEST BENGAL STAFF SELECTION COMMISSION **LATEST BY 22ND JANUARY, 2014 (4.00 P.M.)**. NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE AND TIME OF SUBMISSION OF APPLICATIONS.

COMMISSION WILL NOT TAKE ANY RESPONSIBILITY FOR ANY KIND OF POSTAL DELAYS / APPLICATIONS LOST IN TRANSIT. HENCE, CANDIDATES SHOULD ENSURE THAT THEIR APPLICATIONS MUST REACH COMMISSION'S OFFICE WITHIN THE LAST DATE AND TIME OF RECEIVING OF APPLICATIONS.

CANDIDATES MUST KEEP A PHOTOCOPY OF THE APPLICATION FORM AFTER PROPER FILLING UP AND AFFIXING THE POSTAL **e** – PAYMENT RECEIPT FOR FUTURE REFERENCE WITH THE COMMISSION, IF ANY. NO COMMUNICATION WITHOUT THE XEROX COPY AS STATED SHALL BE ENTERTAINED FROM THE END OF THE COMMISSION.

EXAMINATION FEES & PROCESSING FEES

The following Examination Fees and / or Processing Fees have been fixed by the Commission for this Recruitment:-

Sl. No.	Category	Examination Fee	Processing Fee	Total Amount Payable
1	All categories except Scheduled Caste / Scheduled Tribe	Rs. 200/-	Rs. 20/-	Rs. 220/-
2	Scheduled Caste	Nil	Rs. 20/-	Rs. 20/-
3	Scheduled Tribe	Nil	Rs. 20/-	Rs. 20/-

- No application will be considered unless accompanied with the requisite receipt of Examination fees of **Rs. 200/-** and Processing fees of **Rs. 20/-** (**Total amount - Rs. 220/-**) only in respect of all categories except Scheduled Caste / Scheduled Tribe.
- Candidates belonging to the Scheduled Caste / Scheduled Tribe shall pay Processing fees of **Rs. 20/-** only as they are exempted from paying any Examination fees.
- However, shortlisted candidates are required to produce their SC / ST Certificates issued by the competent authority at the time of verification before their selection.

- IF ANY SHORTLISTED CANDIDATE FAILS TO SUBMIT THE DOCUMENTS AS STATED ABOVE, HIS / HER CANDIDATURE SHALL BE REJECTED SUMMARILY WITHOUT ANY FURTHER COMMUNICATION TO HIM / HER.
- **CANDIDATES SHALL NOT SUBMIT ANY DOCUMENT ALONG WITH APPLICATION.** ONLY SHORTLISTED CANDIDATES SHALL HAVE TO PRODUCE ALL RELEVANT SUPPORTING DOCUMENTS, IN ORIGINAL, FOR VERIFICATION BEFORE THEIR FINAL NOMINATION.
- NO EXEMPTION OF FEES IS AVAILABLE TO THE SC / ST CANDIDATES OF OTHER STATES.
- NEITHER CLAIM FOR REFUND OF THE FEE WILL BE ENTERTAINED NOR WILL IT BE RESERVED FOR ANY OTHER EXAMINATION UNDER ANY CIRCUMSTANCES WHATSOEVER.

MODES OF SUBMISSION OF APPLICATIONS

West Bengal Staff Selection Commission extends the following facilities to the candidates for submission of application –

A) ONLINE SUBMISSION–

Candidates will be able to submit application through Commission's website www.wbssc.gov.in by filling up basic information including scanned photograph and signature.

Payment of Examination fees and Processing fees can be made online through payment gateway using **Debit Cards / Credits Cards / Net banking** of any bank. An amount of **Rs. 5/-** only will be charged by the concerned agency as "Service Charge" for availing Debit Card / Credit Card / Net Banking facility.

ONLINE APPLICANTS ARE REQUIRED TO UPLOAD SCANNED COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH AND FULL SIGNATURE.

On successful submission of the application an auto generated receipt with **Registration Number** will be generated. CANDIDATES ARE ADVISED TO MENTION THE REGISTRATION NUMBER FOR ALL FUTURE COMMUNICATIONS, IF ANY, WITH THE COMMISSION.

B) ONLINE SUBMISSION THROUGH TATHYA MITRA KENDRAS –

- The Commission extends facility to submit application through more than 1800 Tathya Mitra Kendras set up by the Govt. of West Bengal up to the level of Gram Panchayats in the rural areas of West Bengal.
- Applicants may approach any of the Tathya Mitra Kendras (**list provided in the website**) with all particulars and a passport size photograph. The authorized staff of the Kendra will fill up the online application form on the basis of information provided by the applicant.
- He will also scan the photograph and signature of the applicant and upload it.
- The Examination fees and / or Processing fees have to be paid to the Tathya Mitra Kendras. The Kendra will take Service charge of **Rs. 20/- extra** for filling up of the form and uploading the same along with Scanned Copies of Candidate's Photograph and Signature and making online payment of Examination Fees and / or Processing Fees received from the applicant.
- AFTER PAYMENT OF THE FEES AND SERVICE CHARGE, THE AUTHORISED STAFF OF THE KENDRA WILL HAND OVER THE APPLICANT A PRINTED RECEIPT WITH REGISTRATION NUMBER AS ACKNOWLEDGEMENT OF SUCCESSFUL SUBMISSION OF APPLICATION ONLINE.
- CANDIDATES MUST KEEP THE RECEIPT WITH THEM AND NOTE DOWN THE REGISTRATION NUMBER FOR ALL FUTURE COMMUNICATIONS WITH THE COMMISSION, IF ANY.
- **CANDIDATES ARE ADVISED TO CHECK ONSCREEN DETAIL INFORMATION ENTERED BY THE STAFF BEFORE PAYMENT.**

C) OFFLINE SUBMISSION–

- THE OFFLINE APPLICATION FORM MUST BE DOWNLOADED FROM THE COMMISSION'S WEBSITE www.wbssc.gov.in ONLY OR PURCHASED FROM THE TATHYA MITRA KENDRAS, who are authorized by the Commission to sell these forms at a price of **Rs. 6/-** per form by directly downloading from the Commission's website and printing thereafter.
- THE OFFLINE APPLICATION FORM MUST BE PRINTED **ON BOTH SIDE OF A 75 GSM A4 SIZE WHITE PAPER.** ANY FORM WHICH IS NOT PRINTED ON THE PAPER SIZE AND TYPE AND MANNER AS SPECIFIED ABOVE SHALL BE REJECTED STRAIGHTWAY BY THE COMMISSION.
- DURING DOWNLOADING OF EACH APPLICATION FORM, A UNIQUE NUMBER WITH BAR CODE WILL APPEAR IN THE FORM. NO FORM WITHOUT THE UNIQUE NUMBER AND BAR CODE SHALL BE ACCEPTED BY THE COMMISSION.

- APPLICANTS SHALL NOT USE XEROX / TYPED / HAND WRITTEN / PRINTED / SCANNED COPY OF THE FORM. SUCH APPLICATIONS WILL BE REJECTED SUMMARILY.
- APPLICANTS MUST TAKE CARE THAT THE FORM IS DOWNLOADED AND PRINTED IN FRONT OF THEM FROM COMMISSION'S WEBSITE, AS EACH FORM CARRIES A UNIQUE NUMBER AND BAR CODE. IF IT IS NOT ENSURED, FORM CARRYING SAME NUMBER AND BAR CODE MAY BE USED BY DIFFERENT APPLICANTS WHICH MAY ULTIMATELY LEAD TO COMPLICATIONS OF **SAME REGISTRATION NUMBER FOR DIFFERENT CANDIDATES, WHICH MAY ULTIMATELY LEAD TO CANCELLATION OF CANDIDATURE.**
- **HENCE, CANDIDATES SHOULD NOT PURCHASE THE FORM FROM ANY STREET VENDORS, ETC, WHO SELL PRINTED FORMS FOR VARIOUS RECRUITMENTS BY COPYING PRESCRIBED FORMS.**
- **THE COMMISSION SHALL NOT BE HELD RESPONSIBLE FOR CANCELLING ANY FORM DUE TO USE OF FORM WITH SAME NUMBER AND BAR CODE. CANDIDATURE OF ALL SUCH CANDIDATES USING FORM HAVING SAME NUMBER AND BAR CODE SHALL BE REJECTED STRAIGHTWAY DURING PRELIMINARY SCRUTINY.**
- In case of submission of applications offline, the amount of Examination fees and / or Processing fees may be deposited in any of the Post Offices having e-payment facility. The facility will be available in more than **700 Post Offices of West Bengal (list of Post Offices is available in Commission's website www.wbssc.gov.in).**
- The concerned Post Office will give a receipt against deposit of Examination fees and / or Processing Fees, which has to be pasted at the space provided for affixing the receipt in the application form (page 2).
- The Candidates will have to pay a sum of **Rs. 6/-** as Service Charge to the Postal Department against each such e- payment of either **Rs. 220/-** or **Rs. 20/-**, whichever is applicable.
- **AFTER AFFIXING THE ORIGINAL POSTAL e-PAYMENT RECEIPT THE CANDIDATE MUST PUT HIS FULL SIGNATURE THEREON.**
- The filled up application form may be sent by post (preferably by Registered or Speed Post) addressed to the "**SECRETARY-CUM-CONTROLLER OF EXAMINATIONS, WEST BENGAL STAFF SELECTION COMMISSION, Mayukh Bhaban, Salt Lake, Kolkata - 700091**" superscribing on the envelop the **NAME OF THE RECRUITMENT** and the **NAME OF THE POST** applied for. The same should reach this office positively within the last date and time of submission of application.
- The filled up application forms may also be submitted personally in the drop box to be kept at the enquiry counter of the Commission's office at Mayukh Bhavan (Ground floor), Salt Lake, Kolkata-700091, **BETWEEN 11.00 A.M. AND 4.00 P.M. ON ALL WORKING DAYS (EXCEPTING SATURDAYS, SUNDAYS AND OTHER STATE GOVT. HOLIDAYS).**

- Applications must reach the office of the commission on or before the closing date and time of receiving of applications. APPLICATIONS RECEIVED AFTER THE CLOSING DATE AND TIME SHALL BE REJECTED SUMMARILY.
- POSTAL ORDER, MONEY ORDER, CHEQUE, BANK DRAFT, CASH ETC. SHALL NOT BE ACCEPTED. Applications accompanying the said instruments shall be rejected summarily and the amount shall be forfeited and deposited to the appropriate Government head of account.
- Completed OFFLINE APPLICATIONS must be submitted with –
 - (i) ORIGINAL e-PAYMENT RECEIPT OF THE POSTAL DEPARTMENT AGAINST DEPOSIT OF EXAMINATION FEES AND / OR PROCESSING FEES, WHICH MUST BE PASTED ON THE BODY OF THE APPLICATION FORM, IN THE SPACE PROVIDED FOR THE PURPOSE AND CANDIDATE MUST PUT HIS FULL SIGNATURE ON IT.
 - (ii) A COPY OF THE RECENT PASSPORT SIZE PHOTOGRAPH SHALL BE PASTED ON THE APPLICATION FORM, IN THE SPACE PROVIDED FOR THE PURPOSE. CANDIDATE SHOULD PUT HIS FULL SIGNATURE (IN RUNNING HANDWRITING) BELOW THE PHOTOGRAPH IN THE DESIGNATED BOX.
- CANDIDATES SHALL NOT SUBMIT ANY DOCUMENTS ALONG WITH APPLICATION. ONLY SHORTLISTED CANDIDATES SHALL HAVE TO PRODUCE ALL RELEVANT SUPPORTING DOCUMENTS, IN ORIGINAL, FOR VERIFICATION BEFORE THEIR FINAL NOMINATION.

IMPORTANT NOTES

RESERVATION

- The benefits of reservation of vacancies and age concession for SC, ST, BC- A & BC- B candidates are admissible to SC, ST , BC-A & BC- B candidates of West Bengal only.
- Before final selection, shortlisted candidates belonging to the SC/ ST/ BC- A/ BC- B category will be directed to furnish original certificate issued by a Competent Authority of West Bengal as laid down in the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 & SC & TW Department Order No. 261-TW/ EC/ MR-103 / 94 dt.06.04.1995, for verification of testimonials in support of their claim.
- SC, ST, BC- A & BC- B CANDIDATES OF OTHER STATES WILL BE TREATED AS GENERAL CANDIDATES.
- NO CLAIM FOR BEING A MEMBER OF SC/ ST/ BC-A/ BC-B SHALL BE ENTERTAINED ANY TIME AFTER SUBMISSION OF THE APPLICATION.

- **PARTICULARS AND CERTIFICATES REQUIRED:** A candidate claiming to be SC/ ST/ BC-A/ BC-B must have a certificate in support of his claim from a Competent Authority as specified below :-
 - ✓ For SC/ ST/ BC-A/ BC-B candidates [vide the W.B.S.Cs & S.Ts (Identification) Act, 1994 and S.Cs & T.W Department order no. 261-TW/EC/MR-103/94 dated 06.04.95]:-
 - (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, on his behalf.

GENERAL CONDITIONS FIXED BY THE COMMISSION

- ✓ Candidates may mention their preference (s) of Examination Center (s) in the application form. However, allotment of centre is at the sole discretion of the Commission which will depend on number of candidates. Candidates may not be allotted to the Examination Centers they have opted for.
- ✓ DEFECTIVE/ INCOMPLETE APPLICATIONS WILL BE SUMMARILY REJECTED.
- ✓ XEROX/ TYPED/ PRINTED/ SCANNED COPY OF THE DOWNLOADED FORM WILL ALSO BE REJECTED SUMMARILY.
- ✓ THE OFFLINE APPLICATION FORMS DOWNLOADED FROM THE COMMISSION'S WEBSITE www.wbssc.gov.in OR PURCHASED FROM SAHAJ TATHYA MITRA KENDRAS, BEARING UNIQUE NUMBER AND BAR CODE AND PRINTED ON BOTH SIDE OF A 75 GSM A4 SIZE PAPER ONLY SHALL BE ACCEPTED, OTHERWISE THE APPLICATION WILL BE REJECTED SUMMARILY.
- ✓ 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.
- ✓ CANDIDATES MUST BRING THEIR PHOTO IDENTITY CARD RECOGNIZED BY THE GOVT. IN ORDER TO GET ENTRANCE INTO THE EXAMINATION VENUE TO PROVE THEIR IDENTITY. ANY DEVIATION IN THIS REGARD SHALL STRAIGHTWAY LEAD TO NON ADMISSION OF HIM INTO THE

EXAMINATION VENUE AND REJECTION OF CANDIDATURE WITHOUT GIVING HIM OPPORTUNITY OF BEING HEARD. THE PHOTO IDENTITY CARDS TO BE ACCEPTED BY THE COMMISSION FOR THE SAID PURPOSE ARE AS FOLLOWS:-

- ELECTOR'S PHOTO IDENTITY CARD (EPIC)
 - PASSPORT
 - UID (AADHAR CARD)
 - ADMIT CARD / CERTIFICATE OF MADHYAMIK OR EQUIVALENT WITH PHOTOGRAPH
 - PAN CARD
 - DRIVING LICENSE
 - BANK PASS BOOK CONTAINING PHOTOGRAPH OF THE CANDIDATE
 - ANY OTHER PHOTO IDENTITY CARD ISSUED BY THE COMPETENT GOVT. AUTHORITY.
-
- ✓ ONLY SHORTLISTED 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.
 - ✓ Candidates must abide by the instructions as may be given by the Venue Supervisor / Invigilator of the examination Venue. If the candidate fails to do so or indulges in disorderly or improper conduct, he will render himself liable for expulsion from the examination hall and / or such other punishment as the commission may deem fit to impose.
 - ✓ A CANDIDATE WHO HAS BEEN REPORTED AGAINST BY THE VENUE SUPERVISOR OF THE EXAMINATION VENUE FOR VIOLATING ANY OF THE INSTRUCTIONS OR FOR HAVING ADOPTED UNFAIR MEANS AT THE EXAMINATION HALL WILL BE PUNISHED WITH CANCELLATION OF CANDIDATURE AND ALSO BE DEBARRED FROM APPEARING AT FUTURE EXAMINATIONS / SELECTIONS AS MAY BE DECIDED BY THE COMMISSION DEPENDING ON THE CIRCUMSTANCES / GRAVITY OF THE CASE.
 - ✓ USE OF MOBILE PHONES, CALCULATORS AND ANY KIND OF ELECTRONIC GADGETS INSIDE THE EXAMINATION HALL WILL LEAD TO CANCELLATION OF CANDIDATURE WITHOUT GIVING AN OPPORTUNITY OF BEING HEARD.
 - ✓ CANVASING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.

IMPORTANT TENTATIVE DATES IN A NUTSHELL

- ✓ Period of submission of applications : **From 23rd December, 2013 to 22nd January, 2014**
- ✓ Admit cards to be dispatched by : **5th March, 2014**
- ✓ Duplicate Admit Cards may be downloaded from website : **19th March, 2014**
- ✓ Date of Examination : **6th April, 2014 (Sunday)**
- ✓ Date of publishing result of Written Test : **May, 2014**
- ✓ Period of Physical Measurement Test and Interview : **June, 2014**
- ✓ Date of publishing Final Result : **July, 2014**
- ✓ Nomination to be completed by : **August, 2014**

All dates / periods noted above are purely tentative. Commission may change such dates / periods due to any reason whatsoever. Intimation regarding any change will be informed through the website of the Commission.

Sd/-
**Secretary cum Controller of Examinations
West Bengal Staff Selection Commission**