



THE WEST BENGAL SCHOOL SERVICE COMMISSION

ACHARYA SADAN: 11 & 11/1, Block-EE, Salt Lake; Kolkata-700091

The West Bengal School Service Commission is going to hold the 2nd Regional Level Selection Test (NT) 2012, for the recruitment of Non-Teaching Staff for the post of Librarian in recognized Non-Govt. aided Jr. High / High /Higher Secondary Schools in West Bengal in terms of WB School Service Commission Act, 1997 as amended by WBSSC (Amendment) Act, 2008 against the vacancies reported as per WB School Service Commission (Selection of Persons for Appointment to the Post of Non-Teaching) Rules, 2009 & subsequent corrigendum and advertised herewith. The Panel shall be prepared for the post of Librarian through Written Examination, Academic Score & Personality Test. The vacancy lists in this advertisement are provisional vacancy list and the vacancies indicated herein are tentative and the final vacancy lists declaring the actual vacancies in the posts of Non-Teaching Staff for the post of Librarian shall be published during the publication of the result of the Written Test as provided in the above Rules of 2009.

1. **Eligibility:** Any citizen of India may apply only for a single post of Librarian in School. The candidate for the post of Librarian may apply for a particular Region in the prescribed form available from the website i.e. www.westbengalssc.com.

2. **Qualification Essential:** Bachelor's Degree in General Stream in Arts/ Science/ Commerce as Regular/ External/ Private candidate or through Distance mode of Education/ Correspondence course with Degree in Library Science as Regular/ External/ Private candidate or through Distance mode of Education/ Correspondence course.

3. **Age: Minimum:** 20 years as on 01.01.2012 (i.e. not born after 01.01.1992). **Maximum:** 40 years as on 01.01.2012 (i.e. not born before 01.01.1972)

Relaxation: Relaxable by 05 years for SC/ST, 03 years for OBC, 08 years for PH candidates and upto 55 years of age for approved Non-teaching Staff in recognised non-Govt. aided Jr. High / High /Higher Secondary Schools.

4. **Medium of Instruction in the Institution applied for:** A candidate willing to be selected as a non-teaching staff in any School, having Bengali or English or Hindi or Nepali or Oriya or Santali or Telegu or Urdu as the medium of instruction, must have Bengali or English or Hindi or Nepali or Oriya or Santali or Telegu or Urdu, as first or second or third language at Secondary Level of the Board or its equivalent or Higher Secondary Level of the Council or its equivalent; or at any subsequent Higher Level of Education in that Language Paper.

at Secondary level of the Board or its equivalent or Higher Secondary level of the Council or its equivalent; or at any subsequent higher level of education in that language paper for the post of Librarian;

5. **Admit Card:** The admit cards for written examination for the post of Librarian shall be issued by the Central Commission.

6. **Medium of Answers:** Questions will be set in English & Bengali. Answers to be given either in English or Bengali. **Candidates applying for English medium Schools shall have to answer in English only.**

7. Fees for Examination

Post Applied For	Fees amount in the form of Demand Draft of any Nationalized Bank payable at Kolkata	
	General /OBC	SC/ST/PH
Liberian	250	80

8. **Syllabi:** Syllabus of Post of Librarian, is available in the Commission's website www.westbengalssc.com

9. How to Apply Online Application:

Candidates can apply online only from 04-07-2012 to 31-07-2012 upto 5:00 p.m. Candidate have to send the downloaded filled-in Application Form with relevant document attached by post mentioning "Application for the post of Librarian" addressed to the concerned Regional School Service Commission, detailed of which is given below:

Sl. No.	Region	Address	Remarks
1	EASTERN	To the Chairman M B C INSTITUTE OF ENGINEERING & TECHNOLOGY CAMPUS, SADHANPUR, P.O. & DISTRICT. : BARDHAMAN, PIN: 713101	<u>"Application for the Post of Librarian" must be Written on the Envelope containing Application & Testimonials.</u>
2	NORTHERN	To the Chairman GOVT. TEACHER'S TRAINING COLLEGE HOSTEL, MALANCHPALLY, WARD NO. 03, ENGLISH BAZAR MUNICIPALITY,P.O- MAKDUMPUR, DIST- MALDA-732103	
3	SOUTHERN	To the Chairman 84, SARAT BOSE ROAD, KOLKATA : 700026	
4	WESTERN	To the Chairman "ACHARYA BHAVAN", MACHANTALA, P.O. & DISTRICT. : BANKURA, PIN: 722101	
5	SOUTH EASTERN	To the Chairman ZILLA PARISHAD BHAVAN (ANNEX BUILDING) RISHI BANKIM SARANI, BARASAT,NORTH 24 PARAGANAS, PIN: 700124	

The Application alongwith photocopies of documents/ testimonials and the Demand Draft of requisite fees of any Nationalized Bank should reach the concerned Regional Commission's office within 31-07-2012 by 05:00 p.m. positively. Any other mode of Application will not be encouraged at all.

Candidates are first required to go to the official website at www.westbengalssc.com and click on the option "Apply Online for 2nd RLST Non Teaching for the post of Librarian". Before fill in online application form, online candidate should keep all the pre requisite documents with him/her with soft copy of one passport size image(20 to 100 kb in size, scanned with atleast 200 dpi setting) duly signed at the bottom and save as .jpeg format (Please follow the link for detailed process). After submission of on line Application Form printout will be considered as final and no modifications will be allowed online. Candidates are hence requested to fill in the online Application Form with the utmost care.

After completion of all the required fields you can see the **PREVIEW** of your filled-in Application Form. If it has any error just click on **CLOSE** Button on the **PREVIEW PAGE** and edit the data on the **APPLICATION FORM** itself. And if everything is correct then click on the **SUBMIT** Button and take 2 copies print out of the filled in Application form. Please Attach required document with the form and Demand draft of same denomination as prescribed in "Fees for Examination" column in the name of "West Bengal Central School Service Commission" payable at Kolkata and submit it to the concerned Regional Office of School Service Commission.

CAUTION: BEFORE APPLYING FOR THE SAID POST A CANDIDATE MUST BE SURE THAT HE/ SHE FULFILS ALL THE ELIGIBILITY CONDITIONS.

NOTE: ADMISSION TO THE TEST IS PURELY PROVISIONAL SUBJECT TO VERIFICATION OF THE CANDIDATES' ELIGIBILITY AT VARIOUS STAGES.

10. Method of Selection: Letters of Personality Test will be issued by the concerned Regional Commission to the selected candidates on the basis of Academic Score and marks obtained in Part I & Part II in the Written Examination to the extent of not exceeding 2.0 times of the declared actual vacancies under the above mentioned rules Regionwise, Mediumwise and Genderwise.

11. Qualifying Marks: 40% marks in Paper-I for the post of Librarian in Written Examination, relaxable by the Commission Mediumwise, Regionwise & Genderwise.

12. Panel: Panel shall be prepared for the post of Librarian in School on the basis of names equal to the number of declared actual vacancies received & advertised Regionwise, Mediumwise, Genderwise on the basis of Academic Score, marks obtained in Paper - I, Paper - II and Personality Test. Candidates equal to 0.10 times the number of said vacancies, but not figuring in the panel, shall be included in a Waiting List in order of merit. Recommendation shall be made on the basis of COUNSELLING.

ALL CANDIDATES WILL BE CONSIDERED AGAINST GENERAL (UNRESERVED) VACANCIES IN TERMS OF EXISTING GOVERNMENT ORDERS BESIDES BEING CONSIDERED AGAINST RESPECTIVE CATEGORIES AND WITH DUE OBSERVATION OF PROVISIONS OF RULES & ORDERS MADE UNDER THE WBSSC ACT, 1997 AS AMENDED BY WBSSC (AMENDMENT) ACT, 2008.

Region	Medium	No. of Provisional Vacancies			TOTAL
		Only Male	Male/ Female	Only Female	
Eastern	Bengali		7	1	8
Northern	Bengali	2	18	3	23
	Hindi		2		2
Southern	Bengali		5		5
	Hindi			1	1
Western	Bengali		21	1	22
South Eastern	Bengali		19		19
	Urdu		1		1
TOTAL					81

N.B. Female candidates are eligible for vacancies meant for "Female Only", Male candidates are eligible for vacancies meant for "Male Only" and Both Female and Male candidates are eligible for "Male/ Female" vacancies.

অনলাইন ফর্ম পূরণের বিধি

১. ১টি সাদা কাগজে আপনার সমসাময়িক পাশপোর্ট সাইজের ছবি আঠা দিয়ে লাগিয়ে ঠিক ছবির নীচে সাদা কাগজে Signature করুন।
২. এরপর ঐ ছবি Scan করে ছবি ও Signature এর অংশটুকু Crop ক-র .JPG ফাইল হিসাবে Save করুন।
৩. আপনার প্রদেয় ফি-র সমান টাকার একটি ডিমান্ড ড্রাফট করবেন "West Bengal Central School Service Commission", Payable at Kolkata -এর নামে।
৪. এর পর www.westbengalssc.com এ গিয়ে Online Application Link Follow করে আপনার Data গুলো Input করুন। সব data input করার পর Image টা upload করুন এবং ড্রাফট নম্বরটি প্রদান করুন।
৫. আপনার Form Preview করুন। সব ঠিক থাকলে Preview close করে Form submit করুন। "Submit successfully" দেখালে "Filled-in Form" print করার option আসবে। তাতে click করে প্রিন্ট করুন এবং ফর্ম নম্বরটা নিজের কাছে লিখে রাখুন। যা দিয়ে ভবিষ্যতে আপনি আবার ফর্মটি প্রিন্ট করতে পারবেন। Filled-in-Form এ প্রিন্ট দুটি পৃষ্ঠায় আসবে।
৬. ফর্ম-এর page দুটি পরপর রেখে তারপর আপনার self attested document গুলি দেবেন এবং সবার উপরে ড্রাফট-এ রেখে একসঙ্গে সেলাই করে যে রিজিয়নে এ্যাপ্লাই করছেন সেই রিজিয়নে রেজিস্টারড পোস্ট মারফৎ পাঠিয়ে দেবেন যাতে আপনার ফর্মটি যেন অবশ্যই ৩১.০৭.২০১২ -র মধ্যে উক্ত রিজিয়নে পৌঁছায়।