

**OFFICE OF THE DISTRICT PRIMARY SCHOOL COUNCIL
BANKURA**

Vidya Bhaban, Machantala, Bankura-722101

e-mail:- dpscbankura@yahoo.com, Website:- <https://dpscbankura.org>

RECRUITMENT NOTICE

Online applications are invited from eligible candidates for recruitment to the post of **Cashier** of District Primary School Council, Bankura:-

Name of the Post	CASHIER
Pay	Pay Level 6, Cell -01 (In the pay matrix Rs. 22,700/- -Rs.58,500/- as per WB ROPA-2019) + Allowances as admissible.
Number of Vacancies to be filled up	01 (ONE) (UN-RESERVED)
Essential Qualifications	Must have passed in Madhyamik Examination or its equivalent.
Desirable Qualification	Basic knowledge in Computer Application
Application Fees	Rs. 300/- (Three Hundred) only for UR & Rs. 150/- (One hundred Fifty) only for SC, ST & PH Candidates + Bank Charges (If any)
Age	Age should not be less than 18 years and above 40 years as on the 1 st day of June, 2023. Upper age-limit shall be relaxable in respect of candidates in the Reserved category as per the extant rules of the Government. N.B.: Age as recorded only in the Madhyamik Admit Card or equivalent certificate will be accepted.
Selection Procedure	Academic Result- 60 Marks, Written Test-30 Marks (MCQ), Interview -10 Marks (Including Computer Test).

General Instruction:

1. Willing Candidates may apply Online using the below mentioned Link from 28/11/2023 (10:00 AM) to 07/12/2023 (11:59 PM).
2. All Academic and Professional qualifications must have been obtained from Board/Council/Universities/Institutions, duly recognized by competent authority.
3. 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) (40% and above), the upper age limit is relaxable upto 45 years. The S.C./S.T./O.B.C. candidates of other States will be considered as Unreserved Candidates. Upper age-limit is also relaxable for Candidates who are Ex-serviceman and who has put in not less than 6 months continuous service in the Armed Forces of the Union. Such Ex-serviceman 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/service for which he seeks appointment by more than 3(three) years (i.e. 43 Years in this Case), he shall be deemed to have satisfied the condition regarding age limit.

4. A candidate claiming to be S.C., S.T. and O.B.C. (Non Creamy Layer) or persons with disabilities (40% and above) must have a certificate in support of his/her claim from a competent authority of West Bengal obtained within the closing date of receipt of application and no claims in this regard will be entertained afterwards. Also a candidate claiming age relaxation for being an Ex-Serviceman must also have appropriate document from competent Authority.
5. O.B.C. (Non Creamy Layer) candidates must submit their renewed/revalidated O.B.C. (Non Creamy Layer) certificate prior to interview and at the time of appointment.
6. All requisite certificates regarding educational qualifications, proof of age, Caste Certificate and other relevant documents must be furnished in original, as and when required by the Appointing Authority.
7. If at any stage even after issue of a letter of recommendation for appointment a candidate is found ineligible in terms of the advertisement, his/her candidature will be cancelled without further reference to him/her.
8. Canvassing in any form will be a subject to disqualification.
9. All information regarding recruitment to the post will be available from time to time in the website www.dpscbankura.org.
10. The Admit Card for written examination will be available for downloading from the website www.dpscbankura.org in due time. No Admit card will be sent by post or any other means. Candidates must keep their Written Examination Admit Card for future reference. All concerned are requested to visit the said website regularly.
11. 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 arrange their own Scribe (wherever applicable). The Scribe should possess educational qualification one step below the qualification of the candidate taking examination. Such PwBD Candidates need to apply in written along with all necessary documents to this Office at least 07 days prior to the date of the Written Examination to obtain the permission to use Scribe in the said Written Exam.
12. CANDIDATES WITH BENCHMARK DISABILITIES HAVING LIMITATION IN WRITING INCLUDING THAT OF SPEED AND PRODUCING VALID DOCUMENT WILL BE ALLOWED COMPENSATORY TIME OF 20 MINUTES PER HOUR.
13. **Details of Written Test:-** There will be total 60 MCQs each carrying 0.5 marks covering Bengali, English, Maths, Social Science, Science of Madhyamik Level, Current Affairs & General Knowledge etc. 01 Mark is to be deducted from the total marks obtained by a candidate for each 06 Wrong Answers given by him. Time of Written Exam:- 40 minutes.

How to apply:

- a) Applicants are requested to visit the website www.dpscbankura.org to apply through online mode only.
- b) Candidates should have valid email ID and mobile number which should be kept active till the declaration of results. It will help him/her in getting relative information about Admit card/Call letter for Interview, Advices etc.
- c) Candidates need to fill up several Personal, Communication & Academic Details. They are required to upload recent Passport size colour photograph (Photo should be captured within three months) (within 100KB in .jpg format) and signature (within 50KB in .jpg format). No blur picture will be accepted.
- d) After Submission No Edit Option will be available.
- e) The Examination fee is to be paid by Scanning the QR Code/UPI ID at “Fees Payment” page. **Pay the exact amount i.e. Rs. 300/- (Three Hundred) only for UR & Rs. 150/- (One hundred Fifty) only for SC, ST & PH Candidates. Candidates are instructed to fill the UTR Number (Received after successful payment) carefully in the “Fees Payment” page. They must keep the Screenshot of the UTR for future reference.**
- f) Applications will be verified within next 72 Hours.

- g) After successful verification of online application, a duly filled in application form, showing the details of the candidate along with the photo and signature including a unique Application number will be generated. A Confirmation e-mail / SMS will be sent after the Verification Process is completed. Candidates are requested to keep a printed copy of Application form for further reference.
- h) Incomplete application (i.e. without proper photograph, signature etc.) and application submitted by any mode other than online will not be entertained as a valid application and will be summarily rejected.
- i) For any query please contact “Help Desk”.

Place: Bankura
Date:25/11/2023

Sd/-
Chairman, District Primary School Council, Bankura
&
Chairperson, Selection Committee, Dist. Pry. School Council, Bankura