



Public Service Commission, West Bengal
161A, S. P. Mukherjee Road, Kolkata-700026
Advertisement No. 15 /2021

Online applications are hereby invited from Indian Citizens and others declared eligible by Government of India for recruitment to the under mentioned post which is permanent.

N.B.: ABILITY TO READ, WRITE AND SPEAK IN BENGALI IS AN ESSENTIAL REQUIREMENT BUT SUCH KNOWLEDGE IS NOT MANDATORY FOR CANDIDATES WHOSE MOTHER TONGUE IS NEPALI, UNLESS SPECIFICALLY MENTIONED. SUCH ABILITY WILL BE TESTED AT THE TIME OF INTERVIEW.

NAME OF THE POST	PROTOCOL OFFICER
SERVICE/ CADRE	WEST BENGAL GENERAL SERVICE
DEPARTMENT	INFORMATION AND CULTURAL AFFAIRS, GOVT. OF W.B.
DIRECTORATE	-
PAY:	PAY MATRIX LEVEL-13(Rs.37,100/- - Rs.95,500/-) AS PER WBS(ROPA)RULES,2019
VACANCY:	01 (ONE)
RESERVATION:	UNRESERVED
QUALIFICATIONS Essential:	(i) A degree of a recognized University. (ii) Three years' experience of work in the field of Protocol or Public relations.
DESIRABLE:	i) A degree or diploma in Journalism/Information Science or equivalent from a recognised University/Institute. (ii) Good knowledge of expression in English, Hindi, Nepali or any foreign language, and good knowledge of expression in Bengali also.
AGE:	Between 25 and 37 years on 01.01.2021, relaxable for candidates having higher qualifications and/or longer experience.

FEE: Rs. 160/- (Rupees one hundred sixty) only

Candidates may in addition have to bear the following charges:

For online payment through debit/credit cards:	Convenience fee @ 1% of the examination fee subject to a minimum of Rs. 5/- (Rupees Five) only plus 18% G.S.T. on such convenience fee.
For online payment using net banking facility:	Convenience fee of Rs. 5/- (Rupees Five) only plus 18% G.S.T. on such convenience fee.
For offline payment through Bank Counter:	Service Charge of Rs. 20/- (Rupees Twenty) only.

S.C./S.T. candidates of West Bengal and Persons with disabilities (P.W.D.) having physical disability of 40% and above are not required to pay any fee. BC candidates of West Bengal are, however, required to pay usual fee as aforesaid. NO EXEMPTION OF FEE IS AVAILABLE TO S.C./S.T. 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.

Online applications are to be submitted at <https://wbpsc.gov.in> according to the following schedule:

Commencement of online applications	: The 30 th December, 2021
Closing date for receipt of online application	: The 19 th January, 2022
Last date of payment of fees	: The 19 th January, 2022
Last date for payment of fees Offline in Branches of UBI	: The 20 th January, 2022
Last date for Generation of Payment Challans by Branches of UBI	: The 19 th January, 2022

INFORMATION

1. SUBMISSION OF MORE THAN ONE APPLICATION FOR ONE PARTICULAR POST IS STRICTLY FORBIDDEN. THE CANDIDATURE OF A CANDIDATE WHO SUBMITS MORE THAN ONE APPLICATION FOR ADMISSION TO THE SELECTION PROCEDURE, WILL BE CANCELLED EVEN IF HE/SHE IS ADMITTED TO THE SAME.
2. The qualifications prescribed in the advertisement are as per the notified recruitment rules issued by Government.
3. All the degrees/diplomas/certificates mentioned in the advertisement must have been obtained from recognized Universities/Institutions.
4. The prescribed 'essential qualifications' are the bare minimum and mere possession of the same does not entitle applicants to be called for the interview. Where the number of applications received in response to an advertisement is large and it is not conveniently possible for the Commission to interview all the applicants the Commission may restrict the number of candidates to be called for interview to a reasonable limit on the basis of either higher qualification /higher marks/ grade obtained or **on the basis of a Screening Test.**

Commission has fixed qualifying marks in Interview in the following manner:

Category	Percentage
UR	40%

IN THE CASES OF SCREENING TEST, CANDIDATES SUFFERING FROM BLINDNESS OR LOW VISION AND LOCO-MOTOR DISABILITY OR CEREBRAL PALSY WITH WRITING EXTREMITY WILL BE ALLOWED THE HELP OF A SCRIBE, IF REQUIRED. THE SCRIBE SHOULD NOT POSSESS EDUCATIONAL QUALIFICATION HIGHER THAN THE REQUISITE QUALIFICATION FOR THE POST.

5. In cases where no Division/Class is awarded and only grading is done, exact percentage of marks and conversion formula adopted are to be mentioned with documentary evidence, if required.
6. Where experience of a number of years is prescribed as an item of qualification this would mean only experience/research experience gained in full time employment/research in the relevant field within the closing date of receipt of applications.

[Certificate(s) from the Head(s) of the Organization(s)/Department(s) or Competent Authority for the entire experience claimed, clearly mentioning the duration of employment (date, month and year) and field of experience indicating basic pay and consolidated pay must be obtained. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s)].

7. A candidate would be considered as well qualified if his/her educational qualification is at least one level higher than the essential requirement.
A candidate may be treated as "Well Experienced" if he/she has at least two (2) completed years of experience in excess of the experience in the area of expertise advertised.
The extent of age relaxation will not exceed five (5) years in any case.
8. Besides pay, the posts carry allowances as admissible.
9. The benefits of upper age concession up to 5 years are admissible only to S.C. and S.T. candidates of West Bengal and up to 3 years to O.B.C. (category 'A' & 'B') (non creamy layer) candidates of West Bengal. S.C., S.T. and O.B.C. candidates of other States may apply for unreserved vacancies as general candidates. Such benefits are also available up to the age of 45 years for Persons with disabilities.

(a) A candidate claiming to be S.C., S.T., 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 as specified below:

For S.C., S.T. and 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, on behalf and the District Welfare Officer, Kolkata and Ex-officio Joint Director, Backward Classes Welfare.

[vide the W.B.S.Cs. & S.T.s. (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-BCW/MR-84/10 dated 24.9.2010 and No. BCW/MR-61/2012 (Pt.) dated 12.7.2013.]

For Persons with Disabilities:

A Medical Board constituted at Government Medical College Hospitals in Kolkata, District Hospitals and Sub-Divisional Hospitals.[vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

(b) The Public Service Commission may require such further proof of particulars from the candidates as it may consider necessary and may make enquiries about their character and other particulars regarding suitability and eligibility.

(c) S.C., S.T., O.B.C. (NON CREAMY LAYER) OR PERSON WITH DISABILITY CERTIFICATE MUST BE OBTAINED WITHIN THE CLOSING DATE OF RECEIPT OF APPLICATIONS AND NO CLAIM IN THIS REGARD WILL BE ENTERTAINED AFTERWARDS.

(d) 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.

10. CANDIDATES MUST FULFIL THE ESSENTIAL QUALIFICATIONS BY THE CLOSING DATE.
11. **All requisite certificates regarding educational qualifications, proof of age, other relevant experience certificates and other requisite documents must be furnished as and when required by the Commission.**
12. 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.
13. CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATURE
14. **ALL INFORMATION REGARDING RECRUITMENT TO THE POST WILL BE AVAILABLE, FROM TIME TO TIME, IN THE COMMISSION'S WEBSITE AT <https://wbpsc.gov.in>**
15. Date of Examination/Interview will be notified latter in the Commission's website at <https://wbpsc.gov.in>

N.B.: Mobile Phones, 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 future examinations