

INFORMATION TO APPLICANTS FOR "On-Line" SUBMISSION OF APPLICATION FOR  
RECRUITMENT TO THE POSTS OF LADY CONSTABLES IN WEST BENGAL POLICE

1. NAME OF THE POST AND PAY SCALE :-

Lady Constables in West Bengal Police in the Pay Scale of Rs.5,400 - 25,200/- (i.e. Pay Band-2) + Grade Pay Rs.2,600/-.

2. RESERVATION OF VACANCIES :-

Sl. No.	Category (Sub-category)	No. of vacancies
1.	Unreserved (UR)	707
2.	Unreserved (E.C.)	696
3.	Scheduled Caste	37
4.	Scheduled Caste (E.C.)	318
5.	Scheduled Tribe	13
6.	Scheduled Tribe (E.C.)	88
7.	OBC-A	369
8.	OBC-A (E.C.)	184
9.	OBC-B	48
10.	OBC-B (E.C.)	90
TOTAL		2550

Note: -

- i) Total vacancies as stated above is purely provisional and subject to marginal changes.
- ii) 15% Horizontal Reservation is extended to the NVF and Home Guards Personnel serving in West Bengal Police only who have completed 03 (three) years of service for recruitment to the above mentioned posts subject to fulfillment of eligibility criteria for recruitment to the post of Lady Constable in West Bengal Police vide Notification No. 5746-PL/PB/14M-05/16 dated 01/12/2017. Vacancies reserved for NVF and Home Guards Personnel serving in West Bengal Police only shall be filled up in accordance with the procedure which may be prescribed by the Government from time to time.
- iii) 10% Horizontal Reservation is extended for Civic Volunteers serving in West Bengal Police only who have completed 03 (three) years of service.
- iv) The length of service for NVE, Home Guard personnel and Civic Volunteers serving in West Bengal Police only shall be calculated as on 01/01/2018.
- v) Shortlisted candidates applying under NVE, Home Guards and Civic Volunteers category shall produce enrolment certificate issued by the competent authority at the time of scrutiny before the interview. Candidature of such candidates failing to produce the same will be summarily rejected.
- vi) Shortlisted candidates applying under Exempted Category (E.C.) as a member of the family of Land Losers /as Ex-Census Employees/Election Job Workers/Enumerators should produce original copies of Identity Cards showing Registration & NCO number issued by the Labour Department, Government of West Bengal at the time of scrutiny before the Interview.

3. ELIGIBILITY:-

- a. Must be a Citizen of India.
- b. AGE: - The applicant must not be less than 18 (eighteen) years old and must not be more than 27 (twenty seven) years old as on 01/01/2018. The Upper-age limit shall be relaxed for the SC/ST candidates of West Bengal only by 05 (five) years and OBC candidates of West Bengal only by 03 (three) years. The upper age limit is also relaxable for the NVE and Home Guards Personnel serving in West Bengal Police only as per existing Government Rules. However Age relaxation is NOT available to Civic Volunteers.

Note:- (i) A candidate belonging to OBC-A or OBC-B category, if shortlisted for interview, shall produce revalidated/renewed OBC-A / OBC-B certificate issued from the competent authority within 01 (one) year preceding the date of her interview during verification of testimonials at the time of interview.

(ii) *The NVF personnel and Home Guards (serving in WBP only), if shortlisted, have to produce relevant documents regarding service rendered by them, in original, in support of their claim for Age Relaxation at the time of verification during interview.*

- c. **Educational Qualification :-** The applicant must have passed **Madhyamik Examination** from the West Bengal Board of Secondary Education or its equivalent.
- d. **Language :-** (i) The applicant must be able to speak, read and write Bengali Language. However, this provision will not be applicable to the persons who are permanent residents of hill sub-divisions of Darjeeling and Kalimpong Districts. (ii) For the applicant of hill sub-divisions of Darjeeling and Kalimpong District, the provisions laid down in the West Bengal Official language Act, 1961 will be applicable.

**Note :-**

- The applicants must possess *the above noted Qualifications on or before the date of publication of the advertisement.*
  - *The shortlisted candidates of Hill Sub-Divisions of Darjeeling and Kalimpong districts have to produce their domicile certificate at the time of document verification during interview.*
- e. **MINIMUM PHYSICAL STANDARD:-**

Sl. No.	Category	Height (Barefoot) (in cm.)	Weight (in kg.)
1.	Candidates of all categories (except Gorkhas, Garhwalies, Rajbanshis and Scheduled Tribes)	160	49
2.	Gorkhas, Garhwalies, Rajbanshis and Scheduled Tribes	152	45

**4. METHOD OF RECRUITMENT :-**

**A. Preliminary Written Test (Marks - 100) :-**

Applicants provisionally considered eligible will have to appear in an **MCQ based** preliminary written test which is **qualifying in nature**. There would be **100** objective type questions having multiple choice (**four choices**) of answers carrying equal marks each. The duration of this tests will be **1(one) hour**. **Question paper will be set in two languages (Bengali & Nepali)**. Questions of the Preliminary Written Test shall be from the following subjects :-

- |      |   |            |
|------|---|------------|
| i.   | General Awareness and General Knowledge | : 50 Marks |
| ii.  | Elementary Mathematics                  | : 30 Marks |
| iii. | Reasoning                               | : 20 Marks |

**Note :-** *There will be **NEGATIVE** marking for each wrong answer. ¼th of the allotted marks for a particular question will be deducted for each wrong answer. West Bengal Police Recruitment Board will decide the prescribed scheme and syllabus for the Preliminary Written Test. The qualifying marks in the Preliminary Written Test to appear for the next stage will be fixed by the West Bengal Police Recruitment Board. **The marks obtained by a candidate in the preliminary written test will not be considered for preparing final merit list.***

**B. PHYSICAL MEASUREMENT TEST (PMT) :-**

The physical standards (height and weight) of the candidates as given under **3(e)** will be tested by using Electronic Machines.

**C. PHYSICAL EFFICIENCY TEST (PET) :-**

Candidates who will qualify in PMT will be allowed to take part in PET which consists of **800 mtr. (Eight hundred)** run within **04 (four) minutes**.

**Note: - I.** *Timing of an individual runner shall be taken with the help of Radio Frequency Identification Device (RFID) technology. One chance will be given for Physical Efficiency Test. The venues for PMT & PET will be decided by the West Bengal Police Recruitment Board, in due course.*

**II.** *PMT & PET are qualifying in nature.*

## 5. FINAL WRITTEN EXAMINATION : - Full Marks – 85;

All the candidates who qualify in the Physical Measurement Test (PMT) & Physical Measurement Test (PET) will be called to appear in the Final Written Examination to be conducted by the West Bengal Police Recruitment Board.

The Final Written Examination will have **85 (eighty five) Multiple Choice (Four choices) Objective Type Questions (MCQs) carrying equal marks each**. The duration of the examination will be **1 (One) hour**. **Question paper will be set in two languages (Bengali & Nepali) except questions on English language**. Question of the Final Written Examination shall be from the following subjects:-

A. General Awareness and General Knowledge	- 25 Marks
B. English	- 25 Marks
C. Elementary Mathematics (Madhyamik standard)	- 20 Marks
D. Reasoning and Logical Analysis	- 15 Marks

**Note: - There will be NEGATIVE marking for each wrong answer. ¼th of the allotted marks for a particular question will be deducted for each wrong answer. West Bengal Police Recruitment Board will decide the prescribed scheme and syllabus for the Final Written Examination. The qualifying marks in the Final Written Examination to appear for the next stage will be fixed by the West Bengal Police Recruitment Board.**

## 6. INTERVIEW : - Full Marks – 15

A limited number of candidates will be called for Interview in accordance with merit. In the Interview, the general awareness and suitability of the candidate for public service will be tested.

On the basis of the marks obtained in the Final Written Examination and the Interview, a merit list of the provisionally selected candidates will be prepared by the West Bengal Police Recruitment Board.

## 7. 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 authority concerned.

## 8. MEDICAL EXAMINATION:-

- All provisionally selected candidates will be sent for Medical Examination at the State Government designated hospitals.
- The selected candidates should be in good mental and physical health. They should be free from any deformity likely to interfere with efficient performance of their work.
- The candidates will undergo all necessary medical tests as prescribed by the Department of Health and Family Welfare, Government of West Bengal from time to time.
- The certificate of medical fitness will be issued by an authorized medical officer.

## 9. APPOINTING AUTHORITY :-

Assistant Inspector General of Police or Superintendent of Police.

## 10. PERIOD OF APPLICATION: -

Applications may be submitted either through on-line or off-line with effect from **03.01.2018** so as to reach the office of the West Bengal Police Recruitment Board latest by **01.02.2018 (5 P.M.)**.

**NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE AND TIME OF SUBMISSION OF APPLICATIONS. HENCE, THE APPLICANTS ARE STRONGLY ADVISED TO SUBMIT THEIR APPLICATIONS WELL IN ADVANCE WITHOUT WAITING FOR LAST DATE AND TIME OF SUBMISSION TO AVOID DELAYED SUBMISSION DUE TO SERVER PROBLEM OR ANY OTHER TECHNICAL FAULTS, INCLUDING POSTAL DELAYS.**

**West Bengal Police Recruitment Board will not take any responsibility for any kind of delays (including postal/applications lost) in transit. Hence, applicants should ensure that their applications reach the Board's Office within the last date & time for receipt of applications.**

## 11. APPLICATION FEES & PROCESSING FEES :-

The following Application fees and/or Processing fees have been fixed.

Sl. No.	Category	Application Fee	Processing Fee	Total Amount Payable
1	All categories except Scheduled Caste/Scheduled Tribe (of West Bengal only)	Rs. 150	Rs. 20	Rs. 170
2	Scheduled Caste	Nil	Rs. 20	Rs. 20
3	Scheduled Tribe	Nil	Rs. 20	Rs. 20

- Candidates belonging to the Scheduled Caste/Scheduled Tribe (of West Bengal only) **shall pay processing fees of Rs. 20/- (Rupees Twenty) only** as they are exempted from paying any application fees. However, shortlisted candidates are required to produce their SC/ST certificates issued by the competent authority at the time of verification.
- **If any shortlisted candidate fails to submit the documents as stated above, her candidature shall be rejected summarily.**
- **No exemption of fees is available to the SC/ST candidates of OTHER States.**
- **No claim for refund of the fee will be entertained nor will it be reserved for any other examination under any circumstances whatsoever.**
- **Applications not accompanied with the requisite application fees and/or processing fees shall be rejected summarily.**

## 12. MODE OF SUBMISSION OF APPLICATION :-

The West Bengal Police Recruitment Board extends the facilities of both the on-line and off-line submission of applications.

❖ **On-line submission:** - Applicants will be able to submit application using the website [policewb.gov.in](http://policewb.gov.in) by filling up their information including scanned photograph and signature. Applicants are advised to follow the procedure properly for applying through on-line mode.

Payment of Application Fees and/or Processing Fees can be made on-line through payment gateway by using **Debit Cards/Credit Cards/Net-Banking** of any Bank. Fees can be paid through different **e-wallets** also. An amount of **Rs. 5/- (Rupees five)** only will be charged by the agency concerned as **"Service Charge"** for availing Debit Cards/Credit Cards/Net-Banking/e-wallet facility.

ON-LINE APPLICANTS ARE REQUIRED TO UPLOAD SCANNED COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH (PREFERABLY COLOURED) AND FULL SIGNATURE IN JPG FORMAT COVERING THE ENTIRE SPACE PROVIDED FOR THE SAME. THE SIZE OF PHOTOGRAPH FILE AND SIGNATURE FILE MUST BE BETWEEN **10 KB - 50 KB** AND **5 KB - 20 KB** RESPECTIVELY. THE IMAGE DIMENSION FOR PHOTOGRAPH AND SIGNATURE SHOULD BE **138 PX W X 177 PX H (4.5 CM HEIGHT X 3.5 CM WIDTH)** AND **350 PX W X 63 PX H (1.7 CM HEIGHT X 9.2 CM WIDTH)** RESPECTIVELY. PHOTOGRAPH MUST BE ON WHITE BACKGROUND WITH 75-80% OF THE PHOTO OCCUPYING THE APPLICANT'S FACE. CANDIDATES ARE ADVISED NOT TO UPLOAD IMAGES OF OTHER OBJECTS IN PLACE OF PHOTOGRAPH AND SIGNATURE.

On successful submission of the application, the applicants shall be provided with the copy of **Application Form** with her photograph, signature and unique Application Serial No. by the system. **Candidates are advised to preserve it safely and mention the Application Sl. No. for all future communications**, if required, with the West Bengal Police Recruitment Board.

Request for change/correction in the Application Form SHALL NOT be entertained under any circumstances after final submission. **The West Bengal Police Recruitment Board will not be responsible for any consequences arising out of non-acceptance of any correction/addition/deletion in any particular field in application form whatever the reasons may be.**



**Note:** Each applicant is required to have an individual mobile no. sharing of mobile no. between applicants is not permitted. This number needs to remain valid till the entire process of the recruitment. The Board does not owe any responsibility for failure in delivery of SMS.

- **Online submission through Sahaj Mitra Kendras :-**
- The West Bengal Police Recruitment Board extends facility to submit application through *Sahaj Mitra Kendras* set up by the Government of West Bengal up to the level of *Gram Panchayats* in the rural areas of West Bengal.
- Applicants may approach any of the *Sahaj Mitra Kendras* (**List provided on the website**) with all particulars and a recent passport size photograph. The authorized staff of the Kendra will fill up the on-line application form on the basis of information provided by the applicant.
- They will also scan the photograph and signature of the applicant and upload it.
- **CANDIDATES MUST CHECK ON-SCREEN THE INFORMATION ENTERED BY THE STAFF BEFORE PROCEEDING FOR ON-LINE PAYMENT.**
- The Application Fees and/or Processing Fees have to be paid to Village Level Entrepreneurs of the *Sahaj Mitra Kendras*. The *Kendra* will take service charge (including GST) of **Rs.23/- (Rupees Twenty Three)** extra for filling up the form and uploading the same along with scanned copies of candidate's photograph and signature and making on-line payment of Application Fees and/or Processing Fees received from the applicant. The applicant must ensure proper uploading of her photograph and signature. The Board will not be responsible for any discrepancy in the data uploaded. In case of any **mismatch** in respect of photograph and signature or any other detail at any stage of the recruitment process, the candidature **SHALL** be rejected.
- ✓ All categories of candidates **except** Scheduled Caste/Scheduled Tribe (of **West Bengal only**) shall pay **Rs. 193 /-** only [Application Fees: Rs. 150/- ; Processing Fees : Rs. 20/- plus Service Charge (including GST) : Rs. 23/-] to the authorized staff of the *Sahaj Mitra Kendra*.
- ✓ Candidates belonging to the Scheduled Caste/Scheduled Tribe (of **West Bengal only**) shall pay **Rs. 43/-** only (Processing Fees : Rs. 20/- plus Service Charge (including GST) : Rs. 23/-) to the authorized staff of the *Sahaj Mitra Kendra*.
- ✓ **Candidates are advised NOT TO PAY IN EXCESS of the fees & service charge as mentioned above TO THE FRANCHISEE OR THE AUTHORIZED STAFF OR SAHAJ MITRA KENDRAS.**
- ✓ **AFTER PAYMENT OF THE FEES AND SERVICE CHARGE, THE AUTHORIZED STAFF OF THE KENDRA WILL HAND OVER THE APPLICANT THE COPY OF THE APPLICATION FORM WITH UNIQUE APPLICATION SERIAL NUMBER AS ACKNOWLEDGEMENT OF SUCCESSFUL SUBMISSION OF APPLICATION ON-LINE. THE COPY OF THE APPLICATION FORM WILL ALSO CONTAIN ALL THE DETAILS FURNISHED BY THE APPLICANT.**
- ✓ **CANDIDATES MUST KEEP THE COPY OF THE APPLICATION WITH THEM AND NOTE DOWN THE UNIQUE APPLICATION SERIAL NUMBER FOR ALL FUTURE COMMUNICATIONS WITH THE BOARD, IF ANY.**
- ✓ **Candidates may contact the West Bengal Police Recruitment Board through a land line (033-23371402) to report any kind of non-cooperation from any of the Sahaj Mitra Kendras, with details of the concerned Kendra during office hours (10:00 AM to 05:30 PM) from Monday to Friday.**
- ✓ **Help line (Toll free) of Sahaj Mitra Kendras :- 18004190250 :- Candidates may contact the Toll free help line number for locating nearby Sahaj Mitra Kendras.**
- **On-line Application and collection of fees through United Bank of India (UBI):-**
  - The West Bengal Police Recruitment Board extends the facility of paying Application Fees and/or Processing Fees through the United Bank of India (UBI) for on-line applicants. Under this system a deposit challan will be generated bearing the Application Sl. No. during on-line submission of application.
  - After obtaining the deposit challan, the applicants will have to appear at any of the branches of the UBI along with the challan after **02 (two) Banking Days** for payment of the Application Fees and/or Processing Fees.
  - The branch will accept the payment of fees on production of the deposit challan which will be returned back to the applicants with the Bank's seal as acknowledgement. This deposit challan bearing the application sl. no. must be preserved by the applicants for future communication with the Board, if required.

- The applicants will have to pay a sum of **Rs. 20/- + Service charge** as applicable to the Branch of UBI against each payment of **Rs. 170/-** (for all categories of candidates except Schedule Caste/Schedule Tribe of West Bengal only) or **Rs. 20/-** (for candidates belonging to Scheduled Caste/Scheduled Tribe of West Bengal only).
- On payment of Application Fees and/or Processing Fees at the Bank Counter the applications will be auto submitted and the applicants will get a system generated SMS confirming successful submission of her application form. Candidate must take a printout of her Application form by logging into my account page after getting the SMS.

### 13. OTHER INSTRUCTIONS :-

- i) Defective/incomplete applications will be summarily rejected.
- ii) Each candidate should submit **ONE** application form only. **Candidature of those who submit more than one application form will be rejected summarily and the amount of application fees and/or processing fees forfeited.**
- iii) **In case of any mismatch of data between application form filled up by the candidates and supporting testimonials at any stage of recruitment, the candidature will be summarily rejected.**
- iv) 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 tests /examinations.
- v) Candidates must abide by the instructions as may be given by the Venue-in-Charge/Invigilator of the examination venue. If the candidate fails to do so or indulges in disorderly or improper conduct, she will render herself liable for expulsion from the examination hall and/or such other punishment as the Recruitment Board may deem fit to impose.
- vi) **SC/ST/OBC-A /OBC-B candidates of OTHER States will be treated as General (Un-reserved) category candidates.**
- vii) No TA/DA will be paid to the candidates for their journey to attend Preliminary Written Test, PMT & PET, Final Written Examination & Interview. They will appear for selection tests at their own expenditure. **The Recruitment Board will not be held responsible for any harm or injury to any candidate emerging out of the conduct of the PMT & PET or other tests.**
- viii) In case the applicant is a Government Employee, she must obtain an NOC from her employer and produce the same at the appropriate stage.
- ix) **All entries except religion field in the Application Form are compulsory. Application submitted keeping any of the columns blank would lead to summary rejection without any intimation to the applicant.**
- x) **The Board reserves the right to rectify the errors and omissions, if any, in the process of holding the examination and final declaration of result.**
- xi) A candidate who has been reported against by the Venue-in-Charge of the examination venue for violating any of the instructions or for having adopted unfair means at the arena/venue/examination hall or having used electronic gadgets like Earpiece, Smart Phone, etc. in the examination hall, will be punished with cancellation of her candidature and also be debarred from appearing at future examinations/selection processes as may be decided by the Recruitment Board depending on the circumstances/gravity of the case or may be criminally proceeded against.
- xii) Canvassing in any form will disqualify the candidate immediately.
- xiii) **Applicants are advised not to get lured by any unscrupulous touts. The recruitment process done by the Recruitment Board is absolutely transparent.**
- xiv) The decision of the Selection Board on all matters relating to eligibility, place, date, mode of selection, acceptance or rejection of candidature will be **final and binding** on the candidates.
- xv) Candidates dissatisfied with her Physical Measurement Test (PMT) during field test may appeal in writing before Chairperson, of the selection board on the same day of her tests. No appeal in this regard will be entertained in future.
- xvi) **The height of a candidate may be re-measured at any stage including during the Interview at the discretion of the Board and the decision of the Board shall be final and binding on the candidates.**

- xvii) Only short listed 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.
- xviii) The Mobile No. and e-mail ID (non mandatory fields for off-line submission) of the applicants are being taken for communication by the Board for future intimation with regard to the recruitment process and nothing else. The Board, under no circumstances, will request or advise the applicant for any further personal information and/or additional fees and/or payment of any kind of fee to any official connected and/or not connected with the Board. Candidates may report such occurrence, if any to the **Member, West Bengal Police Recruitment Board**, along with due evidence (documentary/electronic).
- xix) **In case of on-line applicants no Admit Card will be issued through the Postal Department before the Preliminary Written Test and subsequent stages, if selected for the next stage, candidates have to download the e-Admit Cards from the website.**
- xx) In case of any difficulties in downloading the off-line application form or in submitting the on-line application form the prospective applicants are advised to communicate either through telephone (Contact No. 8013033300 & 8013033322) during office hours (10 AM to 05:30 PM) from Monday to Friday and 10:00 AM to 02:00 PM on Saturdays (except Govt. Holidays) or through e-mail (wbprbonline@applythrunet.co.in).

Candidates may visit the websites of West Bengal Police ([www.policewb.gov.in](http://www.policewb.gov.in)) for ascertaining developments of recruitment process from time to time.

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