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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

DEPARTMENT OF PANCHAYATS AND RURAL DEVELOPMENT

Panchayat Wing, Jessop Building

63, Netaji Subhas Road, Kolkata-700 001

NOTIFICATION

No. 1403/PN/O/III/2E-62/05 dated the 27th March, 2007.—In exercise of the powers conferred by section 224 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following rules:—

Rules

CHAPTER I

Preliminary.

1. **Short title and commencement.**—(1) These rules may be called the West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007.

(2) They shall come into force on the date of their publications in the Official Gazette.

2. **Definitions.**—(1) In these rules, unless the context otherwise requires,—

(a) 'Act' means the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973);

(b) 'District Level Selection Committee' means a Committee constituted as such by the State Government;

(c) 'employees' means the employees in the establishment of Panchayat Samiti and includes the Deputy Secretary, the Cashier-cum-Store Keeper, the Block Informatics Officer, the Upper Division Assistant, the Accounts Clerk, the Clerk-cum-Typist, the Data Entry Operator and the Peon.

(2) The words and expressions used herein and not otherwise defined but defined in the Act, shall have the same meanings as respectively assigned to them in the Act.

CHAPTER II

Method of recruitment.

3. **Method of and qualifications required for, recruitment to the post of Deputy Secretary.**—(1) Recruitment to the post of Deputy Secretary, after the commencement of these rules, shall be made by the following methods:—

- (a) *Scale of Pay:* Rs. 4000-125-4250-150-5300-175-7050-200-8850 with higher initial start at Rs. 4250.
- (b) *Method of recruitment:* (i) 30% of the posts shall be filled up by promotion from amongst the serving confirmed Upper Division Assistants and Cashier-cum-Store Keeper of the *Panchayat Samitis* within the District.

(ii) 70% of the posts shall be filled up by promotion from amongst the serving confirmed Executive Assistants of *Gram Panchayats* within the District:

Provided that the promotion to the post shall be made on the basis of merit-cum-seniority;

Provided further that seniority of the Cashier-cum-Store Keeper who will join the post on transfer from the post of Upper Division Assistant will be counted from the date of their joining to the post of Upper Division Assistant.

Explanation.—For the purpose of promotion under clause (b), each district shall be taken as a separate unit and the Upper Division Assistants or the Executive Assistants of the *Gram Panchayat*, as the case may be, working in a district shall be taken into zone of consideration on the basis of merit-cum-seniority list within the jurisdiction of the said district.

- (c) *Age for recruitment:* There shall be no upper age limit.

(2) All appointments to the post of Deputy Secretary shall be made by the Executive Officer of *Zilla Parishad/Siliguri Mahakuma Parishad*.

4. **Method of, and qualifications required for, recruitment to the post of Cashier-cum-Store Keeper.**—

(1) Recruitment to the post of Cashier-cum-Store Keeper, after the commencement of these rules, shall be made by the following methods:—

- (a) *Scale of Pay:* Rs. 4000-125-4250-150-5300-175-7050-200-8850.
- (b) *Method of recruitment:* The posts shall be filled up by transfer from amongst the serving confirmed Upper Division Assistants of the *Panchayat Samitis* within the district on the basis of option exercised by them:

Provided that the posts remaining vacant after filling up the posts through transfer from amongst the Upper Division Assistants, shall be filled up by promotion from amongst the serving confirmed Accounts Clerk and Clerk-cum-Typist of the *Panchayat Samitis* within the district on merit-cum-seniority basis:

Provided further that the candidates to be appointed as Cashier-cum-Store Keeper shall have to make a security deposit in favour of the *Panchayat Samiti* at such rate as may be determined by the State Government from time to time in this behalf and such candidate shall have to undergo an in-service training on computer application.

Explanation.—For the purpose of appointment through transfer/promotion under clause (b), each district shall be taken as a separate unit and the Upper Division Assistants or the Accounts Clerk or the Clerk-cum-Typist of the *Panchayat Samitis*, as the case may be, working in a district shall be taken into zone of consideration on the basis of merit-cum-seniority list within the jurisdiction of the said district.

- (c) *Age for recruitment:* There shall be no upper age limit.

(2) All appointments to the post of Cashier-cum-Store Keeper shall be made by the Executive Officer of *Zilla Parishad/Siliguri Mahakuma Parishad*.

5. **Method of, and qualifications required for, recruitment to the post of Block Informatics Officer.**—

(1) Recruitment to the post of Block Informatics Officer, after commencement of these rules, shall be made by the following methods:—

- (a) *Scale of Pay:* Rs. 4500-150-5250-175-7000-200-8800-225-9700.
- (b) *Method of recruitment:* Direct recruitment (By selection):

Provided that appointment to the said posts shall be made through selection on the basis of merit to be determined through written examination and viva-voce test to be conducted by the District Level Selection Committee.

(c) *Qualification for direct recruitment:* The candidate shall.—

(i) be a citizen of India as defined in Part II of the Constitution of India.

(ii) shall have a Bachelor's degree in computer application or Bachelors' (Honours') degree in Computer Science or Bachelor's degree in any stream with 'A' level certificate course of DOEACC.

Provided that candidates with qualifications of 'B' level or 'C' level certificate course of DOEACC with three years' Diploma in Computer Science and Engineering/Information Technology/Electronics and Tele-communication shall also be considered.

(d) *Age for direct recruitment:* (i) The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of publication of advertisement for recruitment.

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time.

(2) All appointments to the post of Block Informatics Officer shall be made by the Executive Officer of Zilla Parishad/Siliguri Mahakuma Parishad.

6. Method of, and qualifications required for, recruitment to the post of Upper Division Assistant.—

(1) Recruitment to the post of Upper Division Assistant, after commencement of these rules, shall be made by the following methods:—

(a) *Scale of Pay:* Rs. 4000-125-4250-150-5300-175-7050-200-8850.

(b) *Method of recruitment.* The posts shall be filled up by promotion from amongst the serving confirmed Clerk-cum-Typist and Accounts Clerk of the *Panchayat Samitis* within the District.

Provided that promotion to the said posts shall be made through selection on the basis of merit-cum-seniority.

(c) *Age for recruitment:* There shall be no upper age limit.

(2) All appointments to the post of Upper Division Assistant shall be made by the Executive Officer of Zilla Parishad/Siliguri Mahakuma Parishad.

7. Method of, and qualifications required for, recruitment to the post of Accounts Clerk.—(1) Recruitment to the post of Accounts Clerk, after commencement of these rules, shall be made by the following methods:—

(a) *Scale of Pay:* Rs. 3350-90-3800-100-4700-125-6325.

(b) *Method of recruitment:* Direct recruitment (By selection).

Provided that appointment to the said posts shall be made through selection on the basis of merit to be determined through written examination and viva-voce test to be conducted by the District Level Selection Committee.

(c) *Qualification for direct recruitment:* (i) *Essential:*—The candidates shall.—

(A) be a citizen of India as defined in Part II of the Constitution of India,

(B) have passed the *Madhyamik* or its equivalent examination from any recognized University or Board or Council.

(ii) *Desirable:*—Diploma in Computer Application from any Institute recognized by State Government or Central Government or State Council of Technical Education or All India Council of Technical Education.

(d) *Age for direct recruitment:* (i) The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange;

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time.

(2) All appointments to the post of Accounts Clerk shall be made by the Executive Officer of Zilla Parishad/Siliguri Mahakuma Parishad.

8. Method of, and qualifications required for, recruitment to the post of Clerk-cum-Typist.—(1) Recruitment to the post of Clerk-cum-Typist, after commencement of these rules, shall be made by the following methods:—

(a) *Scale of Pay:* Rs. 3350-90-3800-100-4700-125-6325.

(b) *Method of recruitment:* Direct recruitment (By selection):

Provided that appointment to the said posts shall be made through selection on the basis of merit to be determined through written examination and viva-voce test to be conducted by the District Level Selection Committee:

Provided further that any Group 'C' or Group 'D' employees working in the *Panchayat Sanitis* within the District shall, on application for appointment to the post, be considered as Departmental Candidates along with the candidates for direct recruitment subject to their fulfilment of the conditions as laid down in clause (c) and (d).

(c) *Qualifications for direct recruitment:* The candidate shall,—

(i) be a citizen of India as defined in Part II of the Constitution of India,

(ii) have passed the *Madhyamik* or its equivalent examination from any recognized University or Board or Council and having a minimum typing speed of thirty words per minute in English and twenty words per minute in Bengali:

Provided that the selected candidates shall have to acquire proficiency in MS word or such other standard computerised word processing applications before confirmation in service.

(d) *Age for direct recruitment:* (i) The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange;

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time.

(2) All appointments to the post of Clerk-cum-Typist shall be made by the Executive Officer of *Zilla Parishad*/ *Siliguri Mahakuma Parishad*.

9. **Method of, and qualifications required for, recruitment to the post of Data Entry Operator.**—(1) Recruitment to the post of Data Entry Operator, after commencement of these rules, shall be made by the following methods:—

(a) *Scale of Pay:* Rs. 3350-90-3800-100-4700-125-6325.

(b) *Method of recruitment:* Direct recruitment (By selection):

Provided that appointment to the said posts shall be made through selection on the basis of merit to be determined through written examination and viva-voce test to be conducted by the District Level Selection Committee.

(c) *Qualifications for direct recruitment:* (i) **Essential:**—The candidates shall,—

(A) be a citizen of India as defined in Part II of the Constitution of India,

(B) have passed the *Madhyamik* or its equivalent examination from any recognized University or Board or Council and having a minimum typing speed of thirty words per minute in English and twenty words per minute in Bengali,

(C) at least three months formal training in using personal computer from any Institute recognized by the State Government or the Central Government or State Council of Technical Education or All India Council of Technical Education,

(D) have a minimum speed of data entry of 6000 key depressions per hour.

(ii) **Desirable:**—One-year experience of data entry operation in personal computer.

(d) *Age for direct recruitment:* (i) The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange;

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time.

(2) All appointments to the post of Data Entry Operator shall be made by the Executive Officer of *Zilla Parishad*/ *Siliguri Mahakuma Parishad*.

10. **Method of, and qualifications required for, recruitment to the post of Peon.**—(1) Recruitment to the post of Peon, after commencement of these rules, shall be made by the following methods:—

(a) *Scale of Pay:* Rs. 2600-55-2985-60-3525-65-4175.

(b) *Method of recruitment:* Direct recruitment (By selection).

(c) *Qualification for direct recruitment:* The candidate shall.—

- (i) be a citizen of India as defined in Part II of the Constitution of India.
- (ii) have knowledge of reading and writing in Bengali or Nepali in cases of Hill areas.

(d) *Age for direct recruitment:* (i) The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange.

(ii) The age limit shall be relaxable for the Scheduled Castes, Scheduled Tribes and Other Backward Classes and exempted categories in terms of rules and orders issued by the State Government from time to time.

(2) All appointments to the post of Peon shall be made by the Executive Officer of Zilla Parishad/Sitigur Mahakuma Parishad.

CHAPTER III

Repeal and Savings.

11. **Repeal and savings.**—(1) All rules, orders corresponding to these rules, in force immediately before the commencement of these rules are hereby repealed in respect of matters covered by these rules.

(2) Notwithstanding such repeal, any order made or any action taken under the rules, orders so repealed shall be deemed to have been validly done or taken under the provisions of these rules.

By order of the Governor.

M. N. ROY,
Principle Secy. to the Govt. of West Bengal.

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GOVERNMENT OF WEST BENGAL
Department of Panchayat and Rural Development
Panchayat Wing, Jessop Building
63, Netaji Subhas Road, Kolkata - 700 001

2960/PN/O/III/2E-61/04(Pt-III)

Kolkata, the 2nd July, 2009.

NOTIFICATION

In exercise of the power conferred by section 224 read with sub-section (3) of section 119 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLJ of 1973) (hereinafter referred to as the said Act) the Governor is pleased to make, after previous publication as required by sub-section (1) of section 224 of the said Act, the following amendments to the West Bengal (Recruitment of Employees of Panchayat Samiti) Rules, 2007 (hereinafter referred to as said rules):—

Amendment

In the said rules,—

- (1) in chapter I, in rule 2, in sub-rule (1), in clause (c), after the words 'the Block Informatics Officer,' insert the words "Samiti Education Officer,".
- 2) in chapter II, after rule 5, insert the following rule :—

"5A. Method of and qualifications required for, recruitment to the post of Samiti Education Officer:—

- (i) Recruitment to the post of Samiti Education Officer, after the commencement of these rules, shall be made by the following methods :—
 - (a) Scale of pay : Rs.4000-125-4250-150-5300-175-7050-200-8850/- with higher initial start at Rs.4250/-, [Revised Pay structure (PB-3), Rs.7100--37,600/- (Entry point minimum Pay Rs.7910/- Plus Grade Pay Rs.3600/-)].

(b) Method of recruitment :—

- (i) 60% of the posts shall be filled up by direct recruitment on obtaining, on requisition, the names of eligible candidates from Employment Exchange of the District and on obtaining applications in response to notice published in this behalf in leading newspapers and,
- (ii) 40% of the posts shall be filled up by selection from Sahayikas, Sahayaks of Shisu Shiksha Kendras, Samprasarikas, Samprasarikas of Madhyamik Shiksha Kendras, Academic Supervisors of Shisu Shiksha Kendras/Madhyamik Shiksha Kendras, State Quality Managers, District Quality Manager and Community Mobilisers working under Paschimbanga Rajya Shisu Shiksha Mission.

(c) Qualification :—

- (i) The candidate shall be a citizen of India as defined in part-II of the Constitution of India.
- (ii) For both direct recruitment and recruitment by selection candidates must possess Graduate Degree with Post Graduate B. Ed Degree or Graduate Degree with three years' experience of teaching in any Primary or Secondary School or Graduate degree with three years' experience of working in Government sponsored alternative system of education or Graduate Degree with three years experience in management of education.

(d) Age for direct recruitment and recruitment by selection :—

- (i) The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange.
- (ii) Age limit for candidates, to be recruited by selection for the posts b(ii) above, will be 45 years.
- (iii) The age limit for direct recruitment vide (i) above shall be relaxable for the Scheduled Castes, Scheduled Tribes and other Backward Class and other categories in terms of rules and orders issued by the State Government from time to time.

2. All appointments to the post of Samiti Education Officer shall be made by the Executive Officer of *Zilla Parishad/ Siliguri Mahakuma Parishad.*

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PART I-

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By order of the Governor,

M. N. ROY,
Principal Secretary to the Govt. of West Bengal

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