

**Advertisement No.-01 of 2019**

**Direct Recruitment Examination, 2019 for different categories of posts under West Bengal**

**Minorities' Development & Finance Corporation (WBMDFC).**

On-line applications are being invited by the Selection Committee [constituted under West Bengal Minorities' Development and Finance Corporation (Conditions of appointment of officers and other employees) Regulations, 2015 vide gazette notification no. 393-MD/O/3C-09/15 dt 25<sup>th</sup> February, 2016 of Minority Affairs & Madrasah Education Department and as subsequently amended] for direct recruitment through website <http://wbmdfc.applythrunet.co.in> from Citizens of India for recruitment to different categories of posts under WBMDFC on and from 18.01.2019. The detailed guidelines and terms & conditions are as follows.

**POSTS AND VACANCY STATUS:-**

Sl No	Name of the Post	No. of Vacancy	Scale of Pay & Grade Pay	Age as on 01.01.2019
1.	Assistant Manager	22	PB-3 (Rs.7100-37600 + GP Rs. 3900/-)	26-37 Years
2.	Lower Division Clerk (LDC)	13	PB-2(Rs.5400-25,200/-)+Grade Pay Rs.2600/-	18-40 Yrs.
3.	Group-D	05	PB-1(Rs.4900-16,200/-)+ Grade pay Rs.1700/-	18-40 Yrs.
4.	Driver	01	PB-2 (Rs.5400-25,200/-)+ Grade pay Rs.2600/-	24-45 Yrs

NOTE- Reservation norms as per extant rules shall be followed

NOTE- For the post of **driver**, the date of birth of the candidate must match with class VIII pass certificate and driving licence.

## **QUALIFICATION & EXPERIENCE:-**

Sl No	Name of the Post	Essential qualification
1.	Assistant Manager	(a) degree from a recognized University in any discipline (b) Minimum 5 years experience of working in a Government organization (c) Basic knowledge of Accounts and Accounting Procedure; and (d) Diploma in Computer application from a Government recognized institute
2.	LDC (Lower Division Clerk)	(a) Madhyamik or its equivalent qualification from a recognized board ; and (b) Basic knowledge of computer (c) Desirable qualification : Minimum 5 years experience in handling loans / scholarships / accounts / micro credit in a Government organization.
3.	Group-D	Passed VIII(eight) from any institute recognized by a Board or a Council.
4.	Driver	(a) Passed VIII(eight) from any institute recognized by a Board or a Council. (b) Driving licence (LMV) with five years experience in driving

NOTE – For the post of Assistant Manager, the term “**government organization**” shall mean **and include**, inter alia, include all Corporations, Academies, Boards, Bodies, Directorates, Agency, local self govt. bodies viz. municipality, PRI bodies etc. where employees whether contractual/ temporary/ project related etc. draw their salaries/ wages etc. directly or indirectly out of state exchequer.

For Assistant Manager a **recognised institute** shall mean and constitute institute/agency/academy/centre etc. offering diploma and its equivalent and higher qualification in computer application recognised by NIELIT (erstwhile DOEACC), AICTE, NCVTE, Technical education & training department, Youth & sports affair department, Paschim Banga Society for skill development (PBSSD), National Skill Development Corporation (NSDC), Pradhan Mantri Kaushal Vikas Yojana or any other recognised or affiliated organization.

For LDC/LDA the basic **knowledge of computer** of the applicant for the post of LDC shall be in the form of self-declaration in the application form. Anything found contrary to his/ her declaration at any stage shall render him/her disqualified for the post.

For Driver, experience in driving shall be accessed through a driving test to be conducted during interview. The candidate will be required to submit latest Driving Licence particulars along with other documents during interview.

**SCHEME & SYLLABUS OF THE EXAMINATION:-**

The scheme and syllabus of examination shall be as follows for different posts.

**PRELIMINARY EXAMINATION**

Sl No	Name of the Post		Preliminary examination (MCQ type of 1 mark each)			
			Paper	Syllabus	Full marks	Time allowed
1.	Assistant Manager	P A R T - I	General Studies (100 marks)	(a) English Composition- 20 questions. (b) Reasoning and Quantitative Aptitude- 20 questions. ©History of India (Ancient,Medieval and Modern) – 15questions. (d) Geography of India- 15 questions. (e) Indian Polity and Economy – 15 questions. (f) Current events of National & International Importance- 15 questions.	200	2 hrs 30 mts
			Arithmetic (100 marks)	It shall be of class x standard of WBBSE		
2.	Lower Division Clerk (LDC)	P A R T - I	English (30 marks)	Grammar and comprehension	100	1 hr. 30 mts
			General studies (40 marks)	(a)History of India (Ancient,Medieval and Modern) (b)Geography of India- (c)Current events of National & International Importance.		
			Arithmetic (30 marks)	It shall be of class x standard of WBBSE		

Preliminary examination shall be of MCQ having one mark for each question. There shall be NO NEGATIVE MARKING.

Marks obtained in Preliminary Examination shall be of qualifying nature only. Candidates short-listed on the basis of marks obtained in Preliminary shall only be allowed to appear in the Main Examination.

**MAIN EXAMINATION**

Sl No	Name of the Post		Main examination				
			Paper	Syllabus	Question type	Full marks	Time allowed
1.	Assistant Manager	P A R T - I I	Group A- English	English comprehension, Letter writing, essay writing and grammar.	Conventional	100	3 hrs.
			Group B- Bengali/Hindi/Urdu/Nepali	Bengali / Hindi / Urdu / Nepali comprehension, letter writing, essay writing and grammar	Conventional	100	3 hrs.
			Group- C (accounting, reasoning and computer)	(i) Basic Accountancy and Financial Accounting (ii) Test of reasoning (iii) Computer Application	Conventional	100	3 hrs.
2.	Lower Division Clerk (LDC)	P A R T - I I	Group A- English	English comprehension, Letter writing, essay writing and grammar.	Conventional	50	1 hr. 30 mts
			Group B- Bengali/Hindi/Urdu/Nepali	Bengali / Hindi / Urdu / Nepali comprehension, letter writing, essay writing and grammar	Conventional	50	1 hr. 30 mts
3.	Group D	P A R T - I	General Studies	(a) History of India (b) Geography of India- (c) Current events of National & International Importance.	MCQ	45	1 hr
			Arithmetic	Class VIII standard	MCQ	40	1hr
4.	Driver	P A R T - I	English	Comprehension and grammar	MCQ	30	1 hr 30 mts
			General Studies	(a) History of India (b) Geography of India- (c) Current events of National & International Importance.	MCQ	40	
			Arithmetic	Class VIII standard	MCQ	30	

Candidates short-listed on the basis of marks obtained in Main Examination only shall be allowed to appear in the Personality Test. Final selection/ merit list will be made on the basis of aggregate marks obtained in the Main Examination and Personality Test.

For the post of Driver General Knowledge and technical knowledge of driving will be examined through interview

### **PERSONALITY TEST/ INTERVIEW**

A number of candidates selected in order of merit on the results of the Main Examination for Assistant Manager, Group D and Driver shall have to appear at a Personality Test. Each candidate will be asked questions on matters of general interest. The object of the test will be to assess the candidate's personal qualities e.g., alertness of mind, power of clear and logical exposition, intellectual, moral integrity, and also the candidate's range of interests.

For the post of Driver, General knowledge and technical knowledge of driving will be examined through interview.

Marks for the Personality Test:-

- (i) Assistant Manager            40 Marks
- (ii) Group D                        15 Marks
- (iii) Driver                         30 Marks

### **Abstract Table of Papers / Subjects and Marks Main Examination and Personality Test**

Sl No	Papers	Assistant Manager	Lower Division Clerk (LDC)	Group-D	Driver
1	Group A- English	100	50	---	---
2	Group B- Bengali/Hindi/Urdu/Nepali	100	50	---	---
3	Group C	100	---	---	---
4	English	---	---	---	30
5	General Studies	---	---	45	40
6	Arithmetic	---	---	40	30
7	Personality test	40	---	15	30
8	Total marks	340	100	100	130

## **GENERAL INSTRUCTIONS:-**

**Reservation :** The reservation will be applicable as per the extant rules. Only S.C/S.T/B.C.(Non-Creamy Layer)/Persons with Disability(PWD) candidates of West Bengal will get benefit of Reservation. Candidates other than West Bengal belonging to S.C./S.T./ B.C. .(Non-Creamy Layer) will be treated as general candidate.

### **Age relaxation:**

The upper age limit is relaxable for S.C./S.T. candidates by 5 years and B.C. .(Non-Creamy Layer) for 3 years and the candidates of Persons with Disability(PWD) upper age limit is relaxable upto 45 years. This relaxation shall be counted on and from the 1<sup>st</sup> day of January of 2019.

Note : Age as recorded only in the Madhyamik or its equivalent examination will be accepted. The age limits apply to all candidates whether in Government Service or not.

### **Admit Card**

No Admit card will be issued to the eligible candidates. The eligible candidates may however download the same from the application portal. However, applicants would be notified through e-mail/sms for downloading the admit cards.

CANDIDATES SUFFERING FROM BLINDNESS OR LOW VISION OR LDPC CANDIDATES WITH WRITING EXTREMITY MAY BE ALLOWED THE HELP OF SCRIBE, IF REQUIRED. THE WBMDFC, HOWEVER, WILL NOT PROVIDE SCRIBE FOR THE CANDIDATES. SCRIBE WILL HAVE TO BE ARRANGED BY CANDIDATES THEMSELVES. THE SCRIBE SHOULD POSSESS EDUCATIONAL QUALIFICATION NOT HIGHER THAN THE REQUISITE QUALIFICATION FOR THE EXAMINATION.

**NOTE :** Candidates suffering from blindness or low vision , locomotors disability/cerebral palsy will be allowed compensatory time of extra 20 minutes per hour .

**Application Fee:** (Non-Refundable) There will be application fees for each category of candidate. For general category and B.C. .(Non-Creamy Layer) it is Rs 100/- (Rupees hundred) only. For SC/ST candidates of West Bengal the required fee will be Rs 50/- (Rupees fifty) only. BC candidates of West Bengal are, however, required to pay usual fee as aforesaid. NO EXEMPTION OF FEE IS AVAILABLE TO SC/ST/BC 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. Fees would be collected through on line payment gateway system.

**Miscellaneous** : A candidate now in service under Central or the State Government / Semi Government /Local /Statutory Body shall have to ensure that No-Objection Certificate (N.O.C.) from his / her present Employer reaches the Office of the WBMDFC prior to 7 (Seven) days of Personality Test / Interview. Otherwise he / she will not be considered eligible for the Personality Test / Interview.

**Merit List** : A panel on the basis of merit list will be published more than the vacancies advertised . A reservation wise panel as well as a waiting list will be published .

**Validity of the Panel** : The panel will remain valid for one year from the date of final publication of the result .

**Police Verification & Medical Test** : A successful candidate can be considered for appointment subject to clearance of police verification report (PVR) and medical examination by the appropriate medical board .

**Period of Probation** : The Successful candidate will be appointed temporarily against the sanctioned vacancy and they will be made permanent after successful completion of probation period as per extant rules .

**APPLICATION:** Applications can be submitted through online only through <http://wbmdfc.applythrunet.co.in> A CANDIDATE IS ALLOWED TO APPLY FOR ANY ONE POST ONLY. SUBMISSION OF MORE THAN ONE APPLICATION FOR THE SAME POST OR DIFFERENT POSTS IS STRICTLY FORBIDDEN AND SUCH APPLICATIONS ARE LIABLE TO CANCELLATION. CANVASSING IN ANY FORM BY OR ON BEHALF OF THE CANDIDATE SHALL FORFETUIRE THE CANDIDATURE OF SUCH CANDIDATE.

**Last Date: Last date for Registration for on-line application is 17.02.2019.**

**NOTE** : The recruitment committee of **WBMDFC** reserves the right to rectify errors and omissions, if any, in the process of holding the Examination and final declaration of result. Mere submission of online registration does not entitle the candidates to be eligible for examination unless he/she is qualified as per the requirement of the post.

Place, Kolkata

Chairperson

Dated:-18/01/2019

**Selection Committee**