INFORMATION BULLETIN
ON RECRUITMENT

PUBLISHED ON 14th July 2018

BOARD OF PRACTICALTRAINING (ER)

BLOCK-EA, SECTOR-I

SALTLAKECITY, KOLKATA-700064

Disclaimer

Recruitment of Staff to different posts of Board of Practical Training, Eastern Region [BOPT(ER)], Kolkata in reference to the **Advertisement Ref. No. "BOPT/01/2018/Rectt**." shall be governed by the rules mentioned in "Recruitment Rules of BOPT(ER), Kolkata" which has also been published on the website. The contents of this "Information Bulletin" is limited to the extent of rules in regard to collection of Online Applications, conduct of Written Examination(s)/test(s) and or Skill Proficiency Test and publishing of results for filling up of the vacancies. The rules in regard to conduct of the Examination published in this "Information Bulletin" is in view of the decision of the Central Govt. to replace the method of recruitment through "Interview" with that of "Written Examination (s)/Test(s)".

Under the circumstances, wherein the rules contained in the "Recruitment Rules of BOPT(ER), Kolkata" and in the "Information Bulletin" found to have conflict with each other, the rules as mentioned in "Recruitment Rules of BOPT(ER), Kolkata" shall superced the rules mentioned in this "Information Bulletin".

Any difficulties that may arise during the entire process of recruitment due to technical reason(s) such as internet connection failure, server failure, postal delays and or due to any other natural calamities, Board of Practical Training, Eastern Region [BOPT(ER)], Kolkata shall not be held responsible for.

BOARD OF PRACTICAL TRAINING (EASTERN REGION)

(Under Ministry of HRD, Deptt. of Higher Education, Govt. of India)
Block - EA, Sector - I, Salt Lake City, Kolkata - 700 064
Website : www.bopter.gov.in, E-mail : inf@bopter.gov.in

RECRUITMENT NOTICE

Advertisement No.BOPT/01/2018/Rectt.
Opening date of Receipt of On-line Applications:15th July 2018(10.00Hrs)
Closing date of Receipt of On-line Applications:14th August 2018(23.59 Hrs)
Closing date of Receipt of Hard copies (print outs) of submitted Applications : 31st August 2018 (1800 Hrs)

Board of Practical Training, (Eastern Region) [(BOPT(ER)] invites applications from eligible candidates for the following posts:

Post Code	Name& Classification of the Post	No. of vacancies & Category	Pay Level (as per 7th CPC)	Qualification(s) & Experience	Maximum Age (as on Closing date of Application i.e. 14 August 2018)
01	Stenographer Grade II (Group 'C')	1(Unreserved)	Level 6 (₹ 35400/- to ₹ 112400/-)	**Essential:**(i) Matriculation or equivalent, (ii) Typing speed 40 w.p.m. and Shorthand speed 100 w.p.m., (iii) Stenographers who have rendered at least 5 years' service as Stenographer in Govt./Autonomous bodies etc. **Desirable:(**i)Candidates having Bachelor's degree or equivalent preferred, (ii) Should possess proficiency in Secretarial function through computers.	35 years
02	General Assistant (Group 'C')	1(Unreserved)	Level 5 (₹ 29200/- to ₹ 92300/-)	**Essential :** (i) At least a Second class in Bachelor's Degree in Arts, Science or Commerce, (ii) At least eight years' experience in Technical Education Administration/compiling of data on technical personnel in a Govt. Department/autonomous organization. **Desirable**: (i) Should have proficiency in Computer application through software.	35 years
03	Upper Division Clerk (Group 'C')	1(Unreserved)	Level 4 (₹ 25500/- to ₹ 81100/-)	**Essential** : (i) Graduate, (ii) Working knowledge in Hindi. **Desirable** : (i) Knowledge of typing, (ii) 5 year's experience in Govt. or Non-Govt. office, (iii) Certificate course in Computer of Minimum Six Months Duration	32 years
04	Lower Division Clerk (Group 'C')	1(Unreserved)	Level 2 (₹ 19900/- to ₹ 63200/-)	**Essential:**(i) Matriculation or equivalent, (ii)Knowledge of typing with a minimum speed of 30 w.p.m. **Desirable:**(i)Certificate Course in Computer of Minimum Six Months duration.	30 years

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05	**Lower Division Clerk** (Group 'C')	1(Unreserved) (Reserved for PWD-OH category)	Level 2 (₹ 19900/- to ₹ 63200/-)	**Essential**:(i) Matriculation or equivalent, (ii)Knowledge of typing with a minimum speed of 30 w.p.m. **Desirable**: (i) Certificate Course in Computer of Minimum Six Months duration.	30 years
06	**Multi-Tasking Staff** (Group 'C')	1 (Unreserved)	Level 1 (₹ 18000/- to ₹ 56900/-)	**Essential:** (i) Matriculation or Equivalent pass or ITI pass. **Desirable :** (i) Knowledge of Office equipment handling, housekeeping etc.	25 years

The **detailed Information Bulletin containing this Recruitment Notification, Maximum age, Qualification, Experience, Memorandum of Procedures(MoP) of recruitment, Rules &Regulations for recruitment, General Instructions** on **'How to submit application'** for the candidates will be available wef 15.07.2018 (10:00Hrs) on website of BOPT(ER) Kolkata **www.bopter.gov.in** under the link **'Career'**.

Director

IMPORTANT INFORMATION

Candidates are required to go through this Information Bulletin carefully and acquaint themselves with the following:-

1. Candidates can apply for the vacant posts through **"Online"** only. No **offline** application(s) will be entertained. However, it is mandatory for each applicants to submit a hardcopy (Printout) of online submitted application form along with all other self-attested photocopies of requisite testimonials to the AAO, BOPT (ER), Block – EA, Sec-I, Saltlake City, Kol-64 on the office address in prescribed manner by Speed Post / Registered Post only.

2. The Information Bulletin can be downloaded from the website www.bopter.gov.in.

3. The online Application Form may be submitted by accessing BOPT (ER) website www.bopter.gov.in under the link "Career". Complete instructions for online submission of Application(s) are available in this Information Bulletin. Candidates must follow the instructions strictly as given in this Information Bulletin. Candidates not complying with the instructions shall be disqualified.

4. Aadhaar number is required for submission of Application Form. The use of Aadhaar for the candidates will result in accuracy of the candidate's details. This will also help in ascertaining identities of the candidates at the examination centers in a convenient and hassle free manner. However, in case the candidates do not have Aadhaar number, may furnish any one of Passport number, Driving License, Voter Card, PAN Card (issued by the Government) as one of the identity proof.

5. **Candidates must retain the following documents with them as reference for future correspondence:**
   a) One printout copy of successfully online submitted Application Form.
   b) Proof of fee paid (i.e. Bank transaction details).

6. **(a)** Candidates must ensure that mobile numbers, e-mail ID filled in online Application form are their own. BOPT (ER) will make communication by SMS and/or e-mail on given mobile number and e-mail ID only.

   (b) BOPT (ER) will not be responsible for non-receipt of any communication meant for the candidate due to wrong mobile number, e-mail ID and correspondence address filled in the Online Application Form.

   (c) The fee can only be remitted in the following ways:
   (i)By Credit Card/Debit Card; (ii) Net Banking/UPI.

   (d) Final Submission of Online Application will remain incomplete and unsuccessful in case of non-payment of requisite fee. Generation of successfully submitted Application Form in Pdf format for print confirms that application has been submitted successfully. Non generation of successfully submitted Application Form indicates that the process of payment of requisite fee has not been completed and thus application has not been submitted successfully.

   (e) Candidates must be ready with the soft copy of following documents in prescribed size for successful submission of Online application-
   (i) **A recent coloured photograph with white background and without cap and sunglasses of size of 100 to 150 Kb in jpg format, dimension 3.5cm x 4.5cm.**
   (ii) Scanned copy of candidate's full signature in English only (not in capital letters) in jpg format with 50 to 100 Kb size.

7. Candidates must ensure that correct data is submitted in on-line application form. No window for correction pertaining to any of the information including photograph, signature etc. will be available for the applicants. BOPT (ER) will not entertain any request for correction in the information once the applications are successfully submitted on-line.

8. Fulfillment of eligibility criteria to ascertain the age of the candidate for different posts will be determined with reference to the last date of submission of online application form.

IMPORTANT NOTES

1. Examinations / Tests will be held as per the schedule to be notified on the website at a latter date.
2. All examinations / tests will be conducted at Kolkata / North 24 Parganas only.
3. No TA/DA shall be paid to the candidates called for attending examinations / tests at the venue of the examinations / tests.
4. The mode of written examinations / tests may be different for different posts which shall be as per the details mentioned under para 2.11 &3 of Memorandum of Procedures, which is available in this Information Bulletin as Appendix-II. The language of written examinations / tests will be English only unless and until it is exclusively specified.
5. Successfully submitted online applications not received by BOPT (ER) through posts along with all requisite testimonials or not routed through proper channel as the case may be or received after last date & time of their receipt shall be summarily rejected. BOPT (ER) shall not be responsible for delay either in online submission of application form or receipt of hard copy of the application form owing to server issues / postal delay etc.
6. Only Indian Citizens are eligible for applying for the vacant posts.
7. The candidates are allowed to submit only one application form for one post. More than one application for one post from a candidate received by BOPT (ER) will be summarily rejected and his/her candidature will also be rejected. However, candidates are allowed to apply for more than one post separately ensuring the fulfillment of the requisite eligibility for respective posts.
8. The application form successfully submitted online and a Hard Copy (print out) of the same along with self-attested copies of testimonials received through registered/speed post shall only be considered by the Screening / Selection Committee of the Board of BOPT (ER) for the purpose of short listing of the candidates. The decision of the Screening / Selection Committee of the Board of BOPT (ER) shall be final.
9. The list of short-listed candidates against each post will be displayed on the website of BOPT (ER). BOPT (ER) will issue the downloadable Admit Card to each of the short listed candidates only.
10. The shortlisted candidates can download Admit Card for the Examination from website www.bopter.gov.in.
11. No request for change of examination city/town/centre shall be entertained by BOPT (ER). In this regard, the decision of BOPT (ER) will be final.
12. No Marks cum Rank Sheet/Rank Letter/Results will be provided or dispatched to the candidate appearing in different examinations. The result of different examinations / tests containing the detail of qualified candidates shall be published on website www.bopter.gov.in till the publish of merit list against each post for candidates appearing in objective / subjective (multiple choice) question written examination which shall be the basis of determination of merit subsequent to declared qualified in all previous stages of written examinations / tests.
13. For the regular updates, candidates must remain in touch with the website www.bopter.gov.in till the completion of this recruitment process.
14. Candidates should fill-up online form and pay requisite fee well in advance to avoid last hour rush on the server. No request regarding non-submission of application/fee (due to any reason) will be entertained by BOPT (ER).
15. Candidates must note that mere deduction of fee from their bank account is not a proof of fee payment. The payment should be supported by updated fee details in the account of the candidate. Generation of pdf copy of the submitted application form is the proof of successful submission of application form.
16. Candidates are advised to be in constant touch with the BOPT(ER) website and check their emails/SMS for regular updates. BOPT(ER) will communicate all instructions through website only.

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CHAPTER-1 INTRODUCTION

1.1 **Recruitment to the vacant posts**

As per the "Recruitment Rules of BOPT (ER)" and as per the Central Government Order(s) regarding discontinuation of interview for recruitment of different Group-'C' posts, BOPT (ER) intends to seek application from eligible Indian Citizens for recruitment to different posts as per the notification in this information bulletin. Fulfillment of the following primary requirement must be ensured by all the candidates in general –

1.1.1 The age relaxation criteria for unreserved posts shall be as mentioned under 2.4.16.

1.1.2 No candidate who fails to fulfill the minimum eligibility criteria in regards to age limit, essential educational qualification and essential experience shall be considered further if found even at any later stage of the recruitment process.

1.2 **Short Title**

The Rule mentioned in this **Information Bulleting** refers to "Rules for seeking applications with respect to notification No.BOPT/01/2018/Rectt." and for conduct of Written Examination(s)/Test(s) and or Skill test as a replacement to "Interview " for selection as contained in the **"Recruitment Rules of Board of Practical Training" published on the website.**

1.3 **Definitions**

1.3.1 BOPT (ER) means Board of Practical Training (Eastern Region), Block-EA, Sector-I (Opposite Labony Estate), Kolkata-700064.

1.3.2 'Selection / Screening committee' means a sub-committee duly constituted by the Board of Governors of BOPT (ER).

1.3.3 Ministry means Ministry of Human Resource Development, Government of India.

1.3.4 Board means the Board of Governors of BOPT (ER).

1.3.5 DoPT means Department of Personnel & Training under Ministry of Personnel, Public Grievances & Pensions, Government of India.

1.3.6 Essential Qualification means qualifications or examinations on the result of which if successful the candidates / applicants become eligible to apply for different posts.

1.3.7 Scheduled Caste (SC) means SC as specified and laid down by the Govt. of India or any of the States/Union Territories Govt.

1.3.8 Scheduled Tribe (ST) means ST as specified and laid down by the Govt. of India or any of the States/Union Territories Govt.

1.3.9 Other Backward Class (OBC) means other classes (Non-Creamy Layer) as specified and laid down by the Govt. of India or any of the States/Union Territories Govt.

1.3.10 Persons with Disability (PWD)/Divyang means physically challenged persons in accordance with the provisions of the rights of persons with Disability Act, 2016.

1.4 **Important Dates**

i.	**Opening date of submission of online application**	**15th July 2018(10.00Hrs)**
ii	**Closing date for submission of online application**	**14th August 2018(23.59 Hrs)**
iii	**Closing date of receipt of hard copy (Print out)of online submitted application through Speed/Registered Post along with self-attested photocopies of all requisite testimonials.**	**31st August 2018 (1800 Hrs)**

NOTE: All the above dates are tentative and may be revised at the discretion of the competent authority. Information about such change(s), will be published on the BOPT(ER)'s website (www.bopter.gov.in). Candidates are advised to remain in touch with the website for information regarding any updates on this recruitment process. Dates of conduct of written examinations / tests for different posts will be published on BOPT (ER) website www.bopter.gov.in. in the month of August/September

1.5 Office Address for Sending Application

The print out of online submitted application form along with all self-attested copies of other required testimonials shall be sent addressed to-

The Administrative-cum-Accounts Officer
Board of Practical Training (Eastern Region)
Block-EA, Sector-I (Opposite Labony Estate)
Kolkata-700064.

1.6 Website

Website here refers to BOPT (ER) website www.bopter.gov.in. The recruitment notification along with Information Bulletin will be available under the link **"Career"** in this website.

1.7 Legal Jurisdiction

The Hon'ble High Court of Kolkata alone will have the jurisdiction to settle and decide all matters and disputes related to this recruitment notification. as BOPT (ER), Kolkata is organizing the examination and recruitment to the vacant post.

1.8 The board follows in all matters for the purpose of recruitments to various regular post, the rules as approved by the central govt. vide its letter ref no. F.7-4/74.T.3 dated 8th July 1975 which is called under short title as "**Recruitment Rules of Board of Practical Training**" Published on the website. This information bulletin governs the Rules related to submission of online application(s) and conduct of written Examination(s)/ Skill Test(s) as a replacement to the interview mentioned in the said "**Recruitment Rules of Board of Practical Training**".

CHAPTER-2 GENERAL INFORMATION

2.1 GENERAL INSTRUCTIONS

2.1.1 All examinations / tests will be conducted as per Memorandum of Procedures attached as Appendix-II to this Information Bulletin.

2.1.2 Mere appearing and qualifying in examinations / tests does not confer any right to the candidate for appointment to the applied post(s).

2.1.3 Merely fulfilling the eligibility criteria for different post(s) does not guarantee any candidate / applicant to be called for appearing in subsequent stages of recruitment process. The Screening / Selection Committee of BOPT (ER) shall have the right to short list candidates to be considered for subsequent stages of recruitment process based on the desirable qualifications among the eligible candidates, in case the applicants for any post is found to be large in numbers.

2.1.4 Application of candidates submitting false and fabricated information will not be considered and such candidates will be further debarred from appearing in subsequent recruitment process.

2.1.5 The short-listing of the candidates / issue of Admit Cards and / or issue of Offer of Appointment shall be subject to verification of original certificates / documents of the candidates to ascertain the fulfillment of educational qualification, experience, caste, disability, age etc. prescribed as eligibility criteria for different posts. If any candidate is found ineligible during the recruitment process or at a later date even after joining to the post in BOPT (ER), his/her appointment will be cancelled and appropriate action shall be initiated.

2.1.6 Incomplete applications and applications not received in accordance with the instructions provided in this Information Bulletin will not be considered and are liable to be summarily rejected without any notice. The examination fee deposited will not be refunded.

2.1.7 Fee will neither be carried forward to future recruitment nor refunded under any circumstances. The time for submission of online application and remittance of fee would close as per the schedule given and no request for extension of time etc. shall be entertained. Applications once submitted cannot be withdrawn. Candidates must note that mere deduction of fee from their bank account is not a proof of fee payment. The payment should be supported by updated fee details in the account of the candidate and generation of pdf copy of successfully submitted online application form.

2.1.8 Instructions in this Information Bulletin are liable to change based on decisions taken by BOPT (ER) during the course of recruitment process and intimation of which shall be published on website.

2.1.9 BOPT (ER) reserves the right to withdraw permission, if any, granted inadvertently to any candidate who is not eligible to appear in examinations / tests even though Roll Number and Admit Card is issued.

2.1.10 Candidate's eligibility for appearing in examinations / tests is purely provisional and is subject to fulfillment of eligibility criteria as prescribed in the recruitment notification.

2.1.11 Notwithstanding anything contained in this Information Bulletin, the decision of the Selection / Screening Committee / BOPT (ER) / Board of Governors of BOPT (ER) / Ministry as the case may be shall be final and binding on all the applicants.

2.1.12 In case of any ambiguity in interpretation of any of the instructions/terms/rules/criteria regarding determination of eligibility/conduct of examination/information contained therein, the interpretation of BOPT (ER) shall be final and binding on all the applicants.

2.1.13 The name of the candidate and his/her parents name in the application form must be exactly be the same as appear in the certificates of the qualifying examination for the post.

2.1.14 All the examinations/tests shall be computer based only. In case a candidate by furnishing false information appears in more than one test/tests of the computer based examination, his/her candidature will be cancelled and his/her result will not be declared.

2.1.15 Use of electronic devices like mobile, calculator, pager, watch etc. is not permitted in the examination Centre. Any other materials like log table book, note book, loose papers / sheets etc. will not be allowed in the examination hall.

2.1.16 There is no specific syllabus for different Written Examination to be conducted for different posts. All the written examination will be based on questions of the Matriculation (10th) standard with varying toughness level and on subjects as mentioned against different post in the in Memorandum of Procedures available in Appendix II in this Bulletin.

2.2 WRITTEN EXAMINATIONS/TESTS

Written examinations / tests will be conducted in English and computer base mode (CBT) only except the test with code SQWE against the post code 03 (Ref. 5.2.1). The test with code SQWE for the post code 03 shall be subjective type to ascertain the working knowledge in Hindi. The type of examinations / tests will be as detailed under 5.2.1 in this Information Bulletin and under 2.11 & 3 of Memorandum of Procedures attached as Appendix-II.

2.3 NO. OF POSTS TO BE FILLED UP:

Applications are invited through on-line mode at BOPT(ER)'s website www.bopter.gov.in under the link 'Career" from eligible candidates as per criteria laid down for filling up the various posts including vacancies reserved for

Persons with Disabilities (OH category only) as per " Recruitment Rules of BOPT (ER),Kolkata". The details of the posts, Pay Level and eligibility conditions are as follows:

Post Code	Name of the post to be filled up	Group	Unreserved	Reserved for PwD(OH)	Total Number of Post to be filled up
01	Stenographer Grade II	'C'	01	NIL	01
02	General Assistant	'C'	01	NIL	01
03	Upper Division Clerk (UDC)	'C'	01	NIL	01
04	Lower Division Clerk (LDC)	'C'	01	NIL	01
05	Lower Division Clerk (LDC)	'C'	NIL	01	01
06	Multi-Tasking Staff (MTS)	'C'	01	NIL	01

UR – Unreserved, PwD(OH) – Persons With Disability (Orthopedically Handicapped).

2.4 RULES & REGULATIONS :

2.4.1 The internal candidates, Technical as well as Secretariat staff will be also be required to apply online and they shall be considered along with the other candidates applied online as directed by local Employment Exchange and those applied directly against the Recruitment Notification. However, in case of internal candidates, the period of experience required for the post and the age limit is relaxed.

2.4.2 The office of the local Employment Exchange is required to instruct their sponsored candidates to submit their application through online mode only.

2.4.3 A candidate for direct recruitment to a post must possess the essential educational, professional and other qualification and experience as specified under 3.1

2.4.4 A candidate for direct recruitment to a post should be within the age limit in respect of that post.
Note:- The upper age limit may in exceptional circumstances and in the case of candidates belonging to Scheduled Castes and Scheduled Tribes or any other class of persons be relaxed to the extent and in the manner as may, be specified by the Board on the basis of the directions issued by the Central Government from time to time.

2.4.5 A candidate must satisfy the appointing authority that his character and antecedents are such as to make him suitable for appointment to the service of the Board.

2.4.6 In all matters except method of seeking applications and conduct of written Examination(s)/Test(s), the recruitment against this notification will be governed by the "Recruitment Rules of BOPT(ER)".

2.4.7 Where the Board is of the opinion that it is necessary or expedient to do so, it may relax any of the provisions of these rules with respect to any Class or category of persons/or posts.

2.4.8 Number of vacancies indicated above may increase due to chain vacancy arising in BOPT (ER) against the sanctioned posts within a period of six months from the date of publishing of the merit list by the Selection / Screening Committee. The vacancies arising during this period due to superannuation, resignation, promotion etc. shall be filled up by operating the merit list of the respective post published in this recruitment notification. No separate notification/corrigendum shall be issued in such cases.

2.4.9 For the Post Code 05, the disability of the candidate should not be less than 40%.The eligibility for availing reservation against the vacancies reserved for the Persons with Disabilities (Post code 05) shall be same as prescribed in "The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995." of Govt. of India. Provided further that the physically disabled candidates shall

also be required to meet special eligibility criteria in terms of Physical requirements/functions classification (abilities/disabilities) consistent with requirements of identified Service/Post .

2.4.10 Permissible disability for PWD (Orthopedically Handicapped) candidates applying for the post of Lower Division Clerk (Post Code 05) is (i) **One Leg affected(OL) or (ii) Both Leg Affected(BL) or (iii) One Arm affected(OA).**

2.4.11 Appointee to all the above posts will be on probation for a minimum period of two years and shall be considered for confirmation based on their performance during the period subject to satisfaction of appointing authority.

2.4.12 Candidates working in Central/State Government/PSUs/Autonomous Bodies are required to submit hard copy of online submitted application along with self attested copies of all testimonials through proper channel (through routed their present employer) on or before closing date of Receipt of Hard copies (print outs) of submitted Applications.

2.4.13 The hard copies of online submitted application along with self-attested copies of requisite testimonials such as certificates/Marks sheets for Educational qualification, Equivalency certificate (if any), Experience certificate, Caste certificate as per prescribed format of Govt. of India as per Annexure-I are required to be submitted by Registered/Speed post only on or before closing date of receipt of hard copies (print out) of online submitted application addressed to the 'Admin-cum-Accounts Officer, Board of Practical Training, Eastern Region, Block EA, Sector-I, Salt Lake City, Kolkata 700064'. Candidates must superscribe the envelope **"Application for the post of ………………"** as applicable.

2.4.14 No individual correspondence shall be entertained by BOPT(ER) from the candidates in this regard. All candidates are required to check the updates to be posted time to time at the Official website www.bopter.gov.in [under link 'Career'] as mentioned earlier.

2.4.15 Hard copies of online submitted applications received within the stipulated date will be scrutinized by a Screening /Selection Committee of the Board of BOPT (ER) and only those candidates short-listed by the said Committee will be called for appearing in Written Test/Skill Proficiency Assessment Test, as the case may be. Merely fulfilling the eligibility criteria laid down in the recruitment notification will not automatically entitle any candidate to be called for Written Test/Skill Proficiency Assessment Test.

2.4.16 Age relaxation for Unreserved post only for applicants belonging to different categories as per Central Govt. Rules will be as follows :

(i) Schedule Caste and Scheduled Tribes:05 Years over and above the maximum age for the respective post(s)

(ii) Schedule Caste and Scheduled Tribes:05 Years over and above the maximum age for the respective post(s).

(iii) Other Backward Class:03 Years over and above the maximum age for the respective post(s).

(iv) Persons with Disabilities: 10 Years over and above the maximum age for the respective post(s).

(v) SC/ST Persons with Disabilities:15 Years over and above the maximum age for the respective post(s).

(vi) OBC Persons with Disabilities: 13 Years over and above the maximum age for the respective post(s).

(vii) Employees of Central / State Govt. / Autonomous Bodies / Central & State PSUs having minimum of 03 years of regular service on a permanent post:

a) General   : 05 years maximum upto attainment of 40 years of age.
b) Scheduled Caste / Scheduled Tribe : 10 years maximum upto attainment of 45 years of age.
Other Backward Class (Non-Creamy Layer):08 years maximum upto attainment of 43 years of age

(viii) Ex-Servicemen having served the Armed Forces for a continuous period of not less than 6 months and has not been released otherwise then by way of dismissal or discharge on account of misconduct or inefficiency etc. :

(a)General   :   Length of service in Military + 03 years (maximum upto the age of 50 years).

(b)Other Backward Class (Non-Creamy Layer)   : Length of service in Military + 06 years (maximum upto the age of 50 years)

(c) Scheduled Caste / Scheduled Tribe   : Length of service in Military + 08 years (maximum upto the age of50 years)

(d) Persons with Disability (OH): Length of service in Military + 10 years (maximum upto the age of 50 years).

(ix) Widows, divorced women and women judicially separated from their husbands and not re-married:

a) General   :   Upto the age of 35 years.

b) Scheduled Caste / Scheduled Tribe   :   Upto the age of 40 years.

c) Other Backward Class (Non-Creamy Layer)   :   Upto the age of 38 years.

2.4.17 If a candidate wishes to apply for more than 1 (one) post, he/she needs to apply separately for each such posts. In   case of any clash in the test date/time for any two or more posts, candidates need to decide themselves the test they would like to appear. BOPT(ER) will not entertain any request for change in test date/time later on. If a candidate opts to apply for more than one post, in that case, separate application fee shall be payable for each and every application submitted through on-line mode.

2.4.18 All educational qualifications as referred in the qualifications column under 3.1 must have been awarded by a UGC recognized University/Institution.   Candidates who have passed examinations other than the mentioned and who claim equivalency to the mentioned examination must enclose Equivalence Certificate issued by the Competent Authority of the concerned University / Institution.

2.4.19 Canvassing in any form will lead to rejection of candidature.

2.4.20 Application fee will be Rs.500/- for all categories of posts. Transaction charges of the bank / payment gateway, as applicable shall be charged extra and to be borne by the candidate. All woman candidates and candidates belonging to Schedule Caste/Scheduled Tribe/Persons with Disabilities are exempted from paying application fee as per extant Govt. orders. The application fee of Rs.500/- will be payable only through online mode using Debit/Credit Card/Net Banking/ Payment Gateway facility etc.

2.4.21 For the applicants whose payment details have not been received from the bank, their application will be treated as incomplete application and such application shall be rejected summarily.   No further correspondence shall be entertained in this regard.

2.4.22 The Written Examination as well as Skill Proficiency Assessment Test (as applicable for different posts) will be held at the centers located in the district of Kolkata / North 24 Parganas only. Applicants called for appearing in written examinations / tests shall be required to attend examination / test at the test centre at their own cost.

2.4.23 For the applicants working in Govt./Semi- Govt./Autonomous Organization/PSUs etc., applications submitted through on-line mode shall only be accepted if the hard copy of the on-line submitted application routed through their present employer is received by BOPT (ER) on or before the closing date of receipt of hard copy of online submitted application through registered / speed post. Online submitted application for such applicants shall not be considered in case the printout of the online submitted application form along with self attested copies of all testimonials is received by BOPT(ER) (directly) without routed through their present employer.

2.4.24 BOPT (ER) reserves the right to cancel/modify/alter this recruitment process, if needed.

2.4.25 Application Fee paid online shall not be refunded in any circumstances for all posts and for all categories of applicants

2.4.26 The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions as admissible for respective post(s). Their candidature at all stages of examinations will be purely provisional subject to their satisfying prescribed eligibility criteria. If on verification at any time (before / during or after the examination/tests), it is found that the candidate do not fulfill one or more of the eligibility criteria, their candidature for the post will be cancelled by BOPT(ER) without any information. If any of their claim / declaration in the successfully submitted online application form is found to be incorrect at any stage(s) of the recruitment process, they may be liable for appropriate disciplinary action as deemed fit by BOPT (ER).

2.4.27 Mere issue of Admit Card to the candidate will not imply that his/her candidature has been finally selected by BOPT (ER).

2.5 NATURE AND STANDARD OF EXAMINATION / TEST

The nature and standard of examinations / tests will be as detailed in the Memorandum of Procedures as attached as Appendix-II.

2.6 CENTRE FOR TEST

The Centre for examination / test will be anywhere in the district of Kolkata / North 24 Parganas. The complete address of the venue will be published on the website www.bopter.gov.in.

CHAPTER 3 - ELIGIBILITY TO APPLY FOR DIFFERENT POSTS

3.1 ELIGIBILITY TO APPLY FOR DIFFERENT POSTS

Before applying for any vacant post against this notification, candidates must ensure themselves regarding their eligibility for Age, Qualifications (Essential Educational) and other proficiency in Typing/Stenography as well as Experience as on last date of submission of online application form for different vacant posts as mentioned against each of the post below:

Post Code	Name of the post	Group	Maximum Age (as on last date of closing of online application)	Qualification(s) & Experience
01	Stenographer Grade II	'C'	35 years	**Essential :** i) Matriculation or equivalent. ii) Typing speed 40 w.p.m. and Shorthand speed 100 w.p.m. iii) Stenographers who have rendered atleast 5 years' service as Stenographer in Govt./Autonomous bodies etc. **Desirable :** i) Candidates having Bachelor's degree or equivalent preferred. ii) Should possess proficiency in Secretarial function through computers.
02	General Assistant	'C'	35 years	**Essential :** i) At least a Second class in Bachelor's Degree in Arts, Science or Commerce. ii) At least eight year's experience in Technical Education Administration/compiling of data on technical personnel in a Govt. Department/autonomous organization. **Desirable**: i) Should have proficiency in Computer application through software.
03	Upper Division Clerk (UDC)	'C'	32 years	**Essential** : i) Graduate. ii) Working knowledge in Hindi. **Desirable** : i)Knowledge of typing ii) 5 year's experience in Govt. or Non-govt. office. iii) Certificate course in Computer of Minimum Six Months Duration
04	Lower Division Clerk (LDC)	'C'	30 years	**Essential** : (i) Matriculation or equivalent. (ii) Knowledge of typing with a minimum speed of 30 w.p.m. **Desirable**: (i) Certificate Course in Computer of Minimum Six Months duration.
05	Lower Division Clerk (LDC)	'C'	30 years	**Essential** : (i) Matriculation or equivalent. (ii) Knowledge of typing with a minimum speed of 30 w.p.m. **Desirable**: (i) Certificate Course in Computer of Minimum Six Months duration.
06	Multi-Tasking Staff (MTS)	'C'	25 years	Essential: (i) Matriculation or Equivalent pass or ITI pass. . Desirable : (ii)Knowledge of Office equipment handling, housekeeping etc.

(a)   Age of the candidate shall be considered as recorded in his/her Matriculation Certificate.

(b)   Essential Educational Qualifications and experience for different vacant posts shall be considered as per copies of testimonials uploaded/submitted during online application.

(c)   The disability should not be less than 40%. The eligibility for availing reservation against the vacancies reserved for the Persons with Disabilities (Post Code 05) shall be same as prescribed in "The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995". Provided further that the physically disabled candidates shall also be required to meet special eligibility criteria in terms of Physical requirements/functions classification (abilities/disabilities) consistent with requirements of identified Service/Post as mentioned below.

   (i)   Permissible disability for PWD (Orthopedically handicapped) candidates applying for the post of Lower Division Clerk (Post Code 05) is (A) One Leg affected (OL) or (B) Both Leg affected (BL) or (C) One Arm affected (OA).

CHAPTER 4 – MODE OF SUBMISSION OF APPLICATION & PAYMENT OF FEE

4.1 PREPARATION FOR FILLING UP OF APPLICATION FORM:

A candidate can apply for the post(s) only through on-line by logging on to www.bopter.gov.in

Before submission of application form, make the following preparations:

4.1.1 The information desired to be filled in the online application such as names of Father/Mother and Candidate with correct spellings, Aadhaar Number/ Aadhaar Enrolment Number/ Passport number/Driving License No./Voter ID No./PAN No., Date of Birth (as per Matriculation Certificate), Address, valid own Mobile Number, valid own E-mail ID and detail pertaining to their educational qualification and past and present service detail etc. may be kept ready.

4.1.2 The candidates who do not possess Aadhaar No. may furnish any of the identity proof issued by the Govt. out of Passport No., Driving License No. , Voter ID No., PAN No.

4.1.3 Candidate should have scanned images of his/her recent coloured passport size Photograph with white background and without cap and sunglasses (size of 100 to 150 Kb) and full Signature (not in capital letters) (size of 50 to 100 Kb) both in JPG format only, for uploading as part of submission of online application.

4.1.4 Mode of payment of fee,
➢ Through any Debit/Credit Card or Net Banking/UPI

4.1.4.1 If decided to pay fee through Debit/Credit Card, check the validity of the Card and keep it ready while logging on to website for submitting application form.

4.1.4.2 If decided to pay fee through Net Banking/UPI, follow the instructions as communicated during the online processing.

4.1.4.3 Keep the statements of bank/Net banking transaction receipt bearing Application Number for future reference.

4.1.4.4 Print the online application Form after completion of payment through Debit/Credit Card/ Net Banking/UPI.

4.1.4.5 Failure to complete any step of Online Application and further payment of fee as per next step, final Submission of Online Application will remain incomplete and unsuccessful in all modes of payment of fee.

4.1.4.5 **Generation of pdf copy, confirms the correctness and final submission of application form. If confirmation page has not been generated, this means that application has not been submitted successfully.**

4.2 METHOD OF SUBMISSION OF ONLINE APPLICATION FORM
- ❖ Log on to website www.bopter.gov.in
- ❖ Download the Information Bulletin and "Recruitment Rules of BOPT (ER)" and read it carefully to understand eligibility criteria and other requirements for submission of online application.
- ❖ Go to the link "Career" and open the same.
- ❖ Read the instructions and procedure for on-line submission of Application Form carefully and subsequently follow the steps given under:
    - (a) Fill in the on-line application form and note down the registration number.
    - (b) Upload images of photograph, signature and other certificates as desire in JPEG format at the application form.
    - (c) Make payment of fee as per available options.
    - (d) Take print out of Confirmation page(s) at the step of online application form and preserve it for future reference along with copy of proof of fee deposited.
- ❖ Open the link "Career" under www.bopter.gov.in
- ❖ Follow the instructions and complete the process of submission of application form.
- ❖ Follow the instructions to take the print out of Confirmation Page. Please keep the confirmation page and proof of payment of fee safely for any future reference
- ❖ **All the four steps for online submission of application form, uploading of photograph and signature, payment of fee and to take print out of confirmation page can also be used separately/individually.**
- ❖ **Facility of submission of application form, uploading of photograph and signature, payment of fee and printing of the Computer Generated Confirmation Page will be de-activated after the closing date. Hence, candidates are required to complete the process within the prescribed duration only.**
- ❖ A copy of the confirmation page and self-declaration, as the case may be, will be emailed on the registered email id of the candidate for future reference after successful submission.
- ❖ **Candidature of the candidates will not be accepted if fee is not paid even after the successful submission of application form and issue of registration number.**
- ❖ Candidates are expected to be well versed with the technology of online submission of application form and without any help they are capable in submission of application form online. In case, any candidate is having any problem, such candidate may visit BOPT (ER) office for submission of application form and payment of fee.

4.3 METHOD OF SUBMISSION OF HARD COPY (PRINTOUT) OF GENERATED APPLICATION FORM THROUGH POST

The hard copy (printout) of the online submitted application form along with self attested copies of all testimonials (uploaded on portal) must be forwarded to "The Admin-Cum-Accounts Officer" Board of Practical Training (ER) Block-EA, Sec-I, Saltlake City, Kolkata-700064 through Registered/Speed post only so as to receive by BOPT (ER) on or before the stipulated date and time.

4.4 Guidelines to fill up the Online Application process for

Board of Practical Training (Eastern Region) 2018

Applicants are required to keep the following things ready before applying:

1. An **E-mail ID** for registration and for receiving all future correspondence till the Recruitment process is over and subsequently, if admitted.
2. A **Mobile Number** to receive **SMS** based notifications/communications related to the online application, Admit card, Entrance Test Result etc till the Recruitment process is over and subsequently, if recruited.
3. Access to facilities of computer with internet connectivity, B/W printer and scanner.
4. A recent passport sized colour **photograph** (for scanning and uploading in "jpg/jpeg/png" format only. File size of scanned photograph should not be more than 200KB).
5. Your **signature** using **Blue/Black** pen on white sheet (for scanning and uploading in "jpg/jpeg/png" format only. File size of scanned photograph should not be more than 200KB).
6. Your academic documents (for scanning and uploading in "jpg/jpeg/png" format only. File size of scanned photograph should not be more than 200KB) for each document.
7. Your work experience documents (for scanning and uploading in "jpg/jpeg/png" format only. File size of scanned photograph should not be more than 200KB) for each document.

Important Notes for all applicants:

1. A printout of the submitted complete Application form is to be retained with the candidate, which is to be submitted at the time of Recruitment process.

2. Original certificates issued by competent authority supporting your filled in details will be asked from you ONLY at the time of Recruitment. If data provided in the online application is not supported by appropriate documents then your application/claim for Recruitment shall be cancelled, without giving any reason thereof.

Steps to be followed for filling the online application:

The entire process of filling online application form can be completed in below mentioned 9 steps.

The steps are:

1. Register yourself for the online application process at the on the BOPT (ER) Recruitment Application Portal (https://bopt.ucanapply.com)
2. Activate your user ID with your Activation Code, sent to your submitted Email ID / Mobile No in registration process. After activation of User ID , Log on to the site with your password.
3. Selection of the Post and check eligibility.
4. If the applicant confirms the eligibility criteria and continues the Application process, the next web page appears. The applicant is required to click on "Candidate Details". The application form will appear on the screen. The applicant is required to fill up the details in the application form.
5. In the next step, the applicant is required to upload scanned image file of his/her Photo and Signature one by one [as specified in Para 4 & 5 above].
6. In the next step, the applicant is required to fill the Academic details.
7. In the next step, the applicant is required to upload Document Details for academic and work experience.
8. Once all the details are filled in, the candidate **is required to Review the details** entered and **Confirm**. No edit will be allowed once the application is confirmed.
9. After confirmed, take a Printout of your submitted application.

How to complete Registration on the BOPT (ER) Recruitment Online Application Portal (https://bopt.ucanapply.com):

Step 1: Please click on **"Apply for BOPT (ER) Recruitment Application"** button given of the Official Website (https://bopt.ucanapply.com)

Step 2: On clicking the link you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link **"Make Registration"**.Please click on this link.

Step 3: When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and are to be essentially filled up. These fields cannot be left blank. Once you fill the details, you can click on the **"Sign up"** button at the bottom for completing the registration process.

NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

Step 4: Activation and validation of Registration

1. On successful submission of registration details, you would be shown a confirmation message on the screen. You will also receive an e-mail on the e-mail ID provided by you in the Registration Form and a validation code on your registered mobile number. This email will contain an activation link. You need to click on this activation link to confirm and complete your registration process.

Note: This confirmation and activation link e-mail might land up in your "Spam Folder" or "Junk Folder". So, in case you do not find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder'. If you find the e-mail from *contact.bopt@gmail.com* in your **"Spam Folder" or "Junk Folder"**, please report it as "Not Spam" and/or add the same to your contact list so that the subsequent e-mails from *contact.bopt@gmail.com* always comes in your Inbox. Always check your **"Spam Folder" or "Junk Folder'** for e-mails from the official website of BOPT.

2. Click on this activation link received in the e-mail. You account will not be activated until you have clicked on this activation link or click **"Enter Activation Code"** and enter your Register e-mail ID and enter Activation code/ OTP [OTP already send to your register mobile no.] so, do not forget this important step.

3. On clicking the activation link/ activation button, you will be directed to the validation page in which you are required to give the validation code sent on your registered mobile number. Enter the validation code received on your registered mobile number to complete the registration process.

BOARD OF PRACTICAL TRAINING (EASTERN REGION)
Under Ministry Of HRD, Government Of India
An Autonomous Body Of Department Of Higher Education

Welcome to Board of Practical Training, Eastern Region

Activation

Email Id*

Enter Username (Email ID)

Enter Activation Code / OTP*

Enter Activation Code

Submit

Your activation code has been sent on your registered email id given at time of registration. SMS on your mobile may take some time to deliver based on your cellular service provider

For the best view use Mozilla Firefox , Google Chrome browser   Copyright © 2018, ucanapply.com. All right reserved.

4. On successful validation, you will be allowed login and directed to My Application Section. Select the post of your choice and start filling up the application form online.

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Under Ministry Of HRD, Government Of India
An Autonomous Body Of Department Of Higher Education

Welcome to Board of Practical Training, Eastern Region

Dear SHUVRA, Your account has been activated. Click Sign In to Login.   SIGN IN

APPLICATION PROCESS:

Step 1: After activation and validation of your Registration on the BOPT (ER) Recruitment Application Portal (https://bopt.ucanapply.com), you can login into the programme.

BOARD OF PRACTICAL TRAINING (EASTERN REGION)
Under Ministry Of HRD, Government Of India

Welcome to Board of Practical Training, Eastern R

Important Instruc

Sign In   ×

Username

Password

☐ Remember me   Forget Password

Submit

IMPORTANT INSTRUCTIONS

Board of Practical Training, E

Keep the following items in your hand b
Email id
Mobile no
Scanned / Soft copy passport size photograph (Less than 100KB)
Scanned / Soft copy of signature (Less than 100KB)

Guidelines (Must Read it before Application) : Click Here
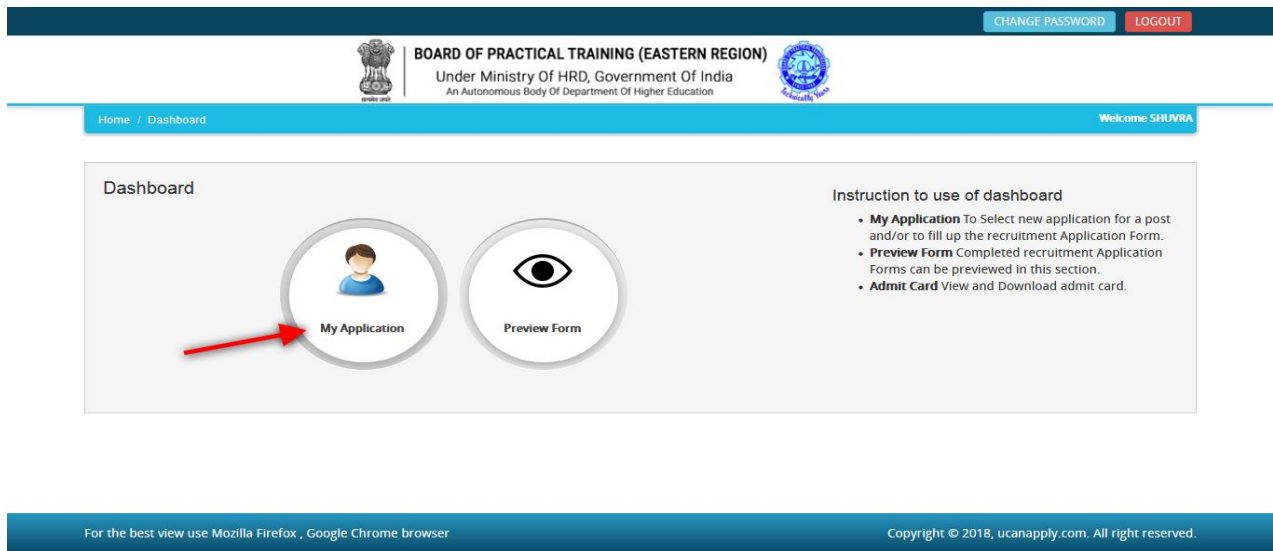
Candidates Login

Existing user?
Sign In
New user? Registered Now!

MAKE REGISTRATION
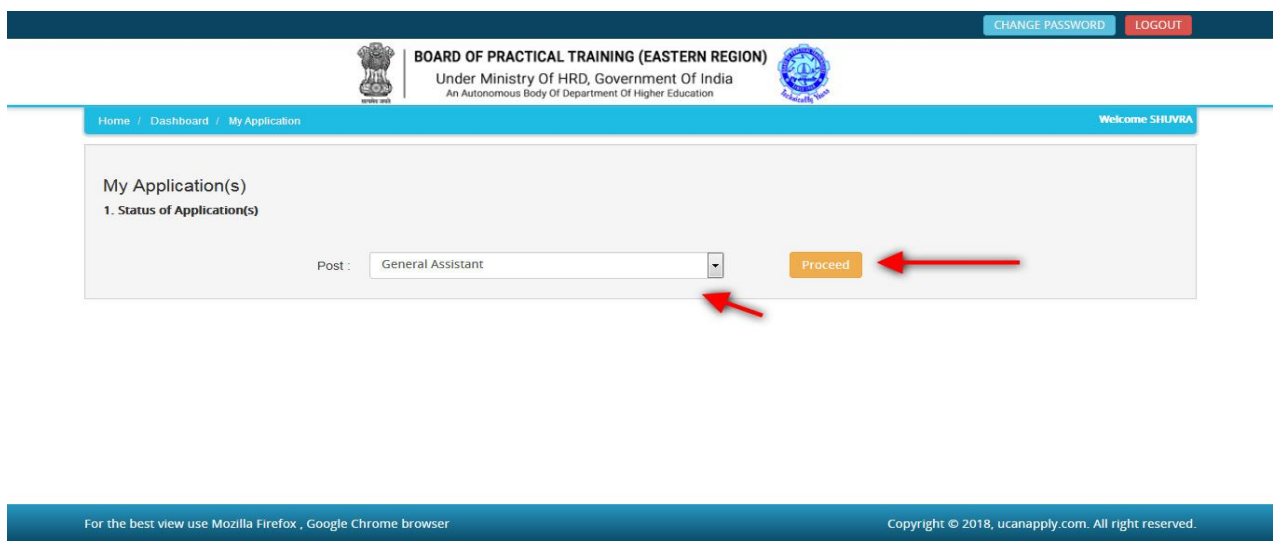
Activate Your Account

For the best view use Mozilla Firefox , Google Chrome browser   Copyright © 2018, ucanapply.com. All right reserved.
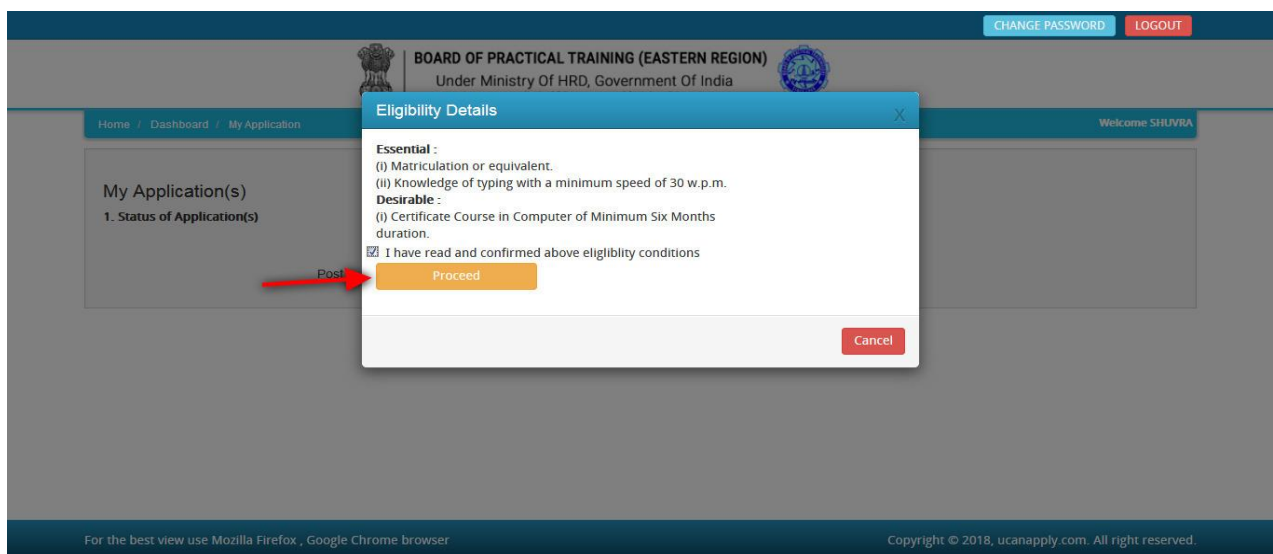
After **login** you will be able to see **Dashboard** and click **"My Application"**

Then you will be able to see following page with the title **"Status of Applications"**.
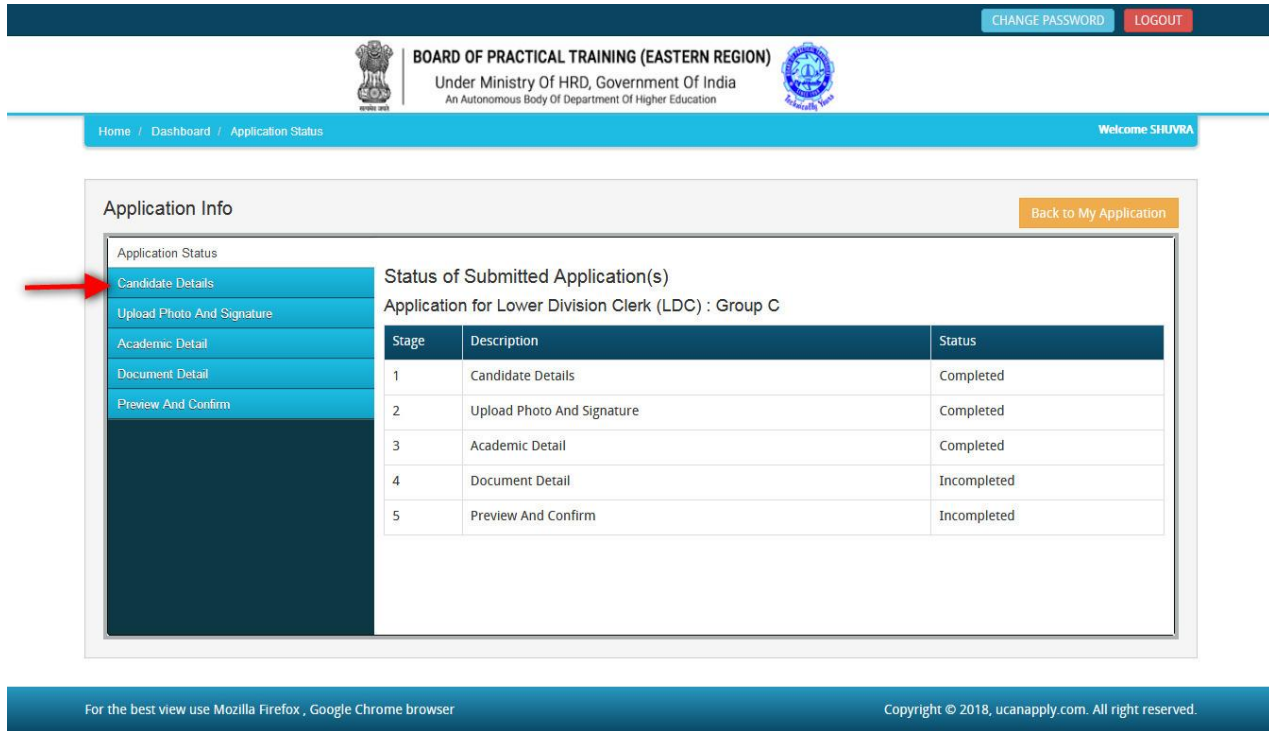

Step 2: Please select **Type of Post** from the drop down boxes given at the Bottom and click **"Proceed".**

After proceeding pop-up box will be shown here,check the **eligibility** and in case you are **eligible** for the post **click the checkbox** given below regarding confirmation of the terms and conditions and the eligibility to proceed further for filling up the application form by clicking **"Proceed"** button.

How to fill up the Application Info after I have selected the Post I wish to apply:

Step 1: After adding the post of your choice, following screen will appear showing status of submitted applications. On the left panel, various other buttons such as 'Candidate Details', 'Upload Photo and Signature' etc are given. These are various sections of the form. Application Status section shows which sections of the form is complete and which is incomplete. You can click the left panel button to go to the section of the form which is incomplete.

Step 2: After you have added the post of your choice and come to the above screen, all the four sections of the Application Form would be shown as incomplete. Click on the **'Candidate Details'** button on the left panel. On clicking, following form will appear on the screen. Some of its fields would be pre-filled with the details you gave at the time of registration. Fill up other required details correctly.

NOTE: MANDATORY FIELDS HAVE BEEN MARKED WITH RED ASTERIX. THEY ARE TO BE ESSENTIALLY FILLED UP BEFORE YOU WILL BE ALLOWED TO 'SAVE' OF THE FORM.

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Home / Dashboard / Candidate Details

Welcome SHUVRA

Application Info

Back to My Application

- Application Status
- Candidate Details
- Upload Photo And Signature
- Academic Detail
- Document Detail
- Preview And Confirm

Applicant Detail for Lower Division Clerk (LDC) : Group C

Candidate Name:*   SHUVRA   Mid Name   GANGULY
(IN CAPITAL LETTERS ONLY)

Father's Name: Father's Name
(IN CAPITAL LETTERS ONLY)

Mother's Name: D GANGULY
(IN CAPITAL LETTERS ONLY)

Category:*   - Select -

Physically Challenged:*   - Select -

Date of Birth: (as record in Madhyamik or equivalent certificate)*   12   October   1989

Gender:*   FEMALE

Nationality:*   - Select -

Typing speed (w.p.m.):   Typing speed (w.p.m.)

Are you belong to Govt Service /Ex-Servicemen /Widows /divorced women?: *   - Select -

Select ID Proof Type: *   - Select -

Enter ID Proof No: Enter ID Proof No

Certificate course in Computer of Minimum Six Months Duration: - Select -

Permanent Address

House no./Street/Area:

Block / Municipality

City/Town/Village: City/Town

Post Office: Post Office

Police Station: Police Station

District: District

State: - Select -

PIN:

Father/Guardian Mobile No.:

LandLine Phone :   Std code

Correspondence Address ☐ Copy the Permanent Address

House no./Street/Area:

Block / Municipality

City/Town/Village: City/Town

Post Office: Post Office

Police Station: Police Station

Distict: District

State: Select

Pin:

Father/Guardian Mobile No.:

LandLine Phone :   Std code

Email :

Save & Continue

Step 3: After you have filled up all the required fields of the 'Candidate Details', Click on the **'Save & Continue'** button given at the bottom of the page (as shown above).

Step 4: After filling up application click the 'Save & Continue' Buttom given at the bottom.

How to Upload image file (in jpeg format; size limit 200kb) of my scanned photograph and signature?

Step 1: To upload the image file of you scanned passport size colour photograph and signature, click the button 'Upload Photograph and Signature' button available on the left panel. On clicking, you will see the following screen:

(Your **scanned passport photo should be** within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 200 KB.)
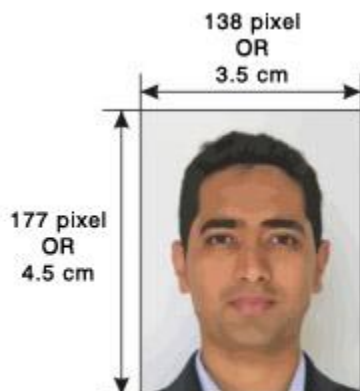
If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.
To Resize your scaned photo please follow the following steps:

1. Right click on the scaned photo file → Open with → Microsoft Office Picture Manager
2. Then look at the top menus, Click Picture → Resize
3. Now look at the right pannel, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
5. The save the file.

Step 5: Choose the image file (jpeg format; photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 200 kb) of your scanned passport size photograph and signature and click the button 'Upload Photo' and 'Upload Signature' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:

Step 6: After filling up application click the 'Save & Proceed' Buttom given at the bottom you have filled up all the required fields of the **'Academic Details'**, here you add your passed examination details and Click on the 'Save' button.

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Home / Dashboard / Academic Details   Welcome SHUVRA

Application Info

- Application Status
- Candidate Details
- Upload Photo And Signature
- Academic Detail
- Document Detail
- Preview And Confirm

Academic Details
Application Detail for Lower Division Clerk (LDC) : Group C

Name of the Examination	Board / University and Roll	Year of Passing / Appearing	School Name/College	Div/ Grade	Percentage/CGPA Type	Marks Obtained.	Total Marks/CGPA
Matriculation or Equivalent *	Select	Select			Select		CGPATO
10+2th or Equivalent	Select	Select			Select		CGPATO
Bachelor's degree or Equivalent	Select	Select			Select		CGPATO

Save

After filled all academic details and click **'Save'** Button re-confirm all fields no further changes will be entertained.

Step 7: After filling up application click the 'Save' and 'Ok' Button given at the bottom you have filled up all the required fields of the **'Document Details'**, here you add your all required document details and Click on the 'Save & Continue' button.

Upto this stage, you have completed all stages of the Application Form.

Now, click the 'Save & Continue' button given at the bottom of the page. This will help you see entries made in various sections of the Application Form. In case you want to edit some details, you should do so before clicking 'I confirm the above' checkbox and clicking the 'Confirm & Submit' button because once you confirm and submit an application form, it cannot be edited further.

For the other subject system will go for Applicant Form View page. Here you can check all information which you have entered in your application process. If everything is ok then click the button **'I CONFIRM THE ABOVE'** & Click 'Confirm & Submit' button.

After that system will show you the **Payment** button and make payment.

After that take a printout of online submitted application form and send the same enclosing self-attested copies of all testimonials (upload on the portal) through post as specified under 4.3.

4.5 FEE DETAILS

FOR GENERAL/OBC	FOR SC/ST/PH/Women
Rs.500/- (INR)	NIL

NOTE:

> ➢ In addition to examination fee, service/processing charges will also be paid by the candidate for online payment of fee through Debit/Credit Card/UPI/Net Banking along with applicable taxes by the respective banks.

> ➢ The candidates must note that after submission of the application form it cannot be withdrawn. Claims for refund of application fee will not be entertained.

4.6 INFORMATION REGARDING ONLINE APPLICATION AND FEE

Information related to candidature will be available in the candidate's login account. If the process of payment of requisite fee as applicable is not completed, the online saved form may be available in the candidate's log-in account will now allow to generate application form in pdf format for taking the print out as hard copy required for further submission to BOPT (ER) along with self-attested copies of all the requisite testimonials. If the pdf format is not generated, candidates are advised to immediately complete the process of payment of online fee. The generation of online submitted form in pdf format is the only proof of payment and updating of the fee in the account of the candidate.

4.7 ADMIT CARD

BOPT (ER) will provide the facility of downloading Admit Cards on its website. Only short-listed qualified candidates shall be allowed to download the admit cards from the website and follow the instructions given therein. Candidate may please note that admit cards will not be sent by post. The Admit Card will bear the candidate's Roll Number, Name, Father's Name, Category, Sub-Category, Photograph, Signature, Date of Birth, Name and Address of examination Centre etc. The candidate should carefully examine the Admit Card downloaded by him/her for all the entries made therein. The Admit Card shall bear certain instructions as a part of Dos and Don'ts to be followed by each and every candidates appearing in the examination to follow. Not following of one or any of such instructions will make his / her candidature disqualified and he / she will be liable for appropriate action. A copy of downloaded admit card should be produced at the time of Examination/Test. The copy of the admit card signed by the invigilator in the examination hall must be retained by the candidates safely.

CHAPTER 5 - INSTRUCTIONS TO BE FOLLOWED IN EXAMINATION/TEST HALL

5.1 GENERAL

5.1.1   The written examination / test shall be conducted online computer based Test (CBT) and or Pen Paper based Test (PBT) as mentioned under 5.2.1.

5.1.2   The Examination Centre will be opened 2 hours before the commencement of the test. No candidate shall be allowed to enter in the examination centre once examination is commenced. Therefore, kindly ensure that candidates must leave home well in advance considering all facts like traffic, location of the centre and weather conditions, etc. Candidates are expected to take their seats immediately after the opening of the Examination Hall.

5.1.3   The candidate must show, on demand, the Admit Card for admission in the Examination Hall. A candidate who does not possess the valid Admit Card shall not be admitted to the Examination Hall under any circumstances by the Centre Superintendent.

5.1.4   During the examination time, the invigilator will check Admit Card of the candidates to satisfy himself/herself about the identity of each candidate. The invigilator will also put his/her signatures in the place provided in the Admit Card.

5.1.5   A seat with a roll number will be allotted to each candidate. Candidates must find out and occupy their allotted seats. If a candidate is found appearing in the Test from a seat or room other than the allotted one to him/her, his/her candidature shall be cancelled.

5.1.6   **A candidate who comes after the time of commencement of the examination shall not be permitted to enter in the examination centre under any circumstances.**

5.1.7   Candidates are not allowed to carry any material except the Admit Card and photograph inside the Examination Hall.

5.1.8   Candidates are not allowed to bring any barred item or any item which could be used in unfair means. Possession of any such article with the candidates inside the centre premises will attract the penalties of unfair practices.

5.1.9   **Candidates are advised in their own interest not to bring any of the barred items to the venue of the examination as arrangement for safe keeping will not be made and candidates found in possession of these items will not be allowed entry in the examination centre.**

5.1.10   No candidate will leave his/her seat or the Examination Room/Hall until the Test concludes as per schedule. Candidates should not leave the Room/Hall without permission of the invigilator on duty.

5.1.11   Smoking in the examination centre is strictly prohibited.

5.1.12   Water Bottles, Tea, coffee, cold drinks or snacks etc. are not allowed to be taken by the candidates into the examination centre.

5.1.13   The Test will start exactly at the time mentioned in the Admit Card and an announcement to this effect will be made by the invigilator.

5.1.14   Before the start of test, some important instructions will be communicated to the candidates by the invigilator for strict compliance by the candidates.

5.1.15   **A signal will be given at the beginning of the examination and at half-time. A signal will also be given before the closing time when the candidate must stop marking the responses.**

5.1.16   The candidate must sign on the Attendance Sheet at the specified place. The candidates are also required to put their Finger Impressions in the space provided on the Attendance Sheet.

5.1.17   **For those who are unable to appear on the scheduled date of test for any reason, re-test shall not be held by BOPT (ER) under any circumstances.**

5.1.18   Candidate must check the Admit Card carefully for their Name, Posts, Date of Birth, Gender, Test Centre Name, Seat No. & Category. In case of any discrepancies, the communication to be forwarded to BOPT (ER) officials through e-mail at **contact.bopt@gmail.com** at least 72 hours before the time of conduct of examinations.

5.1.19   The Admit Card shall be issued provisionally to the candidates and it does not guarantee him/her selection for the post. Short listed candidates are advised to reach the venue well before the schedule time of examination. They should allow the Authority to complete the frisking and registration formalities well before the time of examinations. Registration desk will be closed 15 minutes prior to the commencement of examinations.

5.1.20   The candidate must show on demand the Admit Card for entry in the examination centre. A candidate who does not possess valid Admit Card downloaded from the official website of BOPT (ER) shall not be permitted to enter into the examination centre under any circumstances by the Centre Superintendent.

5.1.21   The candidates shall be provided with the questions on the computer in English medium only for CBT and Hindi medium for PBT.

5.1.22   No candidate will be allowed to carry any baggage inside the examination centre. BOPT (ER) will not be responsible for any belongings of the candidate stolen or lost at the examination centre.

5.1.23   Candidates are not allowed to carry any textual material, calculator, pen drive, slide ruler, electronic gadgets, printed or written materials, bids of papers, mobile phone, pager or any other device except the Admit Card and Identity proof inside the examination room. If any candidate is in possession of the debarred items as mentioned

above, his/her candidature will be treated as unfair means and his/her current candidature will be cancelled and he/she will be handed over to the Police Authority for appropriate action.

5.1.24 The Centre Superintendent / Invigilator in the examination room may be approached for any technical assistance.

5.1.25 No candidate during the examination will be allowed to leave his/her seat in the examination room until the full duration of the examination is over.

5.1.26 The instructions for examinations shall be provided on the Admit Card and the candidates will be required to read the same carefully and follow the instructions given therein.

5.2 QUESTION PAPERS

5.2.1 The test code applicable for different post code, test nature, test type, test duration, mode of test and Screening and or qualifying criteria of different examination/test shall be as mentioned below .

Post code	Test code	Test Nature	Test Type	Test Duration	Mode of Test	Screening/Qualifying Criteria
01	PTWE	Screening	MCQ (100 Question)	2 Hours	CBT	Minimum 50% Marks
	SPAT	Qualifying	Typing and Shorthand speed proficiency	1) Typing-10 minutes 2) Shorthand -10 minutes	CBT	1) Typing- Minimum 40 words /minutes 2) Shorthand- Minimum 100 words /minutes
	OQWE	Merit determination	MCQ (100 Questions)	2 Hours	CBT	Merit List as per Marks obtained in OQWE
02	PTWE	Screening	MCQ (100 Question)	2 Hours	CBT	Minimum 50% Marks
	SPAT	Merit determination	Analytical proficiency on database	1 Hour	CBT	Merit List as per 50% of Marks obtained in SPAT & 50% of Marks obtained in OQWE
	OQWE	Merit determination	MCQ (100 Questions)	2 Hours	CBT	
03	PTWE	Screening	MCQ (100 Question)	2 Hours	CBT	Minimum 50% Marks
	SQWE	Merit determination	Short/long answer type question in Hindi	1 Hours	PBT	Merit List as per 50% of Marks obtained in SQWE & 50% of Marks obtained in OQWE
	OQWE	Merit determination	MCQ (100 Questions)	2 Hours	CBT	
04 & 05	PTWE	Screening	MCQ (100 Question)	2 Hours	CBT	Minimum 50% Marks
	SPAT	Qualifying	Typing speed proficiency	Typing-10 minutes	CBT	Typing- Minimum 30 words /minutes
	OQWE	Merit determination	MCQ (100 Questions)	2 Hours	CBT	Merit List as per Marks obtained in OQWE
06	PTWE	Screening	MCQ (100 Question)	2 Hours	CBT	Minimum 50% Marks
	OQWE	Merit determination	MCQ (100 Questions)	2 Hours	CBT	Merit List as per Marks obtained in OQWE

MCQ -> Multiple Choice Question   CBT- Computer Based Test   PBT- Pen Paper Based Test

5.2.2 The PTWE question papers will consist of objective type (multiple choice and/or numerical answer type) questions designed to test comprehension, reasoning and analytical ability of candidates.

5.2.3 The OQWE question paper will consist of objective type (multiple choice and/or numerical answer type) questions designed to test , knowledge in Mathematics, General Knowledge, Science and English of Matriculation level and basic knowledge of computer application, Aptitude and Personality.

5.2.4 The SQWE question paper will be subjective type of 50 Marks to ascertain the minimum requirement of working knowledge in Hindi. The candidate appearing in this test shall be required to answer the question in Hindi only.

5.2.5 The candidates must carefully read and adhere to the detailed instructions given in the question papers available at the time of examination.

5.2.6 The question papers will be in English only for all test codes except SQWE. Test under code SQWE shall be conducted on Pen Paper Mode in Hindi to ascertain Hindi working knowledge of the Candidate..

5.3 INSTRUCTIONS FOR COMPUTER BASED TEST (CBT)

❖ Before starting the test, please verify your **Exam Id, Photograph & Signature** on your computer screen with the details provided in the **ADMIT CARD.**

❖ Upon instructed by the Invigilator, click on the **"APPEAR"** button to access the Instruction Sheet. In case you face any issues during the course of the Test, please contact the Invigilator present in your Test Lab for resolution.

❖ Total Questions in the Exam shall be 100 Marks and of Multiple Choice questions (MCQ) for test codes PTWE and OQWE for all post. The Test under test code SPAT against all posts shall be computer based but Non-MCQ type.

❖ Total time allocated for the Exam shall be 120 minutes, that is, 2 hours.

❖ Mark for each question is 1(ONE). Total marks per examination shall be 100.

❖ There shall be **no Negative Marking.**

❖ The question may be answered in any order within the given time. You can make changes in your choice of alternative only before completion of exam. – Alternatively, you can use the "Bookmark" option, if you wish to revisit the question later, but before submitting the examination paper.

❖ Do not close the test window or try to restart the system when you are taking the test.

❖ You may ask the Invigilator your doubts or questions before the commencement of test. No queries shall be entertained after the commencement of the test.

❖ In case of your PC restarting or the Exam crashing due to technical reasons, all your answers and remaining time will be saved and you will be able to re-start the exam from the exact point that last appeared to you.

❖ The test with test code SPAT under post code 01, 03 & 04 shall be conducted on computer as per the standard practice to ascertain the requirement of typing and or shorthand speed.

❖ During the Exam, you will be required to Sign on the Attendance Sheet and the Invigilator would be required to sign on your Admit Card. Kindly cooperate.

5.4 INSTRUCTIONS FOR PEN PAPER BASED TEST (PBT)

❖ The SQWE for post code 03 shall be conducted on pen paper Mode. The medium of test shall be in Hindi Language. The test shall be of 50 marks and 1 hour duration. There shall be no negative marking for this test. Candidates appearing in this test shall be required to write the test in Hindi only.

Rough Sheet for CBT:

❖ A Rough Sheet shall be provided to the candidates for carrying out rough work, calculations etc. during the test. The candidate must mention his/her Name, Roll Number/Registration Number, Exam Date and Batch Time on the Rough Sheet provided to them. This sheet must be returned to the Invigilator before leaving the Exam Room/Hall.

Candidates can be debarred / disqualified from the test for any of the following reasons:

- ❖ Attempting to take the examination for someone else, i.e. Impersonation;
- ❖ Giving or receiving assistance of any kind during the examination & communication in any form with other candidates or with outsiders;
- ❖ Leaving the test centre without the permission from the invigilator/Centre Superintendent;
- ❖ Using prohibited aids, or items that are not allowed, such as - mobile phones, pagers, books, notes, papers (Except the candidate's Admit Card, Identity Card and Time Table of examination), electronic diaries, watch alarms, listening devices, recording or photographic devices, or any other electronic devices;
- ❖ Attempting to copy examination questions and /or examination responses (in any format) from the examination centre;

The Invigilator is authorized to dismiss or debar a candidate from the examination centre for any misconduct by the candidates.

PS: If any candidate wishes to take a bio break, they can do so on the completion of 1 hour of the Exam. However, the timer on the Exam PC would continue to tick and the candidate would not be given any additional time to compensate for the time lost during the bio break. Please try and limit the break to less than 5 minutes to ensure that you do not lose any additional time.

CHAPTER 6-DISPLAY OF SHORTLISTED CANDIDATES, QUALIFIED CANDIDATES & RESULT OF MERIT TEST

6.1 DISPLAY OF SHORT-LISTED CANDIDATES

BOPT (ER) will publish list of short listed candidates among the candidates whose hard copy of application form duly signed along with self-attested copies of requisite testimonials are received routed through proper channel as the case may be, on or before closing date of receipt of hard copy of online submitted application through post. The short listing of the applications will be done by the Screening / Selection Committee on the basis of the eligibility criteria mentioned against each post(s). The eligibility criteria may be different for different posts.

6.1.1 In case the number of applicants against one or more post(s) is large, the Screening / Selection Committee shall include the desirable qualification as an additional criterion for short-listing of the candidates.

A list of the short-listed candidates will be published on www.bopter.gov.in under the link "Career". Candidates to visit the website regularly for updates.

6.2 DISPLAY OF LIST OF QUALIFIED CANDIDATES

The minimum qualifying marks for a candidate in psychometry test (PTWE) shall be 50%. The minimum qualifying criteria for Skill Proficiency Assessment Test (SPAT), qualifying test in nature shall be different for different posts as per the competency level laid down and as per Notification ref. no. BOPT/01/2018/Rectt.

6.3 DISPLAY OF RESULT OF MERIT TEST

The qualified candidates shall only be allowed to appear in the merit examinations / tests (SQWE and OQWE and or SPAT). The result of the merit examinations / tests will be considered by the Selection Committee of BOPT (ER) for preparation of the merit list Ref 5.2.1. In the event of a tie in the marks of merit examination, the merit of the candidates will be decided on the basis of the marks obtained in the qualifying examination and/or their performance in the qualifying examination. The merit list shall be prepared for issuing offer of appointment in the ratio of three candidates against one post code. The merit list will contain the name and father's name of the candidate. The decision of the Screening / Selection Committee of the Board shall be final and binding on all matters of the publish of list of short-listed candidates, list of qualified candidates and merit list.

CHAPTER 7 - POST EXAMINATION ACTIVITIES

7.1 RULES FOR RE-CHECKING/RE-EVALUATION OF TEST RESULT(S)

7.1.1 There is no provision for re-checking/re-evaluation of the response sheets. .

7.1.2 No correspondence in this regard will be entertained.

7.2 WEEDING OUT RULES

The record of examinations / tests shall be preserved up to 60 days from the date of declaration of result.

CHAPTER 8 - UNFAIRMEANS PRACTICES & BREACH OF EXAMINATION RULES

8.1 DEFINITION:

Unfairmeans practice is an activity that allows a candidate to gain an unfair advantage over other candidates. It includes, but is not limited to:

8.1.1 Having in possession any item or article which has been prohibited in examination centre or may be used for unfair practices including any stationery item, communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned;

8.1.2 Paying someone for examination (impersonation) or prepare material for copying;

8.1.3 Breaching examination rules or any direction issued by BOPT (ER) in connection with the conduct of examinations / tests from time to time;

8.1.4 Assisting other candidate to engage in malpractice, giving or receiving assistance directly or indirectly of any kind or attempting to do so;

8.1.5 Writing questions or answers on any material other than the response sheet given by the Centre Superintendent;

8.1.6 Contacting or communicating or trying to do unfair means with any person, other than the Examination Staff, during the examination time in the examination centre;

8.1.7 Muggling out any Paper or its part or smuggling out response sheet or part thereof;

8.1.8 Threatening any of the officials connected with the conduct of the examination or threatening any of the candidates;

8.1.9 Using or attempting to use any other undesirable method or means in connection with the examination;

8.1.10 Manipulation & fabrication of online documents viz. admit card, self-declaration etc.;

8.1.11 Forceful entry/exit in/from Examination Centre/Hall;

8.1.12 Use or attempted use of any electronic device after entering the examination centre;

8.1.13 Affixing/uploading of morphed photograph on the application form/admit card/proforma;

8.1.14 Providing wrong information on the response sheet;

8.1.15 Creating obstacles in smooth and fair conduct of examination;

8.1.16 Candidates shall maintain a perfect silence and attend to their questions only. Any conversation or gesture or disturbance in the examination centre / hall shall be deemed as misbehavior. If a candidate is found using unfair means, his/her candidature shall be cancelled and he/she will be liable to be prosecuted under appropriate law.

8.1.17 Candidates are not allowed to carry any textual material, calculator, electronic gadgets, printed or written documents, blank paper, mobile phone, pager, electronic watch or any other devise except Admit Card, certificates, claiming for age relaxation in the examination centre/hall. If any candidate is in possession of any of the above items, his/her candidature will be treated as unfair means and his/her candidature for the recruitment process will be cancelled and further he/she will be handed over to the Police Authority for appropriate action.

8.2 PUNISHMENT FOR USING UNFAIRMEANS PRACTICES:

During the course of examination, before or after the examination if a candidate is found indulged in any of the above or similar practices, he/she shall be deemed to have used unfair practices and booked under UNFAIRMEANS (U.F.M.) case. **Such**

candidates would be debarred for 3 years in future and shall also be liable for criminal action and /or any other action as deem fit.

8.3 CANCELLATION OF RESULT

8.3.1 The result of the candidates found indulged in Unfairmeans/ Practices will be cancelled and will not be declared.

CHAPTER 9- BARRED ITEMS IN EXAMINATION CENTRE/HALL

9.1 BARRED ITEMS:

The candidates are not allowed to carry the **FOLLOW BARRED ITEMS:**

The candidates are not allowed to carry the following items inside the examination centre under any circumstances. The candidates will be subjected to extensive and compulsory frisking before entering the examination centre with the help of highly sensitive metal detectors.

9.1.1 Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Pen, Scale, Writing Pad, Pen Drives, Eraser, Calculator, Log Table, Electronic Pen/Scanner etc.

9.1.2 Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.

9.1.3 Other items like Wallet, Goggles, Handbags, Belt, Cap etc.

9.1.4 All ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge and Brooch etc.

9.1.5 Any Watch/Wrist Watch, Bracelet, Camera, etc.

9.1.6 Any metallic item

9.1.7 Any eatable item opened or packed, water bottle etc.

9.1.8 Any other item which could be used for unfair means, for hiding communication devices like camera, Bluetooth device etc.

No arrangement will be made at the centers for keeping any articles/items belonging to the candidates.

In case any candidate is found in possession of any of the barred items inside the centre, it will be considered as use of unfair means and action will be taken against the candidate in accordance with the relevant provisions.

9.2 DRESS CODE:

The candidates are instructed to follow the following dress code while appearing for examinations / tests:

9.2.1 Light clothes preferably with half sleeves.

9.2.2 Slippers, sandals preferably with low heels.

In case, candidates are coming in customary dress for appearing in the examination, they should report at least an hour before the last reporting time so that they could be frisked properly.

It is desired from the candidates to follow instructions issued by BOPT (ER) strictly, in case of dress code. This will help them in the fair conduct of examination

CHAPTER 10 – SENDING VARIOUS REQUESTS/GREIVANCES TO BOPT (ER)

10.1 HELP LINE NUMBERS FOR SUCCESSFUL SUBMISSION OF ONLINE APPLICATION

Name	Contact No	e-mail id	on Working Days
Help Desk	8584824065 / 9836319994	contact.bopt@gmail.com	10:00 am to 06:30 pm Monday to Friday

BOARD OF PRACTICAL TRAINING (EASTERN REGION)

10.2 MEMORANDUM OF PROCEDURES (MOP) FOR RECRUITMENT OF STAFF APPLICABLE TO THE POSTS HAVING GRADE PAY LESS THAN RS.5400/- (AS PER 6TH CPC)

RR - Recruitment Rule of BOPT (ER), Kolkata approved by the Ministry vide letter ref. no. F.7-4/74.T.3 dated 08.07.1975. In respect of MTS only, the modified RR under O.M.No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 (Annex-I) of DoPT, Govt. of India under 6th CPC as approved in 113th meeting of BOG held on 23.07.2011.

SSR – Staff Service Rule of BOPT (ER), Kolkata approved by the Ministry vide letter ref. no. F.7-4/74.T.3 dated 15.04.1975. In respect of MTS only, the modified SSR under O.M.No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 (Annex-II) of DoPT, Govt. of India under 6th CPC as approved in 113th meeting of BOG held on 23.07.2011.

1. **Definition of this MOP**

1.1 This Memorandum of Procedures for recruitment of staff for the posts having Grade Pay less than 5400/- (as per 6thCPC) has been finalized in view of Govt. of India's directives to replace the process of interview as mentioned in approved SSR & RR of BOPT (ER) with the written examination for preparation of merit list and offer of appointment according to merit list.

1.2 This Memorandum of Procedures signifies replacement of the component of conducting interview with that of written examination to draw the merit as well as to practice uniform testing procedure in respect of written examinations/skill assessment tests.

1.3 The Recruitment Rule and Staff Service Rule in respect of all recruitment for the post (except MTS) having Grade Pay less than Rs.5400/- (as per 6th CPC) approved by the Ministry vide its letter ref. no.F.7-4/74.T.3 dated 08.07.1975 and ref.no. F.7-4/74.T.3 dated 15.04.1975 respectively shall be followed till further amendment/upgradation. In respect of MTS, the SSR and RR as modified through O.M. No.AB-14017/6/2009-Estt (RR) dated 30.04.2010 shall be followed.

2. **GENERAL PROCEDURE**

2.1 Finalization of vacancy notification based on the no. of posts sanctioned and the reservation roster, if applicable.

2.2 Selection of recruiting agency, if required.

2.3 Release of notification in Regional newspapers for direct recruitment in brief and on internal notice board for selection post.

2.4 Release of detailed notification on BOPT (ER) website for direct recruitment as well as recruitment through selection applicable for different posts.

2.5 The notification to be published shall be strictly as per the Rules referred to under 1.3 above. In view of the requirement of knowledge on computer application as an important component of today's requirement, the Board may specify/incorporate the requirements under desirable qualification/experience in the notification.

2.6 Forwarding of the notifications to the local Employment Exchange in respect of posts specified in Recruitment Rule of BOPT (ER) with a request to inform the eligible candidate(s) registered with them about the notification and instructs them to complete subsequent process for submission of offline/online application.

2.7 A fee of Rs.500/- may be charged in case of direct recruitment from the applicant. However, exemption/concession of fees for different reserved categories shall be as per relevant rules of Govt. of India.

2.8 Conduct of meeting of Selection Committee to short-list eligible candidate(s).

2.9 Conduct of tests as the case may be for different posts following this MOP.

2.10 Conduct of meeting of Selection Committee to peruse the result of Tests and prepare merit list of candidates in the ratio of 1:3 against each posts.

2.11 Definition of different Tests

A. Written Examination

i) *Psychometric Test (Multiple choice) [written examination (PTWE) to ascertain the General fitness of the candidates for the job).[Screening/Qualifying in nature.]*

ii) Objective (Multiple Choice) Question Written Examination (OQWE) [*Merit determination*]

iii) Subjective Question Written Examination (SQWE) [*Merit determination*]

B. Skill Proficiency Assessment Test (SPAT). [*Qualifying / Screening in nature*]

The Psychometric test shall be screening in nature. The candidate(s) clearing the screening test shall only be considered for further recruitment process. The recruitment involving testing of skill proficiency as the case may be shall be conducted to ensure fulfillment of minimum eligibility criteria and is qualifying in nature. Similarly, candidate(s) clearing the Skill Proficiency Assessment Test (SPAT) as the case may be shall only be considered for further recruitment process. The final merit list shall be prepared on the basis of written examination 2.11 A (ii) or 2.11 A (iii) or both 2.11 A(ii) & 2.11 A(iii) as mentioned above in equal weightage as the case may be.

3. **NATURE OF TESTS DEFINED ABOVE ALONG WITH THE LEVEL OF TESTS FOR DIFFERENT POSTS IS AS BELOW:-**

Sl.No.	Name of the Post	Type of test to be conducted for short-listing of candidates on the basis of General fitness of the candidate for the post	Type of test to be conducted as qualifying test	Type of test to be conducted for preparing merit list	Details of the tests
1	MultiTasking Staff	**Psychometric Test (PTWE)**	**No Qualifying Test**	**OQWE**	a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The OQWE test shall be based on General Knowledge and General Intelligence and test of aptitude and personality for the post of Standard of Matriculation pass. c) Merit list for final selection shall be prepared on the basis of marks obtained in OQWE.
2	Lower Division Clerk	**Psychometric Test (PTWE)**	**SPAT**	**OQWE**	a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The SPAT shall be conducted to ascertain fulfillment of qualifying criteria. The typing proficiency test to be conducted on computer (duration 10 minutes). The criteria for qualifying the exam shall be at a speed of minimum @30wpm in English. c) Based on the qualifying test (SPAT) result, the qualified candidates only shall be called for appearing in written test. d) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application and test of aptitude

					and personality etc.
					e) The panel of the selected candidates (merit list for final selection) shall be prepared on the basis of marks of OQWE scored by the candidates who qualify in the skill test (SPAT).
3	Upper Division Clerk	**Psychometric Test (PTWE)**	**No Qualifyi ng Test**	**1.OQWE 2.SQWE**	a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application and test of aptitude and personality etc. c) The SQWE test shall be conducted to evaluate working knowledge in Hindi. d) Merit list for final selection shall be prepared giving equal weightage to the marks obtained in OQWE as well as SQWE tests.
4	Stenographer	**Psychometric Test (PTWE)**	**SPAT**	**OQWE**	a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The SPAT shall be conducted to ascertain fulfillment of qualifying criteria. The typing proficiency test to be conducted on computer to ascertain fulfillment of minimum typing speed @40 wpm in English (duration 10 minutes). Further the criteria for fulfillment of minimum short-hand speed @ 100wpm in English (duration 10 minutes) shall be conducted and transcription therein only on computer (duration 50 minutes). c) Based on the qualifying test (SPAT) result, the qualified candidates only shall be called for appearing in written test. d) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science,

					English, Reasoning, basic user level knowledge of computer application and test of aptitude and personality etc. e) The panel of the selected candidates (merit list for final selection) shall be prepared on the basis of marks of OQWE scored by the candidates who qualify in the skill test (SPAT).
5 & 6	Analyst & General Assistant	**Psychometric Test (PTWE)**	**No Qualifying Test**	1. OQWE 2. SPAT	a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning and test of aptitude and personality etc. c) The SPAT shall be conducted to evaluate working knowledge in computer applications for data compilation. The SPAT shall be conducted on Analytical proficiency on database (database of students /apprentices for analysis to determine / graphical representation on different attributes) [duration 1 hour]. d) Merit list for final selection shall be prepared giving equal weightage to the marks obtained in OQWE as well as SPAT tests.
7	Assistant (Hindi)	**Psychometric Test (PTWE)**	**No Qualifying Test**	1.OQWE 2.SQWE	a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application and test of aptitude and personality etc. c) The SQWE test shall be conducted to evaluate working knowledge in Hindi (capability of translating independently Hindi into English and vice-versa). d) Merit list for final selection shall be prepared giving equal weightage to the marks obtained in OQWE as well as SQWE tests.

8	Senior Stenographer/Stenographer Grade-II	**Psychometric Test (PTWE)**	**SPAT**	**OQWE**	a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The SPAT shall be conducted to ascertain fulfillment of qualifying criteria. The typing proficiency test to be conducted on computer to ascertain fulfillment of minimum typing speed @40 wpm in English (duration 10 minutes). Further the criteria for fulfillment of minimum short-hand speed @ 100wpm in English (duration 10 minutes) shall be conducted and transcription therein only on computer (duration 40 minutes). c) Based on the qualifying test (SPAT) result, the qualified candidates only shall be called for appearing in written test. d) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application and test of aptitude and personality etc. e) The panel of the selected candidates (merit list for final selection) shall be prepared on the basis of marks of OQWE scored by the candidates who qualify in the skill test (SPAT).
9	Junior Accountant	**Psychometric Test (PTWE)**	**No Qualifying Test**	**SQWE**	a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The SQWE test shall be conducted to ascertain working knowledge in the subject field. c) Merit list for final selection shall be prepared based on marks obtained in SQWE test.
10	Office Superintendent	**Psychometric Test (PTWE)**	**No Qualifying Test**	1.OQWE 2.SQWE	a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English,

					Reasoning, basic user level knowledge of computer application and test of aptitude and personality etc.
					c) The SQWE test shall be taken to ascertain working knowledge in (i)Govt. Rules & Regulations and (ii) in Hindi.
					d) Merit list for final selection shall be prepared giving equal weightage to the marks obtained in OQWE as well as SQWE tests.

10.3 PROFORMA FOR SCHEDULED CASTE AND SCHEDULED TRIBE CERTIFICATE

Form of certificate as prescribed in M.H.A., O.M., No. 42/21/49-N.G.S. dated the 28.1.1952, as revised in Dept. of Per- & A.R. letter No. 36012/6/76-Est. (S.CT), dated the 29.10.1977, to be produced by candidate belonging to a Scheduled Caste or a Scheduled Tribe in support of his/her claim.

CASTE CERTIFICATE

This is to certify that Shri/Smt./Kum.* -------------------------------------son/daughter* of ----------------------------of village/town*---------------- -----------in district/Division*--------------------of the State/Union Territory* ------------------------belongs to the ------------------Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe*under:

❖ The Constitution (Scheduled Caste) Order, 1950

❖ The Constitution (Scheduled Tribe) Order, 1950

❖ The Constitution (Scheduled Caste) (Union Territories) Order, 1951

❖ The Constitution (Scheduled Tribe) (Union Territories) Order, 1951

% 1. (as amended by the Scheduled Caste and Scheduled Tribe Lists (Modification) order, 1956, the Bombay Re-organization Act, 1960, the Punjab Re- organization Act, 1966, the State of Himachal Pradesh Act, 1970 the North Eastern Areas (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976).

❖ The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.

❖ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.

❖ The Constitution (Dadar and Nagar Haveli) Scheduled Caste Order, 1962.

❖ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes, Order, 1962.

❖ The Constitution (Puducherry) Scheduled Caste Order, 1964

❖ The Constitution (Uttar Pradesh) Scheduled Tribes, Order, 1967.

❖ The Constitution (Goa, Daman & Diu) Scheduled Caste Order, 1968.

❖ The Constitution (Goa, Daman & Diu) Scheduled Tribes, Order, 1968.

❖ The Constitution (Nagaland) Scheduled Tribes Order, 1970.

❖ The Constitution (Sikkim) Scheduled Caste Order, 1978.

❖ The Constitution (Sikkim) Scheduled Tribes Order, 1978.

% 2. Applicable in the case of Scheduled Caste/Schedule Tribe persons who have migrated from one State/Union Territory Administration:

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe* certificate issued to Shri/Smt* -------------------- ------------father/mother of Shri/Smt/Kum*---------------------------of village/town*------------------------------------- inDistrict/Division* --------------------- ---------of the State/Union Territory*--------------who belongs to the -----------------------------caste/tribe which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* --------------------issued by the --------------------(name of prescribed authority) vide their No-----------------------date ------------% 3. Shri*/Smt.*/Kum* ------------------------and/or his/her* family ordinary reside (s) in village/town* ----------------------of the State/Union Territory of ----------------

Signature-----------------------------

Place-------------------   State/Union Territory** Designation-------------------
Date--------------------- (With seal of Office)

*   Please delete the words which are not applicable
- Please quote specific Presidential Order.
- %   Delete the paragraph which is not applicable.

** Should be signed by the Authorities empowered to issue Scheduled Caste/Scheduled Tribe certificates as specified above.

10.4 FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UBDER THE GOVERNMENT OF INDIA

This is to certify that shri/Smt./kumari_____ son/daughter of_____ of village /town _____ in District/Division _____ in the State/Union Territory_____ belongs to the _____ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution no. _____ dated _____*.
Shri/Smt./Kumari_____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy layer) mention in Column 3 of the Schedule to the Government of India, Department of Personal 7 Training O.M no. 36012/22/93 – Estt.(SCT) dated 8.9.1933**.

District Magistrate
Deputy Commissioner etc.

Dated:

   Seal

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*_ The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.
**- As amended from time to time

Note:- The term "ordinarily " used here will have the same meaning as in Section 20 of the Representation of the People Act,1950

10.5 FORMAT OF CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. —————- Date—————-

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kumari _____ son/wife/daughter of Shri/Smt./Kumari_____ age_____Sex_____ identification mark(s)_____ is suffering from permanent disability of following category:

A. Locomotor or cerebral palsy:
      (i) BL-Both legs affected but not arms.
      (ii) BA-Both arms affected (a) Impaired reach
(a) Weakness of grip
      (iii) BLA-Both legs and both arms affected
      (iv) OL-One leg affected (right or left) (a) Impaired reach
 (b) Weakness of grip
(c) Ataxic
 (v) OA-One arm affected (a) impaired reach
 (b) Weakness of grip
 (c) Ataxic
 (vi) BH-Stiff back and hips (Cannot sit or stoop)
(i) MW-Muscular weakness and limited physical endurance.
B. Blindness or Low Vision: (i) B-Blind
 (ii) PB-Partially Blind
C. Hearing Impairment: (i) D-Deaf
 (ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ year's____ months.*

3. Percentage of disability in his/her case is .... percent.

4. Sh./Smt./Kumari ....meets the following physical requirements for discharge of his /her duties:-

(i) F-can perform work by manipulating with fingers. Yes/No
(ii) PP-can perform work by pulling and pushing. Yes/No
(iii) L-can perform work by lifting. Yes/No
(iv) KC-can perform work by kneeling and crouching. Yes/No
(v) B-can perform work by bending. Yes/No
(vi) S-can perform work by sitting. Yes/No
(vii) ST-can perform work by standing. Yes/No
(viii) W-can perform work by walking. Yes/No
(ix) SE-can perform work by seeing. Yes/No
(x) H-can perform work by hearing/speaking. Yes/No
(xi) RW-can perform work by reading and writing. Yes/No

 (Dr._____) (Dr._____) (Dr._____)
Member, Medical Board Member, Medical Board Chairperson, Medical Board
 Countersigned by the Medical Superintendent/
 CMO/Head of Hospital (with seal)
*Strike out which is not applicable.