

I/576851/2024

**GOVERNMENT OF WEST BENGAL**  
**Directorate of Panchayat & Rural Development**  
**Mrittika Bhawan (5<sup>th</sup> & 7<sup>th</sup> Floor), 18/9 DD Block,**  
**Sector-I, Salt Lake, Kolkata-700064**

Memo No. 2838 /E-1073180

Date: 21-11-2024

✓ To,

The District Panchayat & Rural Development Officer  
 (All Districts)

**Subject:** Circulation of SOP and Revised Checklist with relevant orders for the smooth disposal of the proposal of Condonation of over-age at the time of entry into service under PRI set up.

**Ref:** memo:348/E-878467 dt 28.02.2024 of this office.

In sending herewith the Standard Operating Procedure (SOP) along with revised checklist for processing condonation of excess age at the time of entry into service under **PRI set up**, the undersigned is directed to request him to evaluate & submit the proposals in **IOSMS portal** following the aforesaid SOP. The attached checklist is to be filled up properly & uploaded with proposal expressing views of the district in the comment Box of the portal, otherwise it would become difficult for this end to place the such proposal before appropriate authority for kind consideration.

Encl: As Stated

*Dee*  
 Joint Director  
 21/11/2024

Panchayat & Rural Development  
 West Bengal

Memo No. 2838 /E-1073180

Date: 21-11-2024

Copy forwarded for information and necessary action:-

1. The Additional District Magistrate (Panchayat) (all Districts)/ The Additional Executive Officer SMP.
2. Joint Secretary Department of Panchayat & Rural Development, West Bengal (I.T cell).
3. The Deputy Secretary to the Govt. of WB (PRI cell), Department of Panchayat & Rural Development, West Bengal.
4. The Block Development Officer, (All Blocks)
5. The Panchayat Development Officer (HQ) of this Directorate.

Joint Director  
 Panchayat & Rural Development  
 West Bengal

## Standard Operating Procedure (SOP) on Age condonation for PRI employees

- PRI employee who has joined in regular service beyond prescribed age limit, condonation of over age is required for issuing pensionary benefits to them.
- **Prescribed age limit: -**

| Joining                  | Age Limit   | Reference order   |
|--------------------------|---|---|
| Before 19/05/1998        | General- 35 years,<br>SC/ST- (35+5) =40 years<br>PH- 45 years             | The West Bengal Services (Raising of Age Lim.t) Rules, 1981 Order No 10517-F Dt. 02.12.1980.                                      |
| 19/05/1998 to 30/03/1999 | General 37 years,<br>SC/ST (37+5) =42 years<br>PH- 45 years               | Order No 3900-F Dt. 19.05.1998.   |
| 31/03/1999 to 31/12/2011 | General- 37 Years,<br>OBC - 40 years,<br>SC/ST- 42 Years,<br>PH -45 years | NO 1134/PN/O/I/3R-2/98(Pt. II) Dated 31.03.1999, No 2514/DP/2E-19/98 Dated 29.11.1999, No 1803/PN/O/III/2S-14/10 Dated 01.04.2010 |
| On and from 01.01.2012   | General- 40 Years,<br>OBC - 43 years,<br>SC/ST- 45 Years,<br>PH -45 years | No 11653-F(P) Dt. 30.12.2011.<br>Memo no. 4974/PN/O/III/2S-42/12N dated 20.09.2012  |

Those who are appointed as Gram Panchayat Karmee from Collecting Sarkars: -  
Age limit for them is 45 years on the day of January of the year of recruitment (No 63/PN/O/III/2A-18/2002 dated 07.01.2011).

Those who are appointed as Samity Education Officer by selection method i.e 40% from Sahayikas, Sahayaks of Shishu Shiksha Kenndras, Samprasarikas, Samprasarikas of Madhyamik Shiksha Kendras, Academic Supervisors of Shishu Shiksha Kendras/ Madhyamik Shiksha Kendras, State Quality Managers, District Quality Manager and Community Mobilisers working under Paschmbanga Shishu Shiksha Mission: -  
Age limit for them is 45 years. (2960/PN/O/III/2E-61/04(Pt. III) Dated 02 July 2009)

- **To be processed in iOSMS portal only for fresh cases.**
- **Attested documents to be uploaded in portal: -**
  - A) Copy of Age Proof,
  - B) Copy of Caste or PH Certificate if any,
  - C) Notification for Recruitment,
  - D) Employment Exchange Call letter/ Sponsoring letter of Employment Exchange
  - E) Documents that will prove that the recruitment process was started when the incumbent was within the prescribed age limit (Like Requisition letters to or

Sponsoring letter from Employment Exchange office, Admit or call letter for the recruitment exam etc.)

F) Revised checklist (As enclosed)

G) First Joining letter

H) First appointment order

I) Service book record copy

J) Court case order, if any.

➤ **Following points are to be checked while uploading a proposal: -**

- A) First date of Joining in regular post shall be correctly entered in Portal.
- B) Photocopy of documents uploaded in Portal shall be attested.
- C) Uploaded data in Employee details menu shall be verified with documents at the initiating end by the proposer.
- D) In case of Exempted Category (Ex-Census), proposal is to be uploaded with sponsoring letter from the Employment Exchange to justify the claim.

➤ **In case of Ex-Service man: -** As per memo no. 6249-F dated 15.06.1982 for appointment to any vacancy in State Services and posts, Group 'C' and Group 'D', whether reserved or not under these rules, every Ex-Serviceman who has put in not less than six months' continuous service in the Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post/service for which he seeks appointment by more than three years, he shall be deemed to have satisfied the condition regarding age limit.

➤ **Point to be mentioned in the comment part from district: -**

- A) District is required to submit a comprehensive proposal in reference with revised checklist with specific views of Appointing Authority/Head of the Office about the reason of delay in issuing appointment letter justifying that on the 1<sup>st</sup> day of the year of issuing recruitment notification/ publication of advertisement, age of the incumbent was within prescribed age limit, supported by documents like communication letters from /to Employment Exchange , call letter of written exam or letter of viva his age was within prescribed age limit.

**CHECKLIST FOR PROCESSING PROPOSALS OF CONDONATION OF EXCESS AGE AT  
THE TIME OF JOINING**

**General Information of the Employee/ Ex-Employee:**

|   |                                 |  |
|---|---------------------------------|--|
| 1 | Name -                          |  |
| 2 | Designation of the First Post - |  |
| 3 | Office with Address -           |  |
| 4 | Date of Birth -                 |  |
| 5 | Caste -                         |  |
| 6 | Date of Superannuation -        |  |

**Eligibility for Condonation:**

|       |  |  |
|-------|--|--|
| 1     | Date of Appointment -  |  |
| 2     | Date of Joining -  |  |
| 3     | Prescribed upper age limit of recruitment as per Recruitment Rules/ Govt. Orders/ Notification of Vacancy/ Advertisement/ Requisition etc. - |  |
| 4     | Prescribed upper age limit of recruitment as per provisions of the then W.B. Services Raising of Age limit Rules, 1981 as amended -          |  |
| 5 (a) | Date of issuance of Notification/ Requisition/ Advertisement by the Appointing authority -   |  |
| 5 (b) | Computed age as on that Date -   |  |
| 5 (c) | Computed age as on the 1st. January of that year -   |  |
| 6 (a) | Date of sponsoring of the candidate by the Employment Exchange -   |  |
| 6 (b) | Computed age as on that Date -   |  |
| 6 (c) | Computed age as on the 1st. January of that year -   |  |
| 7 (a) | Date of issuance of Call Letter for Written/ Oral/ Viva Voice (whichever is earlier) -   |  |
| 7 (b) | Computed age as on that Date -   |  |
| 7 (c) | Computed age as on the 1st. January of that year -   |  |
| 8     | Observation: Whether value of Sl. No. 3/4 > value of Sl. No.5 (c)/ 6(c)/7(c)   |  |
| 9     | Views of Appointing Authority  |  |

Signature of Appointing Authority

Before 19/5/1978

**Government of West Bengal  
Finance Department  
Audit Branch**

No.10317-F.

Calcutta, the 31<sup>st</sup> December, 1981

**NOTIFICATION**

In exercise of the power conferred by the proviso to article 309 of the Constitution of India and in supersession of this department notification No.5833-F, dated the 25<sup>th</sup> August, 1975, as subsequently amended, the Governor is pleased hereby to make the following rules namely :-

**Rules**

1. Short title and commencement : (1) These rules may be called the West Bengal Services (Raising of Age-limit) Rules, 1981.
- (2) They shall come into force on the 1<sup>st</sup> day of January, 1982 and shall remain in force till the 31<sup>st</sup> December, 1986.
2. Raising of age-limit with additional chance to appear at examination : Notwithstanding anything contained in any rules regulating the recruitment to any service or post under the State Government :
  - (1) Where the upper age-limit for recruitment to such service or post is fixed at less than 30 years, such upper age-limit shall be raised to 30 years :  
Provided that where recruitment to any service or post is made not through the Public Service Commission, West Bengal, but either through the Employment Exchange or from amongst the exempted categories enumerated in the Labour Department Circular No. 5120(60)-L.W., dated the 17<sup>th</sup> October, 1977 read with that Department Circular No. 129(60)-L.W., dated the 25<sup>th</sup> January, 1978, the age-limit shall be 35 years;
  - (2) Where recruitment is made on the basis of a competitive examination and the number of chances which a candidate can avail himself of his specified, such number of chances shall be increased by one.

By order of the Governor,  
N. K. Zutshi  
Joint Secretary to the  
Government of West Bengal

Employment Policy Circulars

**Government of West Bengal  
Office Of The Board Of Revenue, West Bengal  
Section - EI, Branch - D.E.**

No.2417-DE

Calcutta, the 10<sup>th</sup> March, 1982

**MEMORANDUM**

Subject : Relaxation of essential qualification of knowledge of typewriting for filling up of the posts of L.D. Clerk in the reserved quota for disabled persons.

A question has been raised whether in respect of disabled persons, who are otherwise capable of performing the job of lower division clerks except capability of typewriting because of their physical deformity, the requisite qualification of 'knowledge of typewriting', can be waived for the purpose of their recruitment against the quota reserved for them.

2. The undersigned is directed by the order of the Governor to say that after careful consideration of the matter the Governor has been pleased to decide that the condition of knowledge in typewriting for recruitment to the posts of Lower Division Clerks in the District Collectorates and Commissioners' offices shall be relaxed in cases of appointment of disabled persons against the quota reserved for them.
3. This order issues with the concurrence of the Finance Department vide their u/o no. Gr. P 530 dated 04.03.1982.

19/5/98 to 30/3/99

12

Government of West Bengal  
Finance Department  
Audit Branch

*K. K. Ghosh*  
*Supd. Audit Branch*  
*19/5/98*

No. 3900-F

Calcutta, the 19th May, 1998.

MEMORANDUM

*ADP (1)*  
*Jill*

*To: Mr. Ghosh*  
*Finance Dept.*  
*19/5/98*

In partial modification of the provisions of the West Bengal Services (Raising of Age limit) Rules, 1981, published with Finance Department Notification no. 10317-F dated 31-12-81, as subsequently amended, the Governor is pleased to order that the upper age limit for direct recruitments to posts/services as fixed at 30 and 35 years under the said rules shall be raised to 32 and 37 years respectively.

- 2. This will take immediate effect.
- 3. Necessary amendments to the West Bengal Services (Raising of Age limit) Rules, 1981 will be made in due course.

Sd/- D. Mukhopadhyay  
Special Secretary to the Government  
of West Bengal  
Finance Department

contd...2/-

31/3/99 to 31/12/2011

পশ্চিমবঙ্গের পঞ্চায়েত কর্মচারীদের চাকরী ও অবসরকালীন সুযোগ ২৪০

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT  
PANCHAYAT BHAWAN  
11A, K.S. ROY ROAD, CALCUTTA-700 001

No. 1134/PN/O/I/3R-2/98(Pt. II) Dated, Calcutta, the 31st March, 1999

Sub : Raising of upper age limit for direct recruitment to posts under three-tiers of Panchayats in this State.

MEMO

The undersigned is directed to say that following the decision to raise the upper age limit for direct recruitments to posts/services under the State Government establishments, a proposal for raising of upper age limit for direct recruitments to posts under all the three tiers of Panchayats in this State was under the active consideration of the Government in this Department.

2. Now, after careful consideration, the Governor is pleased to order in partial modification of rule 4 of the West Bengal Zilla Parishad (Leave and Retirement of Staff) Rules, 1973, rule 31(2) of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 1981, as amended, rule 4 of the West Bengal Panchayat (Recruitment and Conditions of Appointment of Employees of Zilla Parishad) Rules, 1997 and paragraph 2(a) of this Department Order No. 98-Panch/2A-21/78 dated 8.1.1979, as amended, that the upper age limit for direct recruitments to posts under all the three-tiers Panchayats in this State, as fixed at 35 years shall be raised to 37 years.
3. This Order will take immediate effect.
4. Necessary amendments in the Rules and Orders as aforesaid shall be made in due course.

Sd/-

Principal Secretary to the  
Govt. of West Bengal

21/11/99 to 21/12/2011

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF PANCHAYATS & RURAL DEVELOPMENT  
11A, KIRON SANKAR ROY ROAD  
PANCHAYAT BHAVAN : CALCUTTA-1.

No. 25/4 /DP/2E-19/98

Dated : 29-11-1999.

To  
The District Magistrate  
Uttar Dinajpur.

Sub : Regarding recruitment to the post of Panchayat Clerk,  
Panchayat Peon in different Blocks and Typist in  
D P & R D O Office.

Ref : His Memo No.436/Panch., dated 2.6.99.

With reference to above as directed, clarification regarding  
upper age limit is detailed below :

- |  |   |
|--|---|
| a) General Candidate                   | 37 years  |
| b) SC/ST candidate                     | 37+5 i.e. 42 years  |
| c) O.B.C. candidate                    | 37+3 i.e. 40 years  |
| d) General (Ex.Cat.) Candidate         | 37+3 i.e. 40 years  |
| e) SC/ST (Ex.Cat) Candidate            | 42+3 i.e. 45 years  |
| f) O.B.C.(Ex.Cat) Candidate            | 40+3 i.e. 43 years  |
| g) Ex-Serviceman candidate             | Actual Age minus(-)<br>actual period of service<br>rendered by him in Defence<br>Plus(+) 3 yrs. provided he<br>rendered at least 6 months<br>continuous service in the<br>Armed Forces of the Union.<br>45 years. |
| h) Physically Handicapped<br>Candidate |   |

Supporting Government Orders are sent herewith.

JOINT DIRECTOR OF PANCHAYATS &  
RURAL DEVELOPMENT, WEST BENGAL

No. 25/4 /DP/2E-19/98

Dated : 29-11-1999.

Copy forwarded for information and necessary action to the  
District Panchayat & Rural Development Officer

JOINT DIRECTOR OF PANCHAYATS &  
RURAL DEVELOPMENT, WEST BENGAL.

b3/161199.

*He*  
*Important go -*  
*May be kept*  
*in the 4P*  
*file*



Employment Exchanges shall forward to the employing authorities names of an adequate number of Scheduled Castes and Schedule Tribes candidates enrolled with them. Again, in paragraph 2 of this Department Circular no.129(60)-LW dated 25.01.1978 it has been laid down that of the total vacancies arising in a year under any employing authority, 30% shall be treated as reserved to be filled up by persons falling within the exempted categories and that the remaining vacancies shall be filled up exclusively through the Employment Exchanges. For the purpose of filling up the reserved vacancies a Special Cell has been opened in the office of the Director of National Employment Services to maintain a running list of persons belonging to the exempted categories wherefrom names of persons falling within the said categories will be available.

It has been brought to the notice of the Government that some employing authorities are giving effect to the executive order in respect of exempted categories first and then to the provisions of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Post) Act, 1976 on the remaining vacancies. It is accordingly considered necessary to reiterate that the statutory reservation in respect of the Scheduled Castes and Scheduled Tribes shall be strictly followed by the concerned employing authorities, while filling up all vacancies to non-P.S.C., non-promotional posts. The instructions regarding reservation for the exempted categories contained in the employment policy circulars should be given effect to keeping fully in view the statutory reservation of posts/vacancies.

A.K. Sen  
Chief Secretary

Employment Policy Circulars

Government of West Bengal  
Labour Department

No.2700-EMP  
EMP/1M-1/80

Dated, Calcutta the 14<sup>th</sup> October, 1980

**MEMORANDUM**

In paragraph 2(i) of this Department Circular No.5120(60)-LW dated 17.10.1977 read with Corrigendum issued bearing No.1744-EMP dated 13.08.1979 it has been laid down that the employing authorities will be competent to give appointment without referring to the Employment Exchanges and following the procedure laid down in para 3.3 of circular No.130(60)-LW dated 25.01.78 in respect of the following category of cases:

"to candidates hailing from families who might have been uprooted from their places of residence or, whose main source of income is affected due to loss of agricultural land, as a result of the land in question being acquired by the Government for development projects like setting up a power plant or a township etc., as in Haldia, only one member from an uprooted/affected family shall be eligible for such special preference for jobs in and around the area acquired."

It has since been decided that the benefit of such straightway appointment shall be made available only in respect of cases where the land in question has been acquired by the State Government in or after 17.10.1977.

N. Krishnamurthy  
Secretary

Employment Policy Circulars

Government of West Bengal  
Finance Department  
Audit Branch

No.10517-F

Calcutta the 2<sup>nd</sup> December, 1980

**MEMORANDUM**

Subject : Upper age limit for entry into State Government Services and posts in the case of physically handicapped persons.

The undersigned is directed by order of the Governor to say that with a view to providing more employment opportunities for the physically handicapped persons, the Governor has been pleased, in

consultation with the Public Service Commission, West Bengal, to decide that upper age limit for recruitment to State Government services and posts whether recruited through the Public Service Commission, West Bengal or otherwise, will be 45 years in the case of physically handicapped persons provided they are otherwise suitable and possess the qualifications and capacity to perform duties and responsibilities attached to the posts concerned.

2. Grant of the above concessions will be subject to the following conditions :

(i) The 'physical handicap' as illustrated in items (ii) below should be proved by a medical certificate from a Competent Medical Officer as defined in Rule 14 of West Bengal Service Rules, Part-I.

(ii) For the purpose of these concessions the term 'Physically handicapped' will include three categories viz. the blind, the deaf and dumb and the orthopaedically handicapped as indicated below :

(a) The blind - The blind are those who suffer from the following conditions

(i) Total absence of sight.

(ii) Visual acuity not exceeding 3/60 of 10/200 (Snellen) in the better eye with correcting lenses.

(b) The deaf and dumb - The deaf are those in whom the sense of hearing is fully non-functional for the ordinary purpose of life. The dumb are those persons suffering from aphasia (complete loss of speech by sense of hearing normal) or whose speech is not clear and/or normal.

(c) The Orthopaedically Handicapped - The Orthopaedically handicapped are those who have a physical defect or deformity which causes adequate interference with the normal functioning of the bones, muscles and joints.

By order of the Governor  
M.G. Kutty  
Secretary  
Finance Department

Employment Policy Circulars

Government of West Bengal  
Labour Department

No.497-EMP  
EMP/100-13/80

Calcutta the 18<sup>th</sup> March, 1981

**MEMORANDUM**

Subject : Employment assistance to families evicted from their homestead as a result of development programmes of Government.

In the context of specific provision made under para 2(i) of this Department Circular No.5120(60)-LW dated 17.10.1977 read with Memo No.2700-EMP dated 14.10.1980 for straightway appointment of candidates belonging to families who might have been uprooted from their homestead or, whose main source of income has affected due to loss of agricultural land, as result of the land in question being acquired by Government for development projects such as a power plant as in Kolaghat or a township, as in Haldia, a question has arisen as to whether the benefit of such employment assistance shall be admissible in cases where only a small area of land is acquired under any project, such as, a Health Centre or a Cold Storage.

After careful consideration of the matter it has been decided by Government that where a small area of land is acquired for a project, such as, a Health Centre or a Cold Storage, the District Magistrate shall refer such a case to the Labour Department for a decision.

A.K. Sen  
Chief Secretary to the  
Government of West Bengal

21/12/11 to 21/12/11

**Government of West Bengal**  
**Department of Panchayats & Rural Development**  
**Panchayat Wing, Jessop Building,**  
**63, Netaji Subhas Road, Kolkata-700 001**

**No. 1803/PN/O/III/2S-14/10**

**Dated: 01.04.2010**

**Sub : Upper age limit for direct recruitment to the-posts under the Zilla Parishads Panchayat Samitis and Gram Panchayats.**

The undersigned is directed to say that in the West Bengal Panchayat (Recruitment and conditions of Appointment of Employees of Zilla Parishad) Rules, 1997, the West Bengal Panchayat (Recruitment of Employees of Panchayat Samiti) Rules, 2007 and the West Bengal Panchayat (Recruitment of Employees of Gram Panchayat) Rules, 2007, there are different versions as to the admissible age limit for direct recruitment to different posts under Zilla Parishad, Panchayat Samiti and Gram Panchayat. It has created a confusion as to the upper age limit for direct recruitment to the aforesaid posts of P.R.I. bodies.

With a view to averting this confusion, it is clarified that the upper age limit direct recruitment to all for the posts of P.R.I. bodies as mentioned in the aforesaid Rules 37 years as per the provisions of W.B.S. (Raising of age limit) Rules, 1981 as amended vide Finance Department Memo No, 3900-F dated 19.05.98 (copy enclosed).

The relaxation in age for S.C., S.T. O.B.C. Ex-servicemen and physically handicapped persons as prescribed in the said Rules shall apply mutatis mutandis.

Joint Secretary to the  
Government of West Bengal

**No. 1803/1(405)/PN/O/III/2S-14/10**

**Dated : 01.04.2010**

Copy forwarded for information & necessary action to the: -

- 1) Commissioner, Panchayats & Rural Development, West Bengal.
- 2) District Magistrate & Executive Officer, \_\_\_\_\_ District Zilla Parishad (all).
- 3) Additional Executive Officer, \_\_\_\_\_ Zilla Parishad (all).
- 4) Block Development Officer, \_\_\_\_\_ (all).
- 5) The Principal Accountant General (Audit) West Bengal, Treasury Building, Kolkata-1
- 6) The Accountant General (L.B. Budget), West Bengal, C.G.O. complex, M.S.O. Buildings, D.F. Block, Salt Lake, Kolkata-64.
- 7) The Examiner of Local Accounts G.G.O. complex, M.S.O. Buildings, DF-Block/ Salt Lake, Kolkata-64.
- 8) The Director of Treasuries and Accounts, West Bengal, Kolkata.
- 9) Finance (Internal Audit) Department, Todi Mansion (8th floor), P-15 India Exchange Place Extension, Kolkata.
- 10) Guard File.
- 11) Cell-I of this Department.

Joint Secretary to the  
Government of West Bengal

Government of West Bengal  
Finance Department  
Audit Branch

No. 11653-F(P), dated 30.12.2011

NOTIFICATION

In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor is pleased hereby to make the following amendments in the West Bengal Services (Raising of Age limit) Rules, 1981, published with this Department notification No. 10317-F dated the 31st December, 1981, as subsequently amended (herein after referred to as the said rules:-

*Amendments*

In the said rules, –

(1) in sub-rule (2) of rule 1 for the words, figures and letters “the 31st December, 2011, substitute the words, figures and letters, “the 31st December, 2016”;

(2) Where the upper age-limit for recruitment to any post or service is fixed at less than 32 years, such upper age-limit shall be raised to 32 years:

*Provided that upper age-limit for the direct recruitment to all Group ‘C’ and Group ‘D’ posts shall be 40 years:*

*Provided further that where recruitment to any post or service is made in accordance with the West Bengal Regulation of Recruitment in State Government Establishments and Establishments under Public Undertakings, Statutory Bodies, Government Companies and Local Authorities Act, 1999 (West Ben. Act, XIV of 1999) and rules or notifications issued thereunder and not through the Public Service Commission, West Bengal, the upper age-limit shall be raised to 40 years”.*

2. This notification shall come into force with effect from the 1st January, 2012.

By order of the Governor,

*Sd/- C.M. Bachhawat*  
Principal Secretary to the  
Government of West Bengal,  
Finance Department.

**The**  
**Kolkata**  **Gazette**  
सत्यमेव जयते

*Extraordinary*  
Published by Authority

MAGHA 4]

MONDAY, JANUARY 24, 2011

[SAKA 1932

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT**  
(Panchayat Wing), Jessop Building  
63, Netaji Subhas Road, Kolkata-700 001

**NOTIFICATION**

No. 63/PN/O/III/2A-18/2002 dated. 7.1.2011— In exercise of the power conferred by section 224 read with section 35 of the West Bengal Panchayat Act, 1973 (West Ben. Act XLI of 1973) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required under sub-section (1) of section 224 of the said Act, the following amendment to the West Bengal Panchayat (Recruitment of employees of Gram Panchayat) Rules, 2007 (hereinafter be referred to as the said rules):—

**Amendment**

In sub-rule (I) of rule 7 of the said rules,—

(1) for clause (b) substitute the following clause:-

(b) Method of recruitment:-

- (i) 67% of the total number of posts shall be filled up by direct recruitment on obtaining on requisition, names of eligible candidates from the Employment Exchange and on obtaining applications of candidates in response to notice published in this behalf in leading newspapers;
- (ii) 33% of the total number of posts shall be filled up by selection through a recruitment test to be conducted by District Level Selection Committee from the existing eligible Collecting Sarkars, who have rendered satisfactory service as Collecting Sarkar for at least 6 (six) years in any Gram Panchayat under the jurisdiction of the concerned district.

Provided that in the event of non-availability of suitable candidate for appointment through selection, the posts shall be filled up by direct recruitment as mentioned in sub-clause (i) of clause (b)".

(2) in clause (c) for the words "Qualification for direct recruitment" substitute the words "Qualification for direct recruitment and recruitment through selection of Collecting Sarkars";

(3) for clause(d) substitute the following clause—

"(d) Age:-

- (i) Direct recruitment, - The candidates shall be of age not more than 37 years and not less than 18 years on the 1st day of January of the year of sending requisition to the Employment Exchange and publishing advertisement in the newspapers subject to the West Bengal Services (Raising of age limit) Rule, 1981 as subsequently amended;
- (ii) Selection of Collecting Sarkars,-The candidates shall be of age not more than 45 years and not less than 18 years on the 1st day of January of the year of recruitment;
- (iii) The age limit for direct recruitment shall be relaxable for the Scheduled Castes, Scheduled Tribes and other Backward Classes, Exemptec Category, Physically handicapped persons and Ex-Service men in terms of rules and orders issued by the State Government from time to time".

By order of the Governor,

TRILOCHAN SINGH,

*Principal Secretary to the Government of West Bengal*

**The**  
  
**Kolkata** **Gazette**  
सत्यमेव जयते

*Extraordinary*  
Published by Authority

ASADHA 11]

THURSDAY, JULY 2, 2009

[SAKA 1931

PART 1—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT**  
(Panchayat Wing), Jessop Building  
63, Netaji Subhas Road, Kolkata-700 001

No. 2960/PN/O/III/2E-61/04(Pt-III)

Kolkata, the 2nd July, 2009.

**NOTIFICATION**

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

**Amendment**

In the said rules.—

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

(2) in chapter II, after rule 5, insert the following rule :—

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

(i) Recruitment to the post of Samiti Education Officer, after the commencement of these rules, shall be made by the following methods :—

(a) Scale of pay : Rs.4000-125-4250-150-5300-175-7050-200-8850/- with higher initial start at Rs.4250/-. [Revised Pay structure (PB-3), Rs.7100—37,600/- (Entry point minimum Pay Rs.7910/- Plus Grade Pay Rs.3600/-)].

(b) Method of recruitment :—

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

(c) Qualification:—

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

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

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

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

By order of the Governor

M. N. Roy

*Principle Secy. to the Govt. of West Bengal*



**Government of West Bengal**  
**Department of Panchayats & Rural Development**  
**63, N. S. Road, Jessop Building, Kolkata - 700 001**

Memo No. 4974/PN/O/III/2S-42/12

Dated : 20.09.2012

From : Soumya Purkait  
 OSD & Ex-Officio Deputy Secretary  
 to the Govt of West Bengal  
 Panchayats & Rural Development Department

To : The Additional Executive Officer  
 North 24 Parganas Zilla Parishad

**Sub : Clarification for direct recruitment of P.R. Bodies employees**

The undersigned is to clarify the following points for direct recruitment of P.R. Body employees, for which queries have been received from various district authorities.

| Points  | Clarifications   |
|---|--|
| 1. What is the upper age limit for recruitment of P.R. Body employees   | 1. As per Memo. No.1 1653-F(P) dated 30.12.2011 of Finance Department the upper age limit for recruitment to any post under P.R. Body has been raised to 40 years, as all the posts are non-PSC.   |
| 2. Whether the upper age limit of SC/ ST and OBC will be 45 years and 43 years respectively after relaxing age limit by 5 years for SC/ST and 3 years of OBC.   | 2. Policy of relaxation of upper age limit policy of as admissible in the State for SC/ST and OBC remain unchanged. Therefore, the candidates, belonging to SC/ ST and OBC or physically handicapped will get relaxation in age as per order issued by this Government from time to time.  |
| 3. Whether distribution of marks for direct recruitment to the post of Nirman Sahayak, Secretary, Sahayak and Executive Assistant will be followed as per Memo No. 3088/III/DP/2A-23/05 dated 21.11.05 of the Commissioner, P&RD. | 3. Distribution of Marks for Written Examination as per Memo. No.3088 /III/DP/2A-23/05 dated 24.11.05 of the Commissioner of P&RD will be followed in the following manner :<br>i) Nirman Sahayak<br>a) Engineering (Civil) 65 Marks<br>b) English 13 Marks<br>c) G.K. 07 Marks<br>ii) Gram Panchayat Secretary & Sahayak & Executive Assistant<br>a) English 25 Marks<br>b) Bengali 25 Marks<br>c) Arithmetic 25 Marks<br>d) G.K. (Emphasis on Rural Life & Rural Development) 10 Marks |

| Points   | Clarifications   |
|--|--|
| 4. Whether Syllabus for direct recruitment to the post of G.P. Karmee will be followed as per Memo. No.936/PN/O/III/2E-126/08 dated 18.06.10                         | 4. As per Memo No. 936/PN dated 18.06.10 the syllabus for G.P. Karmee for direct recruitment will be followed in the following manner :<br>a) English 10 Marks Class VIII Std.<br>b) Bengali 13 Marks Class VIII Std.<br>c) Arithmetic 10 Marks Class VIII Std.<br>d) G.K. 10 Marks Class VIII Std.  |
| 5. Whether syllabus for direct recruitment for Block Informatics Officer & Data Entry Operator will be followed as per Memo. NO.184/PN/O/III/2E-61/04 dated 16.01.06 | 5. Yes. The syllabus will be as follows:-<br>i) Block Informatics Officer (Panchayat Samiti)<br>a) English-10 Marks (General Academic Standard of H.S)<br>b) Bengali-10 Marks (General Academic Standard of H.S)<br>c) Arithmetic-10 Marks (General Academic Standard of Madhyamik)<br>d) G.K. (Emphasis on Rural Life & Rural Development) 10 Marks<br>e) Computer Application-45 Marks (25 Marks for Theoretical Examination of B.C.S. Standard & 20 Marks for Practical Test)<br>ii) Data Entry Operator (Panchayat Samiti)<br>a) English-20 Marks (General Academic Standard of Madhyamik)<br>b) Bengali-20 Marks (General Academic Standard of Madhyamik)<br>c) Arithmetic-25 Marks (General Academic Standard of Madhyamik)<br>d) G.K. (Emphasis on Rural Life & Rural Development) 20 Marks |
| 6. Whether the syllabus prescribed in Memo. No.6318/PN/O/III/2E-61/04 dated 21.11.05 will be followed for direct recruitment of Accounts Clerk of Panchayat Samiti   | 6. Yes. The syllabus will be as follows:-<br>a) English-20 Marks (General Academic Standard of Madhyamik)<br>b) Bengali-20 Marks (General Academic Standard of Madhyamik)<br>c) Arithmetic-25 Marks (General Academic Standard of Madhyamik)<br>d) G.K. (Emphasis on Rural Life & Rural Development) 20 Marks  |

The candidates shall have to undergo a test on Computer Application simultaneously and answer script of written test will be evaluated only if qualified in the Computer Test.

All concerned be informed.

Sd/- Soumya Purkait  
OSD & Ex-Officio Deputy Secretary

Memo No. 4974/1(40)PN/O/III/2S-42/12

Dated : 20.09.2012

Copy forwarded for information & necessary action to:-

- 1) The Commissioner, P&RD West Bengal.
- 2) The Executive Officer,.....(All) ZP /Siliguri Mahakuma Parishad.
- 3) The District Panchayats & Rural Development Officer,.....(All).

Sd/-

Soumya Purkait

OSD & Ex-Officio Deputy Secretary