

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Sahayak(GP)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

B) Must have passed the Madhyamik Examination from the West Bengal Board of Secondary Education or its equivalent examination from any recognized Board or Council or University

C) Candidates having 50% marks in aggregate in the Madhyamik or its equivalent examination will be preferred

**Must Pass in Secondary**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 5, Pay Rs.21000/- to Rs.54000/**

### **Syllabus**

- **MCQ :-**

i) English - 25 marks ii) Bengali - 25 marks iii) Arithmetic - 25 marks iv) G.K (Emphasis on Rural Life & Rural Development - 10 marks.

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Data Entry Operator (PS)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

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

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

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

**Must Pass Secondary**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 6, Pay Rs.22700/- to Rs.58500/-**

### **Syllabus**

- **MCQ :-**

i) English - 20 marks (General Academic Standard of Madhyamik)

ii) Bengali - 20 marks (General Academic Standard of Madhyamik)

iii) Arithmetic - 25 marks (General Academic Standard of Madhyamik)

iv)G.K (Emphasis on Rural Life & Rural Development ) - 20 marks.

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Secretary (GP)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

B) Must have passed the Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent examination from any recognized Board or Council or University

**Must Pass either Higher Secondary or Diploma**

- **Desirable :-**

6 months formal training in using Personal Computer from a recognized Institution

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 6, Pay Rs.22700/- to Rs.58500/-**

### **Syllabus**

- **MCQ :-**

i) English - 25 marks ii) Bengali - 25 marks iii) Arithmetic - 25 marks iv) G.K (Emphasis on Rural Life & Rural Development - 10 marks.

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Panchayat Samiti Peon (PS)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

B) Must have passed class VIII from a recognised institution

C) Must have knowledge of reading and writing in Bengali or Nepali in cases of Hill areas

**Must Pass either Class VIII Pass or Secondary**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 1, Pay Rs.17000/- to Rs.43600/-**

### **Syllabus**

- **MCQ :-**

i) Bengali - 13 ii) English - 10 iii) Arithmetic - 10 iv) General Knowledge - 10

- **Interview :-**

**Total Marks: 7**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Accounts Clerk (PS)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

(B) Have passed the Madhyamik or its equivalent examination from any recognized University or Board

**Must Pass in Secondary**

- **Desirable :-**

Diploma in Computer Application from any Institute recognized by State Government or Central Government or State Council of Technical Education or All India Council of Technical Education

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 6, Pay Rs.22700/- to Rs.58500/-**

### **Syllabus**

- **MCQ :-**

i) English - 20 marks (General Academic Standard of Madhyamik)

ii) Bengali - 20 marks (General Academic Standard of Madhyamik)

iii) Arithmetic - 25 marks (General Academic Standard of Madhyamik)

iv)G.K (Emphasis on Rural Life & Rural Development ) - 20 marks.

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Additional Accountant (ZP)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

B) Bachelor degree in Commerce from any recognised University.

**Must Pass in Graduation**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 7, Pay Rs.24700/- to Rs.63900**

### **Syllabus**

- **MCQ :-**

1.English - 20 2. Bengali - 20 3. General Knowledge - 15 4. Accountancy - 30

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Lower Division Assistant (ZP)**

### **Eligibility Criteria**

- **Essential :-**

The candidates shall,

A) Be a Citizen of India as defined in Part-II of the Constitution of India.

B) Passed Madhyamik or equivalent examination, having secured at least fifty per cent marks in aggregate, of any recognised University, Board or Council.

- **Desirable:-**

Knowledge of Type writing

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

Scale of Pay: Level 6, Pay Rs.22700/- to Rs.58500/-

### **Syllabus**

- **MCQ :-**

1. Bengali - 20 2. English - 20 3. Arithmetic - 25 4. General Knowledge - 20 Total Marks: 85
2. **Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Stenographer(ZP)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

(B) Bachelor degree from a recognised University

(C) Ability to take dictation at a speed of at least eighty words per minute, and typing speed of at least forty words per minute, in English or

Ability to take dictation at a speed of at least seventy words per minute, and typing speed of at least thirty words per minute, in Bengali, as the case may be

**Must Pass in Graduation**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 9, Pay Rs.28900/- to Rs.74500/-**

### **Syllabus**

- **MCQ :-**

1. Bengali - 15 , 2. English - 15 , 3. Arithmetic - 15 , 4. General Knowledge - 10 ,  
5. Dictation - 15 , 6. Type Test - 15

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **System Manager(ZP)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

(B) Master of Computer Applications Or M. Tech with specialization in Computer Application) Or BE Or B.Tech in Computer Engineering Or Computer-Science Or Computer Technology from a recognized University Or Passed 'B' or 'C' level course of DOEACC, Government of India in Computer Engineering Or Computer Science Or Computer Technology Or Master Degree in Physics or Mathematics or Statistics or Electronics or Operational Research from a recognized University with Post Graduate Diploma (2 years) in Computer Application

(C) 5 years experience in Electronic Database management including experience of actual programming or Database Administration  
**Must Pass either Graduation or Post Graduation**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 16, Pay Rs.56100/- to Rs.144300/-**

### **Syllabus**

- **MCQ :-**

i) Bengali - 10 (Conformity with Madhyamik or its equivalent standard)

ii) English - 10 (Conformity with Madhyamik or its equivalent standard)

iii) Mathematics - 20 (Conformity with Higher Secondary/BCA standard)

iv) Computer Application (Theory) - 25 (Conformity with BCA standard)

v) Computer Application (Practical) - 20 (Conformity with BCA standard)

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Block Informatics Officer (PS)**

### **Eligibility Criteria**

- **Essential :-**

- (A) Citizen of India as defined in Part II of the Constitution of India
- B) Bachelor's degree in computer application or Bachelors' (Honours') degree in Computer Science or Bachelor's degree in any stream with 'A' level certificate course of DOEACC .

Provided that candidates with qualifications of 'B' level or 'C' level certificate course of DOEACC with three years' Diploma in Computer Science and Engineering/Information Technology/Electronics and Telecommunication shall also be considered. 1) Bachelor in Electronics & Communication Engineering/Computer Science & Engineering, B.Tech. (IT) and B.Sc. (IT) by Distance Education Programmes from Visva Bharati or any other recognized University or from Indira Gandhi National Open University. 2) B.E. or B.Tech. in Computer Science and Engineering . 3 ) B.Sc in Computer Science . 4 ) Master/Bachelor in Computer Application. 5) B. Sc. in General Stream Course and M. Sc. (IT).

**Must Pass either Graduation or Diploma**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 10, Pay Rs.32100/- to Rs.82900/**

### **Syllabus**

- **MCQ :-**

English - 10 marks (General Academic Standard of H.S)

Bengali - 10 marks (General Academic Standard of H.S)

Arithmetic - 10 marks (General Academic Standard of Madhyamik)

G.K (Emphasis on Rural Life & Rural Development - 10 marks.

Computer Applications - 45 marks (25 marks for Theoretical examination of B.C.S standard & 20 marks for practical test)

# **Recruitment to Different post(s) of Panchayat Bodies (2024-2025)**

## **Gram Panchayat Karmee**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

(B) Must have passed the final examination of Class VIII from any recognized institution

**Must Pass either Class VIII Pass or Secondary**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 1, Pay Rs.17000/- to Rs.43600/-**

### **Syllabus**

- **MCQ :-**

English - 10 marks Class VIII Std. , Bengali - 13 Marks Class VIII Std. ,

Arithmetic - 10 marks Class VIII Std. , GK 10 marks Class VIII Std.

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Assistant Cashier (ZP)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

B) Passed Madhyamik or equivalent examination of-any recognised University, Board or Council, having secured at least fifty per cent marks in aggregate Assistant Cashier Minimum 50.00% marks in Aggregate Secondary.

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

Scale of Pay: Level 6, Pay Rs.22700/- to Rs.58500/-

### **Syllabus**

- **MCQ :-**

1. Bengali - 20 2. English - 20 3. Arithmetic - 25 4. General Knowledge - 20 Total Marks: 85

- **Interview :-**

Total Marks: 15

# **Recruitment to Different post(s) of Panchayat Bodies (2024-2025)**

## **Gram Panchayat Karmee**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

(B) Must have passed the final examination of Class VIII from any recognized institution

**Must Pass either Class VIII Pass or Secondary**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 1, Pay Rs.17000/- to Rs.43600/-**

### **Syllabus**

- **MCQ :-**

English - 10 marks Class VIII Std. , Bengali - 13 Marks Class VIII Std. ,

Arithmetic - 10 marks Class VIII Std. , GK 10 marks Class VIII Std.

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Work Assistant (ZP)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

B ) Passed Madhyamik or equivalent examination of any recognised University, Board, or Council, having secured not less than fifty percent marks in aggregate.

**Minimum 50.00% marks in Aggregate Secondary**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

Scale of Pay: Level 6, Pay Rs.22700/- to Rs.58500/-

### **Syllabus**

- **MCQ :-**

1. Bengali - 20 2. English - 20 3. Arithmetic - 25 4. General Knowledge - 20

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Clerk-cum-Typist (PS)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

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

**Must Pass Secondary**

- **Desirable :-**

Having a minimum typing speed of thirty words per minute in English and twenty words per minute in Bengali.

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 10, Pay Rs.32100/- to Rs.82900/**

### **Syllabus**

- **MCQ :-**

i) English - 20 marks (General Academic Standard of Madhyamik)

ii) Bengali - 20 marks (General Academic Standard of Madhyamik)

iii) Arithmetic - 25 marks (General Academic Standard of Madhyamik)

iv)G.K (Emphasis on Rural Life & Rural Development ) - 20 marks.

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Data Entry Operator (ZP)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

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

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

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

**Must Pass Secondary**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 6, Pay Rs.22700/- to Rs.58500/-**

### **Syllabus**

- **MCQ :-**

i) English - 20 marks (General Academic Standard of Madhyamik)

ii) Bengali - 20 marks (General Academic Standard of Madhyamik)

iii) Arithmetic - 25 marks (General Academic Standard of Madhyamik)

iv)G.K (Emphasis on Rural Life & Rural Development ) - 20 marks.

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Executive Assistant (GP)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

(B) Bachelor's Degree from a recognized -University

(C) Diploma in Computer Application from any institute recognized by

State Government or Central Government of State Council or

Technical Education of All India Council of Technical Education

**Must Pass either Diploma (Diploma in Computer Application, Diploma in Computer Science ) or Graduation**

- **Desirable :-**

A. Post-graduate Degree or Diploma in social work or rural development from any recognized Institute or University

B. Experience in social work or rural development

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 9, Pay Rs.28900/- to Rs.74500/-**

### **Syllabus**

- **MCQ :-**

English - 25 marks , Bengali - 25 marks , Arithmetic - 25 marks , G.K (Emphasis on Rural Life & Rural Development - 10 marks

- **Interview :-**

**Total Marks: 15**

# Recruitment to Different post(s) of Panchayat Bodies(2024-2025)

## District Information Analyst (ZP)

### Eligibility Criteria

- **Essential :-**

The candidates shall,

A) Be a Citizen of India as defined in Part-II of the Constitution of India.

B) A Bachelor's degree from a recognised university

C) One-year full-time Post Graduate Diploma in Computer Application Course (P.G.D.C.A.) from an institute recognised by U.G.C./ AICTE/ Government of West Bengal with three years' working experience.

Or Diploma on Computer Science or Information Technology from a Polytechnic recognised by AICTE Or BSC(HONS) in Computer Science

Or BCA degree from recognised university

Or 'A' level certificate of DOEACC course from an institute recognised by the Department of Electronics (D.O.E.), Government of India with three years' working experience.

**Must Pass either Graduation or Diploma.**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### Scale of Pay

Scale of Pay: Level 11, Pay Rs.33400/- to Rs.86100/

### Syllabus

- **MCQ :-**

- 1. Bengali - 10 2. English - 10 3. Mathematics - 20 4. Computer Application (Theory) - 25 5. Computer Application (Practical) - 20 Total Marks: 85

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Nirman Sahayak (GP)**

### **Eligibility Criteria**

- **Essential :-**

(A) Citizen of India as defined in Part II of the Constitution of India

(B) Must have a Diploma in Civil Engineering from any institute recognized by State Government or Central Government

**Must Pass either Diploma (Diploma in Civil Engineering) or Graduation**

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

**Scale of Pay: Level 9, Pay Rs.28900/- to Rs.74500/-**

### **Syllabus**

- **MCQ :-**

i) Engineering (Civil - 65 marks), ii) English - 13 marks, iii) G.K - 07 Marks

- **Interview :-**

**Total Marks: 15**

# **Recruitment to Different post(s) of Panchayat Bodies(2024-2025)**

## **Group D Employees(ZP)**

### **Eligibility Criteria**

- **Essential :-**

The candidates shall,

A) Be a Citizen of India as defined in Part-II of the Constitution of India .

B) Passed at least Class VIII examination of any recognised school.

- **Age :-**

Age As On First Day of January of Drive Year.

EWS: 18-40, OBC-A: 18-43, OBC-B: 18-43, Scheduled Caste: 18-45,

Scheduled Tribe: 18-45, UnReserved: 18-40

### **Scale of Pay**

Scale of Pay: Level 1, Pay Rs.17000/- to Rs.43600/-

### **Syllabus**

- **MCQ :-**

- 1. Bengali - 13 2. English - 10 3. Arithmetic - 10 4. General Knowledge - 10 Total Marks: 43.

- **Interview :-**

**Total Marks: 7**