

**West Bengal Right to Public Service Commission**  
**Kreta Suraksha Bhaban, 4<sup>th</sup> Floor**  
**11A, Mirza Ghalib Street**  
**Kolkata – 700087**

**NOTICE**

**No. 2/WBRTPS/17**

**Date : 01.03.2017**

Applications are invited from the interested retired Govt. / Public Sector Undertaking employees for the following posts in the “West Bengal Right to Public Service Commission”, Kreta Suraksha Bhavan, 4<sup>th</sup> Floor, 11A, Mirza Ghalib Street, Kolkata-700087.

**(A) Section Officer (Records)**

No. of vacancy: 1 (One)

**Eligibility Criteria:**

1. Retired Group ‘A’ Officer of Government Deptt. / Directorate / Regional Offices or equivalent in Government undertaking. (Central & State)
2. Working experience in project related work.
3. Age not more than 64 years as on 01/07/2017.
4. Basic knowledge in computer operation.

**(B) Accountant**

No. of vacancy: 1 (One)

**Eligibility Criteria:**

1. Retired Accountant / Accounts Clerk / Upper Division Assistant of Government Directorate / R.O. / Government undertaking.
2. Working experience in the field of Finance/Accounts desirable.
3. Age not more than 64 years as on 01/07/2017.

**(C) P.S. Grade – I**

No. of vacancy – 1 (One)

**Eligibility Criteria :**

1. Retired Senior Personal Secretary of the Govt. Deptt. / Undertaking.
2. Working experience in project related work.
3. Able to take dictation on shorthand.
4. Age not more than 64 years as on 01/07/2017.
5. Basic knowledge in computer operation.

**(D) P.S. Grade – II**

No. of vacancy – 2 (Two)

**Eligibility Criteria**

1. Retired Personal Secretary / Stenographer of the Govt. Deptt. / Undertaking.
2. Working experience in project related work.
3. Able to take dictation on shorthand.
4. Age not more than 64 years as on 01/07/2017.
5. Basic knowledge in computer operation.

**Contd.....P/2**

(E) **Upper Division Clerk**

No. of vacancy – 2 (Two)

Eligibility Criteria

1. Retired UDC / Registrar etc. of Govt. Offices / Undertaking.
2. Working knowledge of computer.
3. Must be conversant with office procedure.
4. Age not more than 64 years as on 01/07/2017.

(F) **Lower Division Clerk**

No. of vacancy – 2 (Two)

Eligibility Criteria

1. Retired UDC / LDC of Govt. Offices / Undertakings.
2. Working knowledge of computer.
3. Must be conversant with office procedure.
4. Age not more than 64 years as on 01/07/2017.

The Candidates thus selected shall be engaged contractually for a term of 1 (one) year from the date of such engagement and on whole time basis and they will not be allowed to hold any other office of profit during the entire tenure in this Commission. The period of engagement may be extended further subject to satisfactory service from the incumbent and approval of the competent authority.

Persons having worked in District / Sub-division / Block Level will have added advantage.

The remuneration will be fixed as per extant Govt. Order.

Application in the prescribed format (available in [www.publicservicesright.in](http://www.publicservicesright.in) and [www.wbconsumers.gov.in](http://www.wbconsumers.gov.in)) with Self-attested photo copies of the documents / testimonials and photograph to be submitted with the application must be reached to the “West Bengal Right to Public Service Commission” Kreta Suraksha Bhavan, 4<sup>th</sup> Floor, 11A, Mirza Ghalib Street, Kolkata – 700087, latest by 28<sup>th</sup> March, 2017 within 4 p.m.

For more details, please visit our above mentioned websites.

sd/-  
Secretary  
WBRTPS Commission

West Bengal Right to Public Service Commission

**Kreta Suraksha Bhavan**  
**11A, MIRZA GHALIB STREET**  
**KOLKATA – 700 087**

Affix your recent  
passport size self-  
attested  
photograph

APPLICATION FOR THE POST OF SECTION OFFICER (RECORDS) / ACCOUNTANT / PS GRADE – I / PS GRADE – II /  
UPPER DIVISION CLERK / LOWER DIVISION CLERK

1. Name :

2. Father's Name :

3. Address in Full  
Present :

Permanent :

4. Sex :

5. Contact No. : Residence-  
e-mail (if any) – Mobile -

6. Date of Birth :

7. Qualification :

EXAMINATION PASSED	BOARD / COUNCIL / UNIVERSITY	YEAR OF PASSING	% OF MARKS

**8. Experience (Service Details) :**

**9. Whether belongs to SC/ST/OBC :**

**10. Date of Retirement :**

**11. Post held before retirement &  
Office address :**

**12. If employed anywhere after  
Retirement, details thereof :**

**DECLARATION**

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the interview, my candidature will stand cancelled and all my claims of the recruitment will stand forfeited.

Date:-

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(SIGNATURE OF THE CANDIDATE)

- NB :-
- 1) All Particulars should be filed in Capital Letters.
  - 2) Application without duly authenticated photograph and testimonials would be treated as cancelled.