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**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION**  
**VIDYASAGAR BHAVAN**  
**9/2, Block-DJ, Sector-II, Salt Lake, Kolkata-700091**

**Advt. No. Appoointment /1/2009**

Applications are invited from the Indian Nationals for the posts mentioned below:

01. Deputy Secretary : 01 (one) (unreserved).  
Scale of pay : Rs.10,000-325-15,525/- (unrevised).  
Age : Maximum 37 years for General & 42 years for SC/ST as on 01.11.2009.  
Qualifications : a) Master degree of a recognized University.  
b) 5 year's experience in administration.  
c) Aptitude for administrative work.
02. Assistant Secretary : 02 (two) (unreserved).  
Scale of pay : Rs. 8,000-275-13,500/- (unrevised).  
Age : Maximum 37 years for General & 42 years for SC/ST as on 01.11.2009.  
Qualifications : a) Master degree of a recognized University.  
b) 5 years administrative experience.
03. Security Officer : 01 (one) (Temporary on contractual basis).  
Consolidated  
Emoluments : Rs. 10,000/- per month.  
Experience : Retired person with similar experience in educational organization will be preferred.

Prescribed application forms will be obtained from the sales counter (5<sup>th</sup> floor) of the Council at the above address on payment of Rs. 12.50 in cash for SC/ST candidates only on production of attested xerox copy of Caste Certificate and Rs. 50/- in cash for General Candidates on any working day between 11.00 am and 3.00 pm from 11.11.2009 to 26.11.2009. The last date for receiving the filled in application forms is 27.11.2009 upto 3.00 pm.

**Secretary**

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION  
VIDYASAGAR BHAVAN

9/2, Block DJ, Sector – II, Salt Lake, Kolkata – 700 091

**SOME GENERAL INFORMATION FOR THE CANDIDATES APPLYING FOR  
THE POSTS OF DEPUTY SECRETARY/ ASSISTANT SECRETARY**

01. **GENERAL CONCESSION IN AGE** ;The upper age limit is relaxable by five years for candidates belonging to Scheduled Castes/Scheduled Tribes. The upper age limit is also relaxable in exceptionally meritorious cases. Exceptional cases shall be declared by the Council.

02. **FIXATION OF PAY** ;

a) For the persons already in the service of the Council : If an employee of the Council is permitted to apply and is selected for a post in open competition with the outsiders, his/her initial pay will be fixed under rule 42 of the West Bengal Service Rules, Part-I.

b) For the persons who are not in the service of the Council : Pay of an employee at the time of initial appointment will be fixed at the minimum of the scale of pay to which he/she in recruited.

03. **SUBMISSION OF APPLICATIONS** ; Prescribed application forms may be obtained from the sales counter of the W.B.Council of H.S.Education at Vidyasagar Bhavan (5<sup>th</sup> floor), Salt Lake, Kolkata-700091 on payment of Rs.50/-(Rs.12.50 for the candidates to Scheduled Castes/Scheduled Tribes on production of relevant certificate) in cash on any working day between 11.00 a.m. and 01.30 p.m. personally.

04. **FORWARDING OF APPLICATIONS AND SUBMISSION OF ADVANCE COPIES:**

Applications from candidates who are in permanent or temporary employment will not be accepted unless these are submitted through their appointing authority. Such candidates should submit an advance copy in the prescribed form.

05. **PARTICULARS AND CERTIFICATES REQUIRED** : Candidates are required to furnish evidence of their age, qualification and experience alongwith their application. For this purpose, they should furnish attested Xerox copies of their documents. The SC/ST/OBC candidates are required to furnish necessary certificates to establish their claim. The candidates should bring with them all original certificates, if called for interview.

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06. ADDRESS : Candidates should give their present postal address and should communicate at once any subsequent change of such address. All communications from the Council will be sent to the present address of the candidates.

07. Canvassing in any form by or on behalf of the candidates will disqualify them for appointment.

08. The Council reserves the right not to fill up any of the vacancies advertised without giving any reason whatsoever.

09. PLACE OF POSTING : If selected, a candidate will be posted either in the central office at Salt Lake, Kolkata or in the regional offices situated at Siliguri, Bardhaman, Kolkata or Paschim Midnapore.

SECRETARY