



**West Bengal Council of Higher Secondary Education**  
**Vidyasagar Bhavan**

9/2, Block DJ, Sector – II, Salt Lake, Kolkata – 700091

**NO.: Advt./01/2019**

**Date: 12/07/2019**

The West Bengal Council of Higher Secondary Education invites application from bonafide Indian citizens for filling up the following posts.

Sl. No.	Name of the post	No. of post	Nature of Post	Category	Pay Band + Grade Pay	Essential Academic and Other Requisite Qualification	Desirable Qualifications	Place of Posting
1	Deputy Secretary	01 (One)	Permanent	Reserved for SC (EC) - 01	P.B- 15,600 - 39,100, G. P - 6,600 Plus admissible allowance.	a) Master degree of any recognized University. b) 5 years experience in administration. c) Aptitude for administrative work with proficiency in reading and writing skill in English language as well as fully computerised office management system.	Experience in a responsible capacity with adequate Administrative experience in work of similar nature in any Establishment with knowledge of Accounts, Computer and credentials of serving Govt. / Public organisation.	H.O. and its Regional office (Service is transferable).
2	Assistant Secretary	03 (Three)	Permanent	Reserved for SC – 01 OBC (B) – 01 UR (EC) - 01	P.B- 15,600 - 39,100, G. P - 5,400 Plus admissible allowance.	a) Master degree of any recognized University. b) 5 years experience in administration. c) Aptitude for administrative work with proficiency in reading and writing skill in English language as well as fully computerised office management system.	Do	Do

3	Lower Division Clerk Group - C	19 (Nineteen)	Permanent	UR = 04 SC = 04 ST = 02 OBCA = 01 OBCB = 02 UR-EX Serviceman G-D-03 SC-EX Serviceman Group-C = 02 UR-PH(VI) = 01	P.B- 7,200 - 25,400, G. P - 3,300 Plus admissible allowance.	a) Higher Secondary examination or equivalent examination passed. b) Experience in Computer operation (Minimum 6 months)	Working experience of similar Establishment with basic knowledge of Accounts, Computer and credential of serving Educational institution Graduate from any recognised University.	H.O. and its Regional office (Service is transferable).
4	Assistant Cashier GR- C	03 (Three)	Permanent	OBC-A = 01 SC = 01 OBCB = 01	P.B- 7,200 - 25,400, G. P - 3,300 Plus admissible allowance.	a) Higher Secondary examination or equivalent examination passed. b) Experience in Accounts work and adequate knowledge in computer.	Graduate from any recognised University. Preferable in commerce stream. Experience in Establishment, Accounts, Computer work and credentials of serving in cash dealing organisation	H.O. and its Regional office (Service is transferable).
5	Telephone Operator GR- C	01 (One)	Permanent	SC = 01	P.B- 7,200 - 25,400, G. P - 3,300 Plus admissible allowance.	a) Higher Secondary examination or equivalent examination passed. b) At least 01 year Experience in operating telephone work EPABX system.	Graduate from any recognised University. Knowledge of Telephone Operating work and Computer.	H.O. and its Regional office (Service is transferable).
6	Peon GR- D	10 (Ten)	Permanent	SC = 04 ST = 03 OBCA = 01 SC (EC) = 01 UR-EX Serviceman = 01	P.B- 5,400 - 18,600, G. P -1,800 Plus admissible allowance.	VIII Passed.	Good physique and reading & writing skill in Bengali, whole time working experience for at least one year in any Educational institution / Exam conducting body.	H.O. and its Regional office (Service is transferable).

Maximum age limit is 40 years (Relaxable as per Govt. rules) as on 01/07/2019.

Intending candidates fulfilling the above requirements may apply in the enclosed prescribed format to The Deputy Secretary- Administration, West Bengal Council of Higher Secondary Education.

Separate application to be used for each post.

The filled in application must reach The Deputy Secretary- Administration, West Bengal Council of Higher Secondary Education at above address by 26/07/2019 up to 5.00 p.m. through drop box kept in front of the Secretary's chamber, 3<sup>rd</sup> floor of Vidyasagar Bhavan only on week days except Saturday and Sunday. No application will be considered after 26/07/2019. Candidates employed in Govt. / Semi Govt. / Public Sector Undertaking / Statutory Body /

Corporate Body etc. must send their application through proper channel. They should produce no objection certificate at the time of interview, if called for. Incomplete applications are liable to be rejected. The West Bengal Council of Higher Secondary Education reserves the right to reject any application without assigning any reason whatsoever. The envelope containing application must indicate the name of the post in bold letter. Only shortlisted candidates will be called for written test / computer proficiency test (where applicable) / interview. Personal campaign in any form will disqualify the candidature.



**President**  
**W. B. Council of H. S. Education**