

WEST BENGAL POLICE RECRUITMENT BOARD

ARAKSHA BHABAN, SECTOR – II, BLOCK - DJ

SALT LAKE CITY, KOLKATA – 700091

INFORMATION TO APPLICANTS FOR 'ON-LINE' SUBMISSION OF APPLICATION FOR RECRUITMENT TO THE POST OF STAFF OFFICER CUM INSTRUCTOR IN CIVIL DEFENCE ORGANISATION, WEST BENGAL, UNDER THE DEPARTMENT OF DISASTER MANAGEMENT & CIVIL DEFENCE, GOVT. OF WEST BENGAL

1. NAME OF THE POST & PAY SCALE:-

Staff Officer-cum-Instructor in Civil Defence Organisation, West Bengal under the Department of Disaster Management & Civil Defence, Govt. of West Bengal in the Pay Scale 7,100 - 37,600/- (i.e. Pay Band-3) + Grade Pay Rs. 3,600/- plus other admissible allowances.

2. NUMBER OF VACANCIES :-

Sl. No.	Category	Staff Officer-cum-Instructor in Civil Defence Organisation, West Bengal
1.	Unreserved (UR)	67
2.	Scheduled Caste	28
3.	Scheduled Tribe	08
4.	OBC - A	13
5.	OBC - B	09
TOTAL		125

NOTE :- Total vacancies as stated above is purely provisional and subject to marginal changes.

3. ELIGIBILITY :-

- The applicant must be a citizen of India.
- Educational Qualification :-** The applicant must have a bachelor's degree in any discipline from a recognized university or its equivalent.
- Language :-** (i) The applicant must be able to speak, read and write Bengali Language. However, this provision will not be applicable to persons who are permanent residents of hill sub-divisions of Darjeeling and Kalimpong Districts. (ii) For applicants from hill sub-divisions of Darjeeling and Kalimpong District, the provisions laid down in the West Bengal Official language Act, 1961 will be applicable.
- AGE :-** The applicant must not be below **20** years and not more than **39** years as on **01.01.2019**. Upper age limit is relaxable by **5 years** for SC and ST and by **3 years** for OBC candidates of West Bengal only. Upper age limit is also relaxable upto 02 years for Govt. Employees. Departmental candidates having requisite qualification shall be eligible to apply for the post of Staff Officer-cum-Instructor subject to the condition that they fulfill eligibility criteria.

NOTE :-

- A candidate belonging to OBC-A or OBC-B category, if shortlisted for Personality Test, has to produce revalidated/renewed or fresh OBC-A/ OBC-B certificate issued by the competent authority on or after 01.01.2018, at the time of Personality Test. Certificate of OBC without specific mention to category (OBC-A/ OBC-B) will be treated as 'Invalid certificate'.
- Applicants who are employed in any Government organisation shall submit 'No Objection Certificate' issued by the head of office/ disciplinary authority, if shortlisted for Personality Test.

E. MINIMUM PHYSICAL STANDARD :-

Must have a minimum physical measurement as mentioned below :-

Sl. No.	Category	Class	Height (in cm.)	Chest (in cm.)	Weight (in kg.)
01.	Staff Officer-cum-Instructor	Male Candidates of all categories (except Gorkhas, Rajbanshis, Garwalis and Scheduled Tribes)	167 cm	78 cm. with a minimum expansion of 5 cm	Proportionate to height & age as per Medical Standard
		Male Gorkhas, Rajbanshis, Garwalis and Scheduled Tribes	160 cm	76 cm. with a minimum expansion of 5 cm	Proportionate to height & age as per Medical Standard
		Female Candidates of all categories (except Gorkhas, Rajbanshis, Garwalis and Scheduled Tribes)	160 cm	Nil	Proportionate to height & age as per Medical Standard
		Female Gorkhas, Rajbanshis, Garwalis and Scheduled Tribes	152 cm	Nil	Proportionate to height & age as per Medical Standard

*The Height-Weight ratio chart for Physical Measurement Test (PMT) is furnished below:-

Height (bare foot) (cms.)	Desirable Weight Range (in kgs.)	
	For Male SOI	For Female SOI
152	-	44-57
154	-	44-58
156	-	45-58
158	-	46-59
160	52-65	48-61
162	53-66	49-62
164	54-67	50-64
166	55-69	51-65
168	56-71	52-66
170	58-73	53-67
172	59-74	55-69
174	60-75	56-70
176	62-77	58-72
178	64-79	59-74
180	65-80	60-77
182	66-82	61-78
184	67-84	63-80
186	69-86	64-82
188	71-88	66-84
190	73-90	-
192	75-93	-

F. Must qualify the following Physical Efficiency Tests :-

Name of Post	Test	
	For Male	For Female
Staff Officer-cum-Instructor in Civil Defence Organisation West Bengal under the Department of Disaster Management & Civil Defence, Govt. of West Bengal.	800 meters run within 03 (three) minutes	400 meters run within 02 (two) minutes

G. Physically Handicapped candidates shall not be eligible to apply.

4. METHOD OF RECRUITMENT :-

The posts of Staff Officer-cum-Instructor in Civil Defence Organisation, West Bengal under the Department of Disaster Management & Civil Defence, Govt. of West Bengal shall be filled up through open competitive examination comprising of Four (04) stages. A candidate is eligible to appear in the next stage only if he/ she passes through the previous one. The stages are :- **a.** Preliminary Examination, **b.** Physical Measurement Test (PMT) & Physical Efficiency Test (PET), **c.** Final Competitive Examination and **d.** Personality Test.

A. Preliminary Examination (Full Marks - 200) :-

Candidates provisionally considered as eligible will be called for a Preliminary Examination. Syllabus of Preliminary Examination shall include General Studies, Logical & Analytical reasoning and Arithmetic with full marks of 200 (100 marks in General studies having 50 questions, 50 marks in Logical & Analytical reasoning having 25 questions and 50 marks in Arithmetic having 25 questions). **Duration of examination is 90 minutes.** The preliminary examination will be a screening test for shortlisting candidates for the Physical Measurement Test and Physical Efficiency Test. The West Bengal Police Recruitment Board shall be the competent agency to prescribe minimum cut-off marks for each social category and posts taking into account the number of vacancies proposed to be filled up in each category and post.

The preliminary examination will either be an OMR based MCQ type written examination or a Computer Based online test (CBT) depending on the number of applicants and other administrative factors. **In case of OMR based examination,** the question paper will be set **in two languages (English and Bengali)** and in case of Computer Based online Test (CBT) there will be a **15 (fifteen) day** window preceding the date of examination for **mock test/ practice.**

The marks obtained by the candidate in preliminary examination shall not be counted for the purpose of determining the final merit list.

*Note :- There will be **NEGATIVE** marking for each incorrect answer in the preliminary examination. ¼th of the allotted marks for a particular question will be deducted for each incorrect answer.*

B. Physical Measurement Test (PMT) & Physical Efficiency Test (PET) :-

The Physical Measurement Test (PMT), as specified under para 3(E) above, shall include measurement of height, weight and chest of the candidates qualified in the preliminary examination. It will be followed by the Physical Efficiency Test (PET) of the eligible candidates as specified under para 3(F). Qualified candidates in the PMT only will be eligible to appear in the PET. The PMT & PET shall be conducted by the West Bengal Police Recruitment Board at the venues selected by the Board for the purpose. Only qualified candidates of both PMT & PET shall be eligible to appear in the Final Competitive Examination.

C. Final Competitive Examination : (Full Marks - 350) :- The final Competitive Examination will consist of three papers. Candidates need to give descriptive answers to questions asked.

- Paper-I :-** General Studies and Arithmetic for 150 marks (100 marks for General Studies and 25 marks for Logical & Analytical reasoning and 25 marks for Arithmetic) of 2(two) hours duration.
- Paper-II :-** English of 100 marks of one and half (1½) hour duration.
- Paper-III :-** Bengali/Hindi/Urdu/Nepali of 100 marks of one and half (1½) hour duration.

The written examination for all the above three papers of the Final Competitive Examination shall be held on the same day at selected centers to be decided by the West Bengal Police Recruitment Board. **The question paper for Paper-I (General Studies and Arithmetic) of Final Competitive Examination will be set in three languages (English, Bengali and Nepali). The candidate may answer in any of these languages but all the answers must be in one and the same language.** The syllabus for final combined competitive examination shall be as mentioned herein after.

The West Bengal Police Recruitment Board shall have the discretion to fix qualifying marks in all or any of the three papers and also in the aggregate of three papers in the Final Competitive Examination.

- D. **Personality Test : (Full Marks – 50) :-** A limited number of the candidates selected merit-wise on the results of Final Competitive Examination will be called to appear for the Personality Test. Final merit shall be prepared on the basis of the total marks obtained in the three papers of Final Competitive Examination and the marks obtained in the Personality Test.

5. SYLLABUS FOR EXAMINATION :-

I. Preliminary Examination and Paper I of the Final Competitive Examination :-

General Studies and Arithmetic :-

(a) General Studies :-

Questions will be set to test the General Knowledge of candidates in different spheres.

(b) Logical & Analytical Reasoning :-

Questions will be set to test the logical and analytical ability of the candidate.

(c) Arithmetic :-

Questions will be set on the basis of the syllabus of Madhyamik Examination of the West Bengal Board of Secondary Education.

II. Paper II and Paper III of the Final Competitive Examination :-

(i) Paper II – English : Questions may be asked on all or any of the following items :-

- a. Drafting of a report from the points or material supplied or Letter Writing;
- b. Translation from Bengali/Hindi/Urdu/Nepali, as the case may be to English,
- c. Condensing of a prose passage (summary/precis writing)
- d. Comprehension, correction of sentences, use of common phrases and idioms, use of appropriate preposition, synonyms and antonyms etc.

(ii) Paper III – Bengali/Hindi/Urdu/Nepali :-

Questions may be asked on all or any of the following items :-

- a. Drafting of a report from the points or material supplied;
- b. Translation from English to Bengali and English to Nepali for the candidates who have opted for 'Bengali' or 'Nepali' respectively and translation from Hindi/Urdu to Bengali for the candidates who have opted for Hindi or Urdu.
The translation shall be of **40 (forty) marks.**
- c. Comprehension and precis writing.

6. APPOINTING AUTHORITY :-

Director of Civil Defence, West Bengal

7. PERIOD OF APPLICATION :-

Application window for submitting application through on-line or downloading of off-line application form with printed challan of United Bank of India/India Post will remain operative for the period from **24.11.2019 (12 AM) to 24.12.2019 (5 P.M.)**. However the last date of depositing Application and/or Processing Fees only in respect of **on-line applicants** using United Bank of India challan, will be **27.12.2019 (5 PM)**.

NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE AND TIME OF SUBMISSION OF APPLICATIONS. HENCE, THE APPLICANTS ARE STRONGLY ADVISED TO SUBMIT THEIR APPLICATIONS WELL IN ADVANCE WITHOUT WAITING FOR THE LAST DATE AND TIME OF SUBMISSION TO AVOID DELAYED SUBMISSION DUE TO SERVER PROBLEM OR ANY OTHER TECHNICAL FAULTS, INCLUDING POSTAL DELAYS.

West Bengal Police Recruitment Board will not take any responsibility for any kind of delays (including postal/applications lost in transit). Hence, applicants should ensure that their applications reach the Board's Office within the last date & time for receipt of applications.

8. APPLICATION FEES & PROCESSING FEES :-

The following Application and/or Processing fees have been fixed.

Sl. No.	Category	Application Fee	Processing Fee	Total Amount Payable
1	All categories except Scheduled Caste/Scheduled Tribe (of West Bengal only)	Rs. 250	Rs. 20	Rs. 270
2	Scheduled Caste (West Bengal only)	Nil	Rs. 20	Rs. 20
3	Scheduled Tribe (West Bengal only)	Nil	Rs. 20	Rs. 20

- Candidates belonging to the Scheduled Caste/Scheduled Tribe (of West Bengal only) **shall pay processing fees of Rs. 20/- (Rupees Twenty) only** as they are exempted from paying any application fees. However, shortlisted candidates are required to produce their SC/ST certificates issued by the competent authority at the time of verification during personality test. A candidate who claims to belong to either the SC/ST category and does not pay the Application Fee of Rs. 250/- will not be allowed to change his /her social group to OBC (A/B) or UR at a subsequent stage and his /her candidature shall *abinitio* stand cancelled.
- **If any shortlisted candidate fails to submit the documents as stated above, his/her candidature shall be summarily rejected.**
- **No exemption of fees is available to the SC/ST candidates of OTHER States.**
- **Neither any claim for refund of the fee will be entertained nor will it be reserved for any other examination under any circumstances whatsoever.**
- **Applications not accompanied with the requisite application and/or processing fees shall be summarily rejected.**

9. HOW TO APPLY :-

West Bengal Police Recruitment Board extends the facilities of both the on-line and off-line submission of applications.

- ❖ **ON-LINE SUBMISSION** :- Applicants will be able to submit application using the website www.wbpolice.gov.in and http://wbmdm.gov.in/Civil_Defence/CD_Default.aspx by filling up their information and uploading of recent scanned photograph and signature. Applicants are advised to follow the procedure properly for applying through on-line.

Payment of Application and/or Processing Fees can be made on-line through payment gateway by using Debit Cards/Credit Cards/Net-Banking of any Bank. Fees can also be paid through different e-wallets and Bharat QR and UPI App. An amount of Rs. 5/- (Rupees five) only will be charged by the agency concerned as **"Service Charge"** for availing Debit Cards/Credit Cards/Net-Banking/e-Wallet/other App-based facility.

ON-LINE APPLICANTS ARE REQUIRED TO UPLOAD SCANNED COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH (PREFERABLY COLOURED) AND FULL SIGNATURE IN JPG FORMAT COVERING THE ENTIRE SPACE PROVIDED FOR THE SAME. THE SIZE OF PHOTOGRAPH FILE AND SIGNATURE FILE MUST BE BETWEEN 10 KB - 50 KB AND 5 KB - 20 KB RESPECTIVELY. THE IMAGE DIMENSION FOR PHOTOGRAPH AND SIGNATURE SHOULD BE 177 Px H X 138 Px W (4.5 CM HEIGHT X 3.5 CM WIDTH) AND 63 Px H X 350 Px W (1.7 CM HEIGHT X 9.2 CM WIDTH) RESPECTIVELY. THE PHOTOGRAPH MUST BE ON WHITE BACKGROUND WITH 75-80% OF THE PHOTO OCCUPYING THE APPLICANT'S FACE. APPLICANTS ARE ADVISED NOT TO UPLOAD IMAGES OF OTHER OBJECTS IN PLACE OF PHOTOGRAPH AND SIGNATURE. THE PHOTOGRAPH WITH FACE/ HEAD COVERING, SUNGLASS/ TINTED GLASSES COVERING THE

EYES WILL NOT BE ACCEPTED, PHOTOGRAPHS CROPPED FROM 'GROUPIES' OR 'SELFIES' SHALL ALSO BE DISALLOWED AT THE SCRUTINY.

On successful submission of the application, the applicants shall be provided with the copy of **Application Form** with his /her photograph, signature and unique Application Serial No. by the system. **Candidates are advised to preserve it safely and mention the Application Sl. No. for all future communications**, if required, with the West Bengal Police Recruitment Board.

Request for change/correction in the Application Form SHALL NOT be entertained under any circumstances after final submission. **The West Bengal Police Recruitment Board will not be responsible for any consequences arising out of non-acceptance of any correction/addition/deletion in any particular field in application form whatever the reasons may be.**

Note :: *Each applicant is required to have an individual mobile number and e-mail ID. Sharing of mobile no. between applicants is not permitted. This number needs to remain valid till the entire process of the recruitment is over. The Board does not owe any responsibility for failure in delivery of SMS, more so due to change in mobile number of the applicants.*

➤ **Online submission through E-Village Kendra Ltd. (Tathya Mitra Kendras) [Common Service Centres] :-**

- The West Bengal Police Recruitment Board extends facility to submit application through *E-Village Kendra Ltd(Tathya Mitra Kendras)* set up by the Government of West Bengal up to the level of *Gram Panchayats* in the rural areas of West Bengal.
- Applicants may approach any of the *E-Village Kendra Ltd. (Tathya Mitra Kendras)* (**List provided on the website**) with all particulars and a recent passport size photograph. The Village Level Entrepreneur or his /her authorized staff of the Kendra will fill up the on-line application form on the basis of information provided by the applicant.
- They will also scan the photograph and recent signature of the applicant and upload it.
- **APPLICANTS MUST CHECK ON-SCREEN THE INFORMATION ENTERED BY THE CSC STAFF BEFORE PROCEEDING FOR ON-LINE PAYMENT.**
- The Application and/or Processing Fees have to be paid to Village Level Entrepreneurs of the *E-Village Kendra Ltd. (Tathya Mitra Kendras)*. The Kendra will collect service charge (including GST) of **Rs. 23/- (Rupees Twenty Three)** extra for filling up the form and uploading the same along with scanned copies of candidate's photograph and signature and making on-line payment of Application and/or Processing Fees received from the applicant. The applicant must ensure proper uploading of his /her photograph and signature. The Board will not be responsible for any discrepancy in the data uploaded. In case of any **mismatch** in respect of photograph and signature or any other detail at any stage of the recruitment process, the candidature **SHALL** be rejected.
- ✓ All categories of candidates **except** Scheduled Caste/Scheduled Tribe (of **West Bengal only**) shall pay **Rs. 293 /-** only [Application Fees: Rs. 250/- ; Processing Fees : Rs. 20/- plus Service Charge (including GST) : Rs. 23/-] to the authorized staff of the *E-Village Kendra Ltd. (Tathya Mitra Kendras)*.
- ✓ Candidates belonging to the Scheduled Caste/Scheduled Tribe (of **West Bengal only**) shall pay **Rs. 43/-** only (Processing Fees : Rs. 20/- plus Service Charge (including GST) : Rs. 23/-) to the authorized staff of the *E-Village Kendra Ltd. (Tathya Mitra Kendras)*.
- ✓ **Candidates are advised NOT TO PAY IN EXCESS of the fees & service charge as mentioned above TO THE FRANCHISEE OR THE AUTHORIZED STAFF OF E-VILLAGE KENDRA LTD(TATHYA MITRA KENDRAS).**
- ✓ **AFTER PAYMENT OF THE FEES AND SERVICE CHARGE, THE AUTHORIZED STAFF OF THE KENDRA WILL HAND OVER TO THE APPLICANT THE COPY OF THE APPLICATION FORM WITH UNIQUE APPLICATION SERIAL NUMBER AS ACKNOWLEDGEMENT OF SUCCESSFUL SUBMISSION OF APPLICATION ON-LINE. THE COPY OF THE APPLICATION FORM WILL ALSO**

CONTAIN ALL THE DETAILS FURNISHED BY THE APPLICANT WHICH MUST BE VERIFIED BY HIM.

- ✓ APPLICANTS MUST SAFE KEEP THE COPY OF THE APPLICATION WITH THEM AND NOTE DOWN THE UNIQUE APPLICATION SERIAL NUMBER FOR ALL FUTURE COMMUNICATIONS WITH THE BOARD, IF ANY.
- ✓ Candidates may contact the West Bengal Police Recruitment Board through a land line (033-23371402) to report any kind of non-cooperation from any of the E-Village Kendra Ltd. (Tathya Mitra Kendras), with details of the concerned Kendra during office hours (10:00 AM to 05:30 PM) from Monday to Friday.
- ✓ Help line (Toll free) of E-Village Kendra Ltd. (Tathya Mitra Kendras) :- Applicants may contact the Toll free help line number (18004190250) for locating nearby E-Village Kendra Ltd. (Tathya Mitra Kendras) or for complaints.

➤ **On-line Application and collection of fees through United Bank of India (UBI):-**

- The West Bengal Police Recruitment Board extends the facility of paying Application and/or Processing Fees through the United Bank of India (UBI) for on-line applicants. Under this system a deposit challan will be generated bearing the Application Sl. No. during on-line submission of application.
- After obtaining the deposit challan, the applicants will proceed to any of the branches of the UBI located pan India along with the challan after **01 (one) Banking Day** for payment of the Application and/or Processing Fees.
- The branch will accept the payment of fees on production of the deposit challan which will be returned to the applicant with the Bank's seal as acknowledgement. This deposit challan bearing the application sl. no. must be preserved by the applicant for future communication with the Board, if required.
- The applicants will have to pay a sum of **Rs. 36/- (including GST)** to the Branch of UBI against each payment of **Rs. 270/-** (for all categories of candidates except Schedule Caste/Schedule Tribe of West Bengal only) or **Rs. 20/-** (for candidates belonging to Scheduled Caste/Scheduled Tribe of West Bengal only).
- **On payment of Application and/or Processing Fees at the Bank Counter the applications will be auto submitted and the applicants will get a system generated SMS confirming successful submission of his /her application form. Applicant must take a printout of his /her Application form by logging into 'My Account' page after getting the SMS.**

10. OTHER INSTRUCTIONS :-

- i) Defective/incomplete applications/applications with fuzzy or improper photograph of candidate or unintelligible/undecipherable signatures will be summarily rejected.
- ii) Each candidate should submit ONE application form only. **Candidature of those who submit more than one application form will be summarily rejected and the amount of application fees will be forfeited.**
- iii) **In case of any mismatch of data between application form filled up by the applicants and supporting testimonials at any stage of recruitment, the candidature will be summarily rejected.**
- iv) **Application Forms shall be rejected in case the uploaded signature of the applicant is rendered in block letters/unintelligible/does not match with name of the candidate or is otherwise incomplete.**
- v) Admission to the examination will be purely provisional subject to verification of eligibility at a later stage. Therefore, **candidature of any candidate shall be rejected straightway if found not eligible at any stage, even after appearance in the tests/examinations or publication of results.**
- vi) Candidates must abide by the instructions as may be given by the Venue-in-Charge/Invigilator of the examination venue. If the candidate fails to do so or indulges in disorderly or improper conduct, he/ she will render himself/ herself liable for expulsion from the examination hall and/or such other penalty as the West Bengal Police Recruitment Board may deem fit to impose.

- vii) SC/ST/OBC-A/OBC-B candidates of OTHER States will be treated as UNRESERVED (General) category candidates. The concession of non-payment of Application Fees will NOT be available to SC/ST candidates of OTHER States who shall also be treated as UNRESERVED (General) candidates for the purpose of payment of fees and for shortlisting or preparation of merit list.
- viii) No TA/DA will be paid to the candidates for their journey to attend Preliminary Examination, PMT & PET, Final Combined Competitive Examination & Personality Test. They shall appear for selection tests at their own expenses. **The Recruitment Board will not be held responsible for any harm or injury to any candidate emerging out of the conduct of the tests.**
- ix) In case the applicant is a Government Employee, he/ she must obtain an NOC from his /her employer and produce the same at the appropriate stage.
- x) All entries in the Application Form **except religion field** are compulsory. Application submitted keeping any of the fields blank would lead to summary rejection without any intimation to the applicant or recourse to representation.
- xi) The Board reserves the right to rectify the errors and omissions, if any, in the process of holding the examination and final declaration of result.
- xii) If at any stage even after issue of letter of appointment, a candidate is found ineligible in terms of the advertisement notice and thereof his /her candidature will be cancelled without further reference to him/her.
- xiii) A candidate who has been 'reported against' by any Exam officer of the examination venue for violating any of the instructions or for having adopted unfair means at the arena/venue/examination hall or having used electronic gadgets like **hearing/listening/speak-in devices**, Earpiece, smart phones, etc. in the examination hall, will be punished with cancellation of his /her candidature and also be debarred from appearing at future examinations/selection processes as may be decided by the Police Recruitment Board depending on the circumstances/gravity of the case or may be criminally proceeded against.
- xiv) Canvassing in any form will disqualify the candidate immediately.
- xv) Applicants are advised not to get lured by any unscrupulous touts. The recruitment process done by the Recruitment Board is absolutely transparent.
- xvi) The decision of the Board on all matters relating to eligibility, place, date, mode of selection, acceptance or rejection of candidature **shall be final and binding** upon the candidates.
- xvii) Assessment and evaluation of OMR/answer script done by the Board shall be final and shall not be open to scrutiny by any external authority.
- xviii) Candidates who disclose his/her identity by writing his /her name, roll no. etc. or putting any identifying or suspicious marks inside the OMR/answer script of any of the answer scripts will be disqualified and his /her candidature will summarily be rejected.
- xix) **Candidates dissatisfied with his /her Physical Measurement Test (PMT) during field test, may appeal in writing before the Chairperson of the selection Board/Committee on the same day of his /her test. No appeal in this regard will be entertained in future. The height of a candidate may be re-measured at any stage including the Personality Test at the discretion of the Board and the decision of the Board shall be final and binding on the candidates.**
- xx) Only short listed candidates will be asked to produce all relevant original and valid certificates along with the self attested photocopies for verification at the time of Personality Test, failing which their candidature shall be rejected without any further communication.
- xxi) The Mobile No. and e-mail ID (non - mandatory fields for off-line submission) of the applicants are being taken for communication by the Board for future intimation with regard to the recruitment process and nothing else. The Board, under no circumstances, will request or advise the applicant for any further personal information and /or additional fees and /or payment of any kind of fee to any official connected and/or not connected with the Board. Candidates may report such occurrence, if any to the Member, West Bengal Police Recruitment Board, along with due evidence (documentary/electronic).
- xxii) In case of on-line applicants no Admit Card will be issued through the Postal Department for Preliminary, PMT & PET, Final Combined Competitive Examination and Personality Test, if shortlisted.

Candidates have to download the e-Admit Cards from the website and be on the lookout for notices through newspapers and intimation via text message on their registered mobile numbers and email.

- xxiii) In case of any difficulties in downloading the off-line application form or in submitting the on-line application form, the applicants are advised to communicate either through telephone (Contact No. **7044108689 & 7044109346**) during office hours (10 AM to 05:30 PM) from Monday to Friday and 10:00 AM to 02:00 PM on Saturdays (except Govt. Holidays) or through e-mail (**wbprbonline@applythrunet.co.in**).

Candidates may visit the website of West Bengal Police (www.wbpolice.gov.in) and website of Civil Defence (http://wbcmd.gov.in/Civil_Defence/CD_Default.aspx) for ascertaining developments of recruitment process from time to time.
