PUBLIC SERVICE COMMISSION, WEST BENGAL

161 A, S. P. MUKHERJEE ROAD, KOLKATA-700026

ENGLISH STENOGRAPHER (BASIC GRADE) in SCHEDULE A&B RECRUITMENT EXAMINATION, 2025

ADVERTISEMENT No.-04/2025

The Public Service Commission, West Bengal will hold the **ENGLISH STENOGRAPHER (BASIC GRADE) in SCHEDULE A&B RECRUITMENT EXAMINATION, 2025** on the results of which recruitment to the posts of Personal Assistant in the cadre of Schedule 'A' English Stenographer and Schedule 'B' English Stenographer, Basic Grade will be made. The rules of the examination and other particulars are stated in the following paragraphs. A candidate should verify from these rules whether he/she is eligible for admission to the examination. The conditions prescribed cannot be relaxed.

The English Stenographer (Basic Grade) in Schedule A & B Recruitment Examination, 2025 consists of three papers – (1) General English (100 marks), (2) Dictation & Transcription (400 marks) and (3) Computer Typing (100 marks).

The Commission will hold the examination in Paper-I (General English) in the first instance in Kolkata. On the basis of results of the examination on this paper, a limited number of candidates will be allowed to sit for the examination in the other two papers i.e. Paper- II (Dictation and Transcription) and Paper-III (Computer Typing). Final Merit List will be prepared on the basis of marks obtained in all the three papers taken together.

The Commission shall fix qualifying marks in Paper-I, Paper-II, Paper-III in separate and in the aggregate and shall have discretion to relax such qualifying marks in respect of the candidates belong to the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Other reserved categories such as Person with Benchmark Disabilities and MSP in West Bengal or other Categories, as may be reserved in future.

The Examination will be held at various centres in Kolkata tentatively in December, 2026 or thereabout.

Name of the Examination	**ENGLISH STENOGRAPHER (BASIC GRADE) in SCHEDULE A&B RECRUITMENT EXAMINATION, 2025**

Scale of Pay	**Pay Level-9 ('₹' 28,900/- '₹' 74,500/-) under W.B.S (ROPA) Rules- 2019**

NO. OF VACANCIES	**Schedule 'A' : 146 [UR- 72, E.W.S.- 15, OBC-(Non-creamy layer)-10, SC-31, ST- 09, M.S.P- 03, PwBD(UR) - 05, PwBD(SC)-01]** **Schedule 'B': 120 [UR- 59, E.W.S.- 12, OBC-(Non-creamy layer)- 09, SC-26, ST- 07, M.S.P- 02, PwBD(UR)- 04, PwBD(SC)-01]**

RESERVATION	**1.a)** Some vacancies are reserved for Persons with Benchmark Disabilities **(40% and above)** provided that they are otherwise suitable and possess the capacity to perform the duties attached to the post. The benefits of reservation of vacancies for E.W.S./S.C./S.T./O.B.C.**(Non-Creamy Layer)** candidates are admissible to E.W.S./S.C./S.T./O.B.C. **(Non-Creamy Layer)** candidates of West Bengal only. The E.W.S./S.C./S.T./O.B.C. **(Non-Creamy Layer)**candidates of other States shall be considered for Unreserved posts only. **1.b)** The reservation for OBC(**Non-Creamy Layer**) will be determined vide the Notification No. **945-BCW/MR-23/2026 dated the 18th May, 2026** of Backward Classes Welfare Department, Govt. of W.B. **1.c)** The reservation for PwBD (40% and above) will be determined vide Notification No. Labr/85-Emp/EC/1M-01/2025 dt. 25.05.2026. **2.** Certain vacancies are reserved for candidates belonging to Meritorious Sportspersons in the area of International Competition, National Competition, Inter-University Tournament and National Sports/Games for School Education in the following list of Sports:- (i) Athletics (including Track and Field events), (ii) Badminton, (iii) Basket Ball, (iv) Cricket, (v) Football, (vi) Hockey, (vii) Swimming, (viii) Table Tennis, (ix) Volley Ball, (x) Tennis, (xi) Weightlifting, (xii) Wrestling, (xiii) Boxing, (xiv) Cycling, (xv) Gymnastics, (xvi) Judo, (xvii) Rifle Shooting, (xviii) Kabaddi, (xix) Kho-Kho and (xx) Archery - vide Govt. of West Bengal, Labour Department Notification No. 49-EMP/1M-25/98 dated 1st March, 2011 and Notification No. Labr./209-Emp/1M-17/2014 (Pt.-I) dated 21st September, 2016. **N.B.: 1. Reservation of vacancies is shown as reported by the Government.** **2. Eligibility of MSP (Meritorious Sports Person) will be decided as per Labour Department Notification No. 49-EMP/1M-25/98 dt. 01/03/2011 and No. 209-Emp/1M-17/2014 (Pt.-I) dt. 21.09.2016. Such candidates should furnish duly filled up and properly signed FORM-1/2/3/4 as applicable annexed to the above mentioned notification alongwith the MSP certificate at the time of personality test.**

QUALIFICATIONS	The qualification for direct recruitment shall be as follows : **a. Passed in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent; and** **b. Elementary knowledge in Computer Operation with the ability of typing on computer at the speed of 30 (thirty) words per minute in English.**

AGE	Not below 18 years but not more than 44 years as on 01.01.2025 (i.e. born not earlier than 2nd Jan, 1981 and not later than 1st Jan, 2007). **N.B**: Age as recorded only in the Madhyamik or equivalent Certificate will be accepted. There shall be no age limit for permanent Schedule 'B' Stenographers' permanent Typists, permanent Steno-Typists and permanent Clerk-cum-Typists who are in service under the Govt. of West Bengal.

RELAXATION IN AGE LIMIT	**1.** The upper age limit is relaxable by 5 years for S.C. & S.T. candidates and by 3 years for O.B.C. (non-creamy layer) candidates of West Bengal. In the case of Persons with Benchmark Disabilities (PwBD), the upper age limit is relaxable upto 45 years. No relaxation is applicable to S.C./S.T./O.B.C.(non-creamy layer) candidates of other States as they shall be treated as general candidates. **2.** No claim for being a member of S.C./S.T./O.B.C.(Non-Creamy layer)/PwBD/MSP will be entertained after submission of the application. **3.** There shall be no age limit for permanent Schedule-B Stenographers, Permanent Typists, Permanent Steno-Typist and Permanent Clerk-cum-Typist who are in service under the Government of West Bengal.

PROVISIONS REGARDING PwBD CANDIDATES	Candidates having Benchmark Disabilities with limitation in writing including that of speed may be allowed the help of Scribe, if required. For convenience, PwBD candidates are requested to bring their own Scribe. The Scribe should possess educational qualification one step below the qualification of the candidate taking examination. The persons with Benchmark Disabilities opting for own scribe should submit details of the own scribe as per proforma supplied by the Commission at the time of examination. In case of category of Persons with Benchmark Disabilities, the provisions of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I (available at the end of this advertisement). The facility of Scribe would be allowed to any person with Benchmark Disability as defined u/s. 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed. In case persons with Benchmark Disabilities in the category of Blindness, Locomotor Disability (both arms affected – BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the person. Engagement of scribe shall not be accepted after submission of the application.

COMPENSATORY TIME	CANDIDATES WITH BENCHMARK DISABILITIES HAVING LIMITATION IN WRITING INCLUDING THAT OF SPEED AND PRODUCING VALID APPENDIX-I WILL BE ALLOWED COMPENSATORY TIME OF 20 MINUTES PER HOUR.

MODE OF APPLICATION	Applications can be submitted through online only. **SUBMISSION OF MORE THAN ONE APPLICATION BY THE SAME CANDIDATE IS STRICTLY FORBIDDEN AND SUCH APPLICATIONS ARE LIABLE TO CANCELLATION.**

OTHER REQUIREMENTS	**1.** The candidate must be (a) A citizen of India (either natural or by registration), or (b) Such other nationals as declared eligible by the Govt. of India. Provided that a candidate belonging to category (b) shall be a person in whose favour a certificate of eligibility has been issued by the Government. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government. **2. (a)** Ability to read, write and speak in Bengali (**not required for those candidates whose mother tongue is Nepali**) – vide Finance Department's Notification No.1243-F(P) dated 02.03.2016. **(b)** Knowledge of Bengali will be tested for candidates whose mother tongue is other than Bengali/Nepali at the time of test of typing on Computer. Candidature of the candidates with poor performance in the said knowledge of Bengali test shall be liable to be cancelled.

FEE	**Rs.160/-** (Rupees one hundred sixty only) plus service charges whenever applicable through online mode. **SC/ST candidates of West Bengal and Persons with Benchmark Disabilities (PwBD) having physical disability of 40% and above are not required to pay any fee**. OBC candidates of West Bengal are, however, required to pay usual fee as aforesaid. NO EXEMPTION OF FEE IS AVAILABLE TO SC/ST/OBC CANDIDATES OF OTHER STATES. No claim for refund of the fee will be entertained nor will it be held in reserve for any other examination.

PARTICULARS AND CERTIFICATES REQUIRED	**1.** A candidate claiming to be **EWS/S.C./S.T./O.B.C. (Non-Creamy Layer)** or **Persons with Benchmark Disabilities** (**40% and above**) & **Meritorious Sports persons** must have a certificate in support of his / her claim from a competent authority of West Bengal issued on or before the closing date of submission of application as specified below and no claim in this regard will be entertained afterwards. In case, a candidate is unable to produce the relevant valid certificate in support of the declaration/claim made by the candidate at the time of document verification, his/her candidature will be summarily rejected. **(a) <u>For S.C., S.T. & O.B.C.(Non – Creamy Layer) Candidates</u> :-** i) In the district, the Sub-Divisional Officer of the Sub-Division concerned, and ii) In Kolkata, the District Magistrate, South 24-Parganas or such Additional District Magistrate, South 24-Parganas, as may be authorized by the District Magistrate, South 24-Parganas, in this behalf and the District Welfare Officer, Kolkata and Ex-officio Joint Director, Backward Classes Welfare. <u>[vide the W.B.S.Cs. & S.Ts. (Identification) Act, 1994 and S.C. & S.T. Welfare Deptt. Order No. 261-TW/EC/MR-103/94 dated 6.4.95 read with B.C.W. Deptt. Order No.6320-BCH/MR-84/10, dated 24.09.2010 and No.2420-BCW/MR-61/2012 (Pt.), dated 12.07.2013]</u> iii) **OBC (Non – Creamy Layer) candidates must submit their renewed / revalidated certificates regarding Non-Creamy Layer Status prior to Computer Type Test and at the time of appointment as per existing Govt. Rules.** **(b) <u>For Persons with Benchmark Disabilities (PwBD)</u> :-** (i) A Medical Board constituted at Government Medical College Hospitals in Kolkata, District Hospitals and Sub-divisional Hospitals as per extant provisions laid down in RPwD Acts & Rules. (ii) Certificate regarding Physical Limitation in an Examinee to write (APPENDIX-I) **(Required for only those PwBD candidates who opt for Scribe and/Compensatory Time)**

PARTICULARS AND CERTIFICATES REQUIRED

(c) For Meritorious Sportspersons:-

Competent Authorities for issuing Certificates to Meritorious Sportspersons are as follows :

Area	Competent Authority
International Competition	**Secretary of the National Federation/National Association of the Sports concerned.**
National Competition	**Secretary of the State Association of the Sports concerned.**
Inter-University Tournament	**Dean/Director of Sports or other Officer in overall charge of Sports of the University concerned.**
National Sports / Games for School Education	**Director or Deputy Director in overall charge of Sports/Games for Schools in the Directorate of School Education, West Bengal.**

N.B: Area of competition other than those mentioned above shall not be considered for granting MSP status.

d) For EWS Candidate:-

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by any of the following authorities in prescribed format as given in Annexure C.
(i) In the District, District Magistrate and Additional District Magistrate in charge of development matters of the District Concerned.

(ii) District Welfare Officer, Kolkata in respect of Kolkata for Kolkata Municipal Corporation Area. [in terms of PAR Department 325-PAR(AR)/3P-1/2019 dated 09.07.2019, read with BCW Department Memo No. 959-BCW/MR-52/2019 dated 18.05.2023]. However, any EWS certificate issued in favour of a candidate by the erstwhile authorities as mentioned vide said P&AR Department notification will also be allowed if found valid.

(iii) Sub-Divisional Officer for Municipalities.

(iv) EWS candidates must submit their renewed/revalidated certificates regarding EWS status prior to interview and at the time of appointment.

2. Candidates are required to mention in the Application Form any one of the following documents as Photo ID with its number and issuing authority:

(i) Madhyamik or equivalent certificate bearing photograph, (ii) Passport, (iii) PAN Card, (iv) EPIC (Voter Identity Card), (v) Driving Licence and (vi) any other ID proof issued by the State or Central Government.

Candidates are advised to bring the same Photo ID Card in original in the Examination Venue at the time of examination.

3. The Public Service Commission may require such further proof or particulars from the candidates as it may consider necessary and may make enquiries about their character and other particulars regarding suitability and eligibility.

PENALTY	A deduction of 10% of full marks shall be made from the total marks secured by a candidate in a paper if he/she discloses his/her identity by writing his/her name, roll number or by putting any identifying marks in the answer script of that paper.

TIE BREAKING PRINCIPLES:	(i) Preference be given to the candidate securing higher marks in Dictation and Transcription Paper. (ii) If there is still a tie, preference be given to the candidate securing higher marks in Typing Paper. (iii) If the tie still remains, preference be given to the candidate securing higher marks Accuracy in the Typing Paper. (iv) If there is still a tie, preference be given to the candidate getting higher marks in Speed. (v) Preference thereafter be given to the candidate higher in age.
CATEGORY-WISE QUALIFYING MARKS	The Commission has fixed the following category wise qualifying marks in aggregate. Aggregate marks will be comprised of the marks obtained in **Paper-I, Paper-II & Paper-III taken together**. UR 40% EWS 40% OBC 38% SC 35% ST 30% PwBD 30% MSP 40% The Commission will, however, have the liberty of further relaxing qualifying marks, if sizeable no. of posts in reserved categories remain unfilled.

CAUTION	i. Candidates are advised to read thoroughly and cautiously the "Advertisement" & "Scheme and Syllabus". ii. Application once submitted shall be treated as final. No request for change in application form and no claim for being a member of the EWS, SC, ST & OBC (Non creamy layer) community or a Person with Benchmark Disability (PwBD) or a Meritorious Sports Person or Ex-Servicemen will be entertained after the final submission of application. iii. The candidates must abide by the instructions as may be given by Supervisors / Invigilators of the Examination. If the candidate fails to do so or indulges in disorderly or improper conduct, he / she will render himself / herself liable to expulsion from the Examination Hall and / or such other punishment as the Commission may deem fit to impose. iv. A candidate who has been reported against by the Supervisor of the Examination Centre for violating any of the instructions will be punished with cancellation of candidature and also debarment from future examinations and selections as may be decided by the Commission according to the circumstances of the case. v. If at any stage even after issue of the letter of appointment, a candidate is found ineligible in terms of advertisement his / her candidature will be cancelled without further reference to him / her. vi. The conditions prescribed cannot be relaxed in any case other than those mentioned in this "Advertisement". vii. A candidate should note that his / her admission to the examination will be deemed provisional subject to determination of his / her eligibility in all respects. If at any stage after issuance of the admit card a candidate is found ineligible for admission to this examination, his / her candidature will be cancelled without further reference to him / her. No candidate shall be allowed to take the examination unless he / she holds a valid admit card. viii. **The Commission shall have discretion to fix qualifying marks in Paper-I and paper-II and paper-III of the examination in separate and in the aggregate . It shall also have discretion to relax such qualifying marks in the cases of all the reserved category candidates of West Bengal.** ix. **Mobile phones, Smart Watches, Bluetooth or any other communication device are not allowed inside the premises where the Examination is being conducted. Any infringement of this instruction shall entail disciplinary action including ban from the Examination related to this advertisement as well as from further Examinations.** x. **There will be arrangements for frisking of the candidates at entry points of venues – separately for male and female candidates so that candidates with mobile phones or any other gadgets of communication may not enter the venue**. xi. **CANDIDATES ALLOTTED IN A PARTICULAR VENUE WILL IN NO CASE BE ADMITTED TO A VENUE OTHER THAN THAT INDICATED IN THE ADMIT CARD ISSUED BY THE COMMISSION.** xii. **IF, AT ANY STAGE OF EXAMINATION, AN APPLICANT IS FOUND TO HAVE SUBMITTED FALSE INFORMATION REGARDING HIS/HER AGE, QUALIFICATIONS AND CASTE/CATEGORY, HE/SHE WILL ENTAIL PENAL ACTION AS DEEMED FIT BY THE COMMISSION AND HIS/HER CANDIDATURE IS LIABLE TO CANCELLATION.**

RESULTS OF THE EXAMINATION	**The final merit list will be prepared on the basis of total marks obtained in Paper-I, Paper-II & Paper –III taken together.**

MEDICAL EXAMINATION AND VERIFICATION OF ANTECEDENT BY APPOINTING AUTHORITY	Candidates who will be selected for appointment will be required to appear before a Medical Board for certificates of their fitness for Government Service. They are also required to undergo verification of antecedent by the concerned Police Authorities before offering of appointment by the concerned appointing authorities. i) If a candidate is declared unfit by the Medical Board and/or declared unsuitable to avail the benefit of concession as prescribed vide notification no. 4080-SW dated 27/09/1989 of erstwhile Relief and Social Welfare department, his/her candidature will be cancelled. ii) Candidature will also be cancelled for any adverse report on verification of antecedent received from the competent authority as per extant Govt. order.

CANVASSING	Any attempt on the part of a candidate to enlist support for his / her application through persons, officials of Government, or agencies will disqualify him / her for appointment. Spontaneous recommendations from persons interested in the candidates, or otherwise known to them, will be disregarded and will render the candidates ineligible.

Commencement of submission of online application : **The 18th October, 2026**

Closing date for submission of online application : **The 7th November, 2026 (upto 3:30 pm)**

Closing date for submission of fees through online : **The 7th November, 2026 (upto 3:30 pm)**

Edit Window: The 10th November, 2026 to 13th November, 2026 (upto 3:30 pm)

IMPORTANT INSTRUCTIONS REGARDING EDIT WINDOW

1. The applicants would be allowed to edit some of the fields.
2. The Edit Window may be accessed by the applicants by logging into their individual accounts at **https://psc.wb.gov.in**
3. All applicants are advised to verify the details provided in the online application very carefully and applicants are particularly advised to obtain a printout of the form to identify the discrepancies, if any.
4. Applicants willing to change their address may first change the same in the Profile Section and then use the Edit option.
5. The Edit option can be availed only **once** during the aforesaid period. **No request for any change would be entertained after the above mentioned period.**

For further details and assistance the candidates may contact the following mail address on any working day from 11-00 a.m. to 4-00 p.m.

Email-id :- pscwbit01@gmail.com

Place: Kolkata
Date: 16.10.2026

APPENDIX-I

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr./Ms./Mrs._____(name of the candidate with disability), a person with _____(nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o_____a resident of_____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Medical Superintendent of a Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability

(e.g. Visual impairment-Ophthalmologist, Locomotor disability – Orthopaedic specialist/PMR).

Annexure-1

Schedule-'A'

a. Posts of Stenographers under all the Secretariat Department, Governor's Secretariat, Secretariat of the West Bengal Legislative Assembly and the Public Service Commission, West Bengal and meant for Officers having the rank and status of Secretary, Special Secretary or Joint Secretary of a Secretariat Department and for officers holding the rank of ex-officio Joint Secretary.

b. Posts of Stenographer meant for the following Heads of Directorate:-

I. Director General of Police, West Bengal

II. Inspector General of Police, West Bengal

III. Chief Engineer, Public Works Department

IV. Additional Chief Engineer, Public Works Department

V. Chief Engineer, Irrigation and Waterways Department

VI. Additional Chief Engineer, Irrigation and Waterways Department

VII. Director of Public Instruction, West Bengal

VIII. Director of Health Service, West Bengal

IX. Commissioner of Police, Kolkata

X. Joint Commissioner of Police, Kolkata

XI. Deputy Commissioners of Police, Kolkata

XII. Deputy Inspector General of Police, West Bengal

XIII. Labour Commissioner, West Bengal

XIV. Special Inspector General of Police, West Bengal

XV. Any Head of Directorate as and when required, in the interest of public service.

c. Stenographers of the Public Service Commission, West Bengal

d. Commissioners of Divisions, West Bengal

e. Principal Chief Conservator of Forests

f. Director of Medical Education

g. Chairman, Land Use Board

h. Advisor, Planning, Statistics & Program Monitoring.

Schedule-'B'

a. Posts of Stenographers in the offices in the Headquarters of the Heads of Directorates, excluding those mentioned in item (b) of Schedule 'A'.

b. Posts of Stenographers for any officer of a Directorate who holds the rank of ex-officio Joint Secretary.

c. All others Posts of Stenographers, not included in Schedule 'A'.

ANNEXURE - C

Government of West Bengal
(Name & Address of the issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date _____

Recent Passport size attested photograph of the applicant

VALID FOR THE YEAR_____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____, a permanent resident of _____ village/Street _____ Post Office _____ District _____ Pin Code _____ in the state of West Bengal whose photograph is attested below belongs to economically Weaker Sections, since the gross annual income* of his/her family ** is below Rs 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets ***:

I. 5 acres agricultural land and above
II. Residential flat of 1000 sq. ft and above
III. Residential plot of 100 sq. yards and above in notified municipalities
IV. Residential plot of 200 sq. yards and above in notified municipalities

2. Shri/Smt./Kumari _____belongs to the _____ caste which is not recognized as a scheduled Tribe and other Backward Classes (Central List)

Signature with seal of Office_____
Name _____
Designation _____

Note1 : Income covered all sources i.e. salary, agriculture, business, profession, etc

Note2 : The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

Note 3 : The property held by a "Family"in different locations or different places/cities have been clubbed while applying the land or property holding test or determine EWS status.

FORM 1

(For representing India in an International Competition in one of the recognized Sports)

NATIONAL FEDERATION / NATIONAL ASSOCIATION OF _____ Son / Wife / Daughter of Shri _____

resident of _____

represented the country in the game / event of _____

from _____ to _____.

The position obtained by the individual/ team in the above said Competition / Tournament was _____

_____.

The certificate is being given on the basis of record available in the Office of National Federation / National Association of _____.

Place : _____

Date : _____

Signature : _____

Name : _____

Designation : _____

Name of the Federation / National Association : _____

_____

Address : _____

_____

Seal :

Note : This certificate will be valid only when signed personally by the Secretary, National Federation / National Association.