

**WEST BENGAL POLICE RECRUITMENT BOARD**  
**ARAKSHA BHABAN (5<sup>TH</sup> FLOOR), 6<sup>TH</sup> CROSS ROAD, SECTOR - II,**  
**BLOCK - DJ, SALT LAKE CITY, KOLKATA - 700 091**

**INFORMATION TO APPLICANTS FOR SUBMISSION OF APPLICATION FOR**  
**RECRUITMENT TO THE POST OF SUB-INSPECTOR (UNARMED BRANCH) AND**  
**SUB-INSPECTOR (ARMED BRANCH) IN WEST BENGAL POLICE - 2024**

**1. NAME OF THE POST AND PAY SCALE:-**

Sub-Inspector (Unarmed Branch) and Sub-Inspector (Armed Branch) in West Bengal Police.

**2. PAY SCALE :** As per existing rules.

**3. NUMBER OF VACANCIES :-**

Sl. No.	Category	No. of vacancies			Total no. of vacancy
		Unarmed Branch		Armed Branch	
		Male	Female	Male	
1.	Unreserved (UR)	74	45	90	209
2.	Economically Weaker Section (EWS)	16	10	20	46
3.	Scheduled Caste	36	22	44	102
4.	Scheduled Tribe	10	6	12	28
5.	OBC - A	16	10	20	46
6.	OBC - B	12	7	14	33
<b>TOTAL</b>		<b>164</b>	<b>100</b>	<b>200</b>	<b>464</b>

a) *Total vacancies as stated above are purely provisional and subject to marginal changes.*

b) *The applicants shall be required to indicate their choice of posts in order of preference at the time of submission of application. Such choice of posts shall be deemed to be final and shall be taken into consideration for the purpose of recommendation for appointment after selection.*

c) *In terms of Memorandum No. 959-BCW/MR-52/2019 dated 18.05.2023 of Backward Classes Welfare Department, Govt. of West Bengal, the candidates from Economically Weaker Sections (EWSs), if shortlisted for Personality Test must produce INCOME and ASSET CERTIFICATE issued by the competent authority valid for the Year 2023-2024 or onwards (issued for the Financial Year 2022-2023 or onwards) during checking of testimonials on the date of Personality Test. Candidates seeking reservation under EWS category must produce the EWS certificate as per specified format (Annexure - C) as enclosed herewith. Non production of valid INCOME and ASSET CERTIFICATE warrants ineligibility of candidates under EWS category. However, they may be considered as UR if they get equal or higher marks than the marks obtained by the last selected candidates*

*under the UR category. INCOME and ASSET CERTIFICATE issued from states other than West Bengal shall not be considered and such candidate will be treated under Unreserved category.*

- d) *Transgender persons shall produce Certificate of Identity alongwith the Identity card in original issued by the competent authority in terms of the provisions under West Bengal Transgender Persons (Protection of Right) Rules, 2022, if shortlisted for PMT & PET and Personality Test.*
- e) *The shortlisted candidates for Personality Test, shall upload relevant certificates as follows wherever applicable before downloading the e-Call Letter for Personality Test :-*
- a) Age Proof, b) Educational Qualification, c) Caste Identification, d) Income and Asset Certificate for EWS, e) Community (Gorkha/Garhwalis/Rajbanshis) for claiming relaxation in Physical Measurement, f) Identity Certificate of Transgender persons.*

#### **4. ELIGIBILITY :-**

A. Must be a citizen of India.

B. **AGE:-** The applicant must not be below **20 (twenty)** years and not more than **30 (thirty)** years as on **01.01.2024**. Upper age limit is relaxable by **5 (five)** years in case of Scheduled Castes and Scheduled Tribes candidates, by **3 (three)** years in case of **Other Backward Classes-A** and **Other Backward Classes-B** candidates and by **3 (three)** years in case of **Transgender** persons.

Upper age limit for the departmental candidates shall be **35 (thirty five)** years of **West Bengal Police only** having requisite qualification. The upper age limit shall further be relaxed for the departmental candidates by **5 (five)** years in case of **Scheduled Caste & Scheduled Tribe** candidates, by **3 (Three)** years in case of **Other Backward Classes - A & Other Backward Classes - B** candidates and by **3 (three)** years in case of **Transgender** persons.

No departmental candidate shall be allowed to appear in the competitive examination for direct recruitment for more than **3 (three)** times taken together.

**Note:-** Date of Birth as recorded in Madhyamik or equivalent admit card/certificate will only be accepted as valid proof for verification of age.

C. **Educational Qualification :-** The applicant must have a bachelor's degree in any discipline from a recognized university or its equivalent.

D. **Language :** - (i) The applicant must be able to speak, read and write Bengali Language. However, this provision will not be applicable to the persons who are permanent residents of hill sub-divisions of Darjeeling and Kalimpong Districts. (ii) For the applicant of hill sub-divisions of Darjeeling and Kalimpong District, the provisions laid down in the West Bengal Official language Act, 1961 will be applicable.

**Note :-**

- *The category to which a Transgender person is to be accommodated will be intimated in due course.*
- *The applicants must possess all the above noted Qualifications on or before the date of submission of their online application form.*
- *If it is found during verification of testimonials or at any stage that any candidate has acquired qualification as stated above at any date after the date of submission of his/her online application form, his/her candidature will summarily be rejected.*
- *The shortlisted candidates of Hill Sub-Divisions of Darjeeling and Kalimpong districts have to produce their domicile certificate at the time of document verification during Personality Test.*
- *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 from the competent authority within 01 (one) year preceding 01.01.2024 during verification of testimonials at the time of Personality Test. Therefore, the certificates issued before 01.01.2023 need to be revalidated/renewed from the competent authority. Candidates failing to produce revalidated/renewed OBC-A/OBC-B certificate shall not be treated as OBC - A or OBC - B as the case may be. However, they may be considered as UR if they get equal or higher marks than the marks obtained by the last selected candidates under the UR category provided, they meet the age criteria for UR candidates. Certificate of OBC without mentioning the specific category (OBC-A/OBC-B) will be treated as an 'Invalid Certificate'.*
- *In case a candidate from OBC-A/ OBC-B category claims relaxation in upper age limit at the time of submission of application but fails to produce the revalidated/renewed OBC-A/OBC-B certificate at the time of his/her Personality Test, his/her candidature shall summarily be rejected.*
- *Candidates belonging to Economically Weaker Section (EWS) must produce INCOME and ASSET CERTIFICATE issued by the competent authority as per specified format valid for the Year 2023-2024 or onwards (issued for the Financial Year 2022-2023 or onwards). If a candidate shortlisted for PMT & PET and/or thereafter under EWS category fails to produce the valid certificate at the time Personality Test, his/her candidature shall be rejected.*
- *Applicants who are employed in any Government organization as well as the Departmental applicants in West Bengal Police shall submit 'No Objection Certificate' from the head of the office/disciplinary authority if shortlisted for Personality Test.*
- *Applicants who have taken Hindi/Urdu/Nepali as a subject in Paper - III and selected for any of the posts under this Combined Competitive Examination, shall be required to pass a departmental examination in Bengali as specified in the West Bengal Services (Training and Examination) Rules, 1953 read with provisions of the West Bengal Services (Compulsory Requirement of Knowledge in Bengali for Recruitment to any post or Service) Rules, 2002, during the period of probation for confirmation in the post.*

**E. MINIMUM PHYSICAL MEASUREMENT OF CANDIDATES:**

Sl. No.	Gender	Name of the Post	Class	Height (in cm)	Chest (in cm)	Weight (in kg.)
1	Male	Sub-Inspector of Police [Unarmed Branch (UB) in West Bengal Police]	Candidates of all categories (except Gorkhas, Rajbansis, Garwalis and Scheduled Tribes)	167 cm	79 cm with a minimum expansion of 5 cm	56 kg.
			Gorkhas, Rajbansis, Garwalis and Scheduled Tribes	160 cm	76 cm with a minimum expansion of 5 cm	52 kg.
		Sub-Inspector of Police [Armed Branch (AB) in West Bengal Police]	Candidates of all categories (except Gorkhas, Rajbansis, Garwalis and Scheduled Tribes)	173 cm	86 cm with a minimum expansion of 5 cm	60 kg.
			Gorkhas, Rajbansis, Garwalis and Scheduled Tribes	163 cm	81 cm with a minimum expansion of 5 cm	54 kg.
2	Female	Sub-Inspector of Police [Unarmed Branch (UB) in West Bengal Police]	Candidates of all categories (except Gorkhas, Rajbansis, Garwalis and Scheduled Tribes)	160 cm	-	48 kg.
			Gorkhas, Rajbansis, Garwalis and Scheduled Tribes	155 cm	-	45 kg.
3	Transgender	Sub-Inspector of Police [Unarmed Branch (UB) in West Bengal Police]	Candidates of all categories (except Gorkhas, Rajbansis, Garwalis and Scheduled Tribes)	162 cm	-	51 kg.
			Gorkhas, Rajbansis, Garwalis and Scheduled Tribes	157 cm	-	47 kg.
		Sub-Inspector of Police [Armed Branch (AB) in West Bengal Police]	Candidates of all categories (except Gorkhas, Rajbansis, Garwalis and Scheduled Tribes)	166 cm	-	54 kg.
			Gorkhas, Rajbansis, Garwalis and Scheduled Tribes	160 cm	-	50 kg.

#### F. Physical Efficiency Test (PET) :-

Sl. No.	Class of Candidate	Minimum Efficiency
1.	Male candidates (Both Unarmed & Armed Branch)	800 metres run within 3 minutes.
2.	Female candidates (Unarmed Branch)	400 metres run within 2 minutes.
3.	Transgender Candidates (Both Unarmed & Armed Branch)	400 metres run within 1 minute 40 seconds.

#### 5. METHOD OF RECRUITMENT:-

The posts of Sub-Inspector (UB) and Sub-Inspector (AB) in West Bengal Police shall be filled up on the basis of qualifying the Preliminary Examination which will act as screening examination followed by the Physical Measurement Test (PMT), Physical Efficiency Test (PET), Final Combined Competitive Examination and Personality Test to be conducted by the West Bengal Police Recruitment Board.

**A. Preliminary Examination : (Full Marks - 200) :-** Candidates provisionally considered as eligible will be called for a Preliminary Examination to be held in 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), the **duration of the examination being 90 minutes**. The preliminary examination will be a screening test for selection of candidates for the Physical Measurement Test and Physical Efficiency Test. The West Bengal Police Recruitment Board shall be the competent agency to prescribe minimum cutoff 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 be an OMR based MCQ type written examination. The question paper will be set **in two languages (English and Bengali)**.

**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.  $\frac{1}{4}$ th 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 4(E) above relating to height, weight and chest of the candidates qualified in the preliminary examination shall be taken followed by the Physical Efficiency Test (PET) of the eligible candidates as specified under para 4(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 Combined Competitive Examination.

**C. Final Combined Competitive Examination (Full Marks - 200) :-** The Final Combined Competitive Examination will consist of three papers of conventional type questions, namely

- a) **Paper-I :-** General Studies and Arithmetic for **100 marks** (50 marks for General Studies, and 25 marks for Logical & Analytical reasoning and 25 marks for Arithmetic) of **2 (two) hours duration**.
- b) **Paper-II :-** English of **50 marks** of **1 (one) hour duration**.
- c) **Paper-III :-** Bengali/Hindi/Urdu/Nepali of **50 marks** of **1 (one) hour duration**.

The written examination for all the above three papers of the Final Combined Competitive Examination shall be held on the same day at selected centres to be decided by the West Bengal Police Recruitment Board. **The question paper for Paper - I (General Studies and Arithmetic) of Final Combined 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 Combined Competitive Examination.**

**D. Personality Test : (Full Marks - 30) :-** A limited number of the candidates who have fulfilled all the eligibility criteria for the post will be selected merit-wise on the basis of the results of the Final Combined Competitive Examination and will be called to appear at the Personality Test. The minimum passing mark for the personality test will be **08 (eight)**. The candidates who have failed to secure minimum passing mark in the personality test will be disqualified irrespective of the marks obtained by them in the Final Combined Competitive Examination.

The final merit list of provisionally selected candidates shall be prepared on the basis of the total marks obtained in the three papers of Final Combined Competitive Examination and the marks obtained in the Personality test. **The candidates who have failed to secure minimum pass mark in the personality test will not be considered for selection.**

**Note:-** In case, **02 (two) or more candidates secure the same total (aggregate) marks, their seniority in the final merit/selection list will be decided upon comparing the marks obtained by the candidates in the Final Combined Competitive Examination. The one who secures higher marks in the Final Combined Competitive Examination will rank higher in the Merit List. If the marks secured in the Final Combined Competitive Examination are also the same, seniority will be determined by comparing the marks obtained by the candidates in Paper-I (General Studies & Arithmetic) of Final Combined Competitive Examination. The one who secures higher marks in Paper-I (General Studies & Arithmetic) of Final Combined Competitive Examination will take precedence in the Merit List. If the marks secured in Paper-I (General Studies & Arithmetic) of Final Combined Competitive Examination also turn out to be equal, then seniority will be determined by their age. The candidate older in age will rank above the others in the Merit List. In case of same Date of Birth the principle of determining seniority will be decided by the Board.**

6. **CHOICE OF POSTS IN ORDER OF PREFERENCE :-** The candidate shall be required to indicate their choice of posts among the Sub-Inspector (Unarmed Branch) and Sub-Inspector (Armed Branch) in order of preference at the time of submission of application. Such choice of posts shall be deemed to be final and shall be taken into consideration for the purpose of recommendation for appointment after selection by direct recruitment.

7. **SYLLABUS FOR EXAMINATION :-**

**I. Preliminary Examination and Paper I of the Final Combined 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 Combined 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;
- b. Translation from Bengali/Hindi/ Urdu/ Nepali, as the case may be to English,
- c. Condensing of a prose passage (summary/precis)
- d. Correct use of words, correction of sentences, use of common phrases, 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 **20 (twenty) marks**.

8. **VERIFICATION OF CHARACTER ANTECEDENTS:-**

All provisionally selected candidates shall be required to fill up a 'Verification Roll' which shall be thoroughly enquired into by the authority concerned.

9. **MEDICAL EXAMINATION:-**

All provisionally selected candidates shall be required to appear for Medical Examination at the Hospital designated by the State Government for the purpose. The candidate should qualify the prescribed medical test. The candidates must not have knock knee, flat foot, varicose vein and squint eyes. The minimum vision should be 6/6 with or without glasses. They should possess high colour vision and should not be colour blind. The medical test shall also include the chest x-ray and other tests as prescribed by the department of Health and Family Welfare, Government of West Bengal from time to time. The selected candidate should be in good mental and physical health and free from any physical deformity and disability likely to interfere with the training and efficient performance with the duties as police officer. The certificate of fitness shall be issued by the authorized Medical Officer.

#### 10. APPOINTING AUTHORITY :-

Assistant Inspector General of Police or Superintendent of Police or Commandant, as the case may be, shall be the appointing authority in respect of Sub-Inspector (Unarmed Branch) and Sub-Inspector (Armed Branch) in West Bengal Police.

#### 11. PERIOD OF APPLICATION :-

Application window for submitting application through on-line mode only will remain operative for the period of 09.03.2024 (from 06:00 hrs.) to 07.04.2024 (till 23:59 hrs.).

**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 GLITCHES.**

#### 12. 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

- Applicants belonging to the Scheduled Caste/Scheduled Tribe (of West Bengal only) **shall only pay the processing fees of Rs. 20/- (Rupees Twenty)** 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 on the date of Personality Test failing which their candidature shall *abinitio* be considered void.
- **If any shortlisted candidate fails to submit the documents as stated above, his/her candidature shall be rejected summarily.**
- **No exemption of fees is available to the SC/ST candidates of OTHER States.**
- **Economically Weaker Sections (EWS) category candidates of OTHER States will be treated as General (Un-reserved) category candidates.**
- **Neither any claim for refund of the fee will be entertained nor will it be reassigned for any other examination under any circumstances whatsoever.**
- **Applications not accompanied with the requisite application fees and/or processing fees shall be rejected summarily.**

#### 13. HOW TO APPLY :-

Applicants will be able to submit their application using the websites of **West Bengal Police Recruitment Board (<https://prb.wb.gov.in>)** or **West Bengal Police ([wbpolice.gov.in](http://wbpolice.gov.in))**.

Payment of Application and/or Processing Fees shall be made through different payment gateway by using **Debit Cards/Credit Cards/Net-Banking** of any Bank. Fees can also be paid through different e-wallets and UPI App.



The service charge for payment of Application and/or Processing Fees under different mode is as follows :-

Sl. No.	Type of Transaction	Service Charge (to be borne by the applicants)	
		Billdesk Gateway	HDFC Gateway
1	Credit Cards Transaction processing Fee - (Visa/Master)	1.00% of Transaction Value subject to a minimum of Rs. 5/- plus GST as applicable.	Nil
2	Wallets and Cash Cards Transaction processing Fee	1.00% of Transaction Value subject to a minimum of Rs. 5/- plus GST as applicable.	
3	Net banking Transaction processing Fee	Rs. 5/- Per Transaction plus GST as applicable.	
4	Debit Cards Transaction processing Fee - (Visa/Master)	Nil	Nil
5	Debit Cards Transaction processing Fee - (RuPay)	Nil	Nil
6	UPI Transaction processing Fee	Nil	

APPLICANTS ARE REQUIRED TO UPLOAD THEIR RECENT (**NOT MORE THAN 3 MONTHS OLD**) PASSPORT SIZE COLOURED PHOTOGRAPH AND SCANNED COPY OF FULL SIGNATURE IN **.JPG FORMAT** COVERING THE ENTIRE SPACE PROVIDED FOR THE SAME. THE SIZE OF THE PHOTOGRAPH FILE **MUST BE WITHIN 10 KB - 50 KB**. IT IS THE RESPONSIBILITY OF THE CANDIDATES TO ADHERE TO THE SAME LOOKS AS IN THE PHOTOGRAPH IN EACH STAGE OF EXAMINATION PROCESS. **ANY MISMATCH WILL LEAD TO THEIR NON ADMITTANCE IN THE PROCESS OF THE SELECTION.**

PHOTOGRAPH OF THE CANDIDATE SHOULD SATISFY THE FOLLOWING PRIMARY REQUIREMENTS :

- RECENT PHOTO (**NOT MORE THAN 3 MONTHS OLD**) FACING FORWARD AND LOOKING STRAIGHT INTO THE CAMERA.
- MUST BE ON WHITE BACKGROUND WITH CLEAR CONTRAST.
- WITHOUT ANYTHING COVERING THE FACE.
- WITHOUT A HEAD COVERING.
- WITH EYES OPEN, VISIBLE AND FREE FROM REFLECTION OR GLARE FROM GLASSES.
- WITH YOUR EYES NOT COVERED BY SUNGLASSES, TINTED GLASSES, GLASS FRAMES OR LOCK OF HAIR.
- WITHOUT ANY 'RED EYE' AND WITHOUT ANY SHADOW IN THE PICTURE.
- WITH A NORMAL EXPRESSION.

SIGNATURE OF THE CANDIDATE MUST CONTAIN THE FULL NAME AND SURNAME OF THE CANDIDATE AS ENTERED BY HIM/HER IN THE APPLICATION FORM AND THE SIGNATURE SHALL BE IN LONG HAND. THE SIZE OF SIGNATURE FILE MUST BE WITHIN 5 KB - 20 KB. IN CASE OF MISMATCH OF SIGNATURE WITH THE NAME, THE APPLICATION FORM IS LIABLE TO BE CANCELLED. THE IMAGE DIMENSION FOR PHOTOGRAPH AND SIGNATURE SHOULD BE 177 P X H X 138 P X 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.

APPLICANTS ARE ADVISED NOT TO UPLOAD IMAGES OF OTHER OBJECTS IN PLACE OF PHOTOGRAPH AND SIGNATURE. PHOTOGRAPHS CROPPED FROM 'GROUPIES' OR 'SELFIES' SHALL ALSO BE DISALLOWED DURING THE SCRUTINY.

On successful submission of the application, the applicants will get an SMS to their registered mobile number. Each applicant is required to have an individual mobile number and e-mail Id. Sharing of mobile number between applicants is not permitted. **The Mobile Number and Email Id. should remain unaltered till the completion of entire process of the recruitment because the candidates will get OTP at his/her mobile number and at his/her e-mail id during various stages of the recruitment process.** The Board does not owe any responsibility for failure in delivery of SMS or e-mail due to change in Mobile Number/e-mail Id. or other technical reason. The applicants are advised to take a print out of his/her application form, preserve it safely and mention the **Application Sl. No.** for all future communications if required with the West Bengal Police Recruitment Board be it in verbal or written form.

➤ **Submission through Sahaj Retail Limited :-**

- The West Bengal Police Recruitment Board extends the facility to submit application through *Sahaj Retail Limited*.
- Applicants may approach any of the *Sahaj Retail Limited outlets* (**Latest list provided on the website**) with all particulars and a recent passport size photograph. The authorized staff of the *outlet* will fill up the on-line application form on the basis of information provided by the applicant.
- They will also scan the photograph and signature of the applicant and upload it.
- **APPLICANTS MUST CHECK ON-SCREEN THE INFORMATION ENTERED (INCLUDING THEIR PHOTOGRAPH & SIGNATURE) BY THE STAFF BEFORE PROCEEDING FOR ON-LINE PAYMENT.**
- The Application and/or Processing Fees have to be paid to Village Level Entrepreneurs of the *Sahaj Retail Limited outlets*. They will take 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 candidates' 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 *Sahaj Retail Limited outlets*.
- ✓ 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 *Sahaj Retail Limited outlets*.
- ✓ **APPLICANTS ARE ADVISED NOT TO PAY IN EXCESS OF THE FEES & SERVICE CHARGE AS MENTIONED ABOVE TO THE FRANCHISEE OR THE AUTHORIZED STAFF OF SAHAJ RETAIL LIMITED OUTLETS.**
- ✓ **AFTER PAYMENT OF THE FEES AND SERVICE CHARGE, THE AUTHORIZED STAFF OF THE SAHAJ RETAIL LIMITED OUTLET WILL HAND OVER THE APPLICANT THE COPY OF THE APPLICATION FORM WITH UNIQUE APPLICATION SERIAL NUMBER ALONG WITH BLANK PROFORMA OF CERTIFICATE MEANT FOR INCOME AND ASSET CERTIFICATE FOR ECONOMICALLY WEAKER SECTIONS (EWS) CANDIDATES [ANNEXURE-C] AS ACKNOWLEDGEMENT OF SUCCESSFUL SUBMISSION OF APPLICATION. THE COPY OF THE APPLICATION FORM WILL ALSO CONTAIN ALL THE DETAILS FURNISHED BY THE APPLICANT.**
- ✓ **APPLICANTS MUST 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 phone number (033-23214200) to report any kind of non-cooperation from any of the Sahaj Retail Limited outlets, with details during office hours (10:00 AM to 05:30 PM) from Monday to Friday.**
- ✓ **Help line (Toll free) of Sahaj Retail Limited :- Applicants may contact the Toll-Free help line number (18004190250) for locating the nearest Sahaj Retail Limited outlets.**

#### **14) EDITING WINDOW :-**

An editing window for **07 (seven) days** will be given to the applicants who want to edit/rectify their personal information already submitted in their Application Form. The period of this editing window will be available **from 10.04.2024 to 16.04.2024**. To edit the personal information, the applicant will have to provide their **(i) Application Sl. No. or Registered Mobile Number (ii) Date of Birth (DOB)** as entered in the Application. On providing these information, the applicant will get an OTP to their Mobile Number. On successful verification of OTP the applicant will be allowed to edit their information (**except permanent State, Mobile Number & E-mail Id.**). Applicants can change their category **but change from non-paying category (SC & ST) to paying category (UR, EWS, OBC-A & OBC-B) [Application Fees] shall not be allowed.**

After editing all the details, the applicant **has to submit** the edited application otherwise no change will be reflected in the main data. Applicants will also be able to download the modified application pdf only after submission of the edited application or else the previous application pdf will be available.

**Request for change/correction in the personal details (except category) shall not be entertained under any circumstances after the last date of editing window.** 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 reason may be. However, if a candidate procures caste certificate after editing window is closed and wants to change his/her category,

the candidates must submit the petitions with relevant documents at [changing.caste.category.ews.only@gmail.com](mailto:changing.caste.category.ews.only@gmail.com) mentioning the subject properly with Application Sl. No. and Recruitment Drive e.g.

“Sub.: Change of Caste/Category,

Appl. Sl. No. XXXXXXXX,

Sub-Inspector (UB & AB) in West Bengal Police - 2024”, within the given time frame in different stages of recruitment drive as furnished below. Sending such requests to the email id(s) other than the above shall not be considered :-

- i. **Preliminary Examination** :- For considering the candidate to be called for PMT & PET under changed category petition must be submitted before the date of Preliminary Examination. No change shall be possible if the petitions are submitted beyond the time as given above.
- ii. **PMT & PET and Final Combined Competitive Examination** :- **No petitions for change of category (except Gorkha, Garhwali, Rajbanshi & Scheduled Tribe) will be entertained on the day of PMT & PET.** Change of category or community for getting relaxation of PMT will only be entertained on the date of PMT & PET. However, candidates may submit their petitions for change of their category before the scheduled date of Final Combined Competitive Examination (FCCE) for considering the candidates under changed category for preparation of merit list of candidates to be called for Personality Test. Petitions submitted for change of category after Final Combined Competitive Examination shall not be considered for shortlisting of candidate for Personality Test.
- iii. **Personality Test** :- Candidates selected for Personality Test may submit their caste or category certificate to change his/her category from :- **UR to EWS, SC, ST, OBC-A & OBC-B; EWS to SC, ST, OBC-A, OBC-B & UR; SC to ST; ST to SC; OBC-A to ST, SC, OBC-B & UR; OBC-B to ST, SC, OBC-A & UR.** Request for change of category will not be entertained after the scheduled date of his/her Personality Test.

#### **15) OTHER INSTRUCTIONS :-**

- i) Issuance of Admit Card for Written Examination or any latter stage is subject to acceptance of candidature on fulfilling the eligibility criteria and proper submission of application form. Hence, getting SMS on final submission of Application Form doesn't warrant issuance of any Admit Card/Call Letter to the applicants for Written Examination or further stages.
- ii) **Candidates should fill up their Gender correctly. Filling up of incorrect gender will lead cancellation of candidature even after issuance of Admit Card/Call Letter.**
- iii) The photograph, biometric data with iris of a candidate may be captured at different stages of recruitment process. The photograph, biometric and/or iris of the candidate

appeared in different stages will be matched with that of captured in earlier stages. In case of any mismatch of face, biometric and/or iris candidature shall be rejected summarily. No cosmetic surgery in between, unless scarred by grievous injury which must be promptly conveyed with the copies of documents to the WBPRB at [wbprb10@gmail.com](mailto:wbprb10@gmail.com) mentioning the Subject, Application Serial Number with the name of Recruitment Drive.

- iv) Defective/incomplete applications/applications with fuzzy photograph of applicants will be summarily rejected.
- v) Each applicant should submit **ONE** application form only. **Application of those who submit more than one application form will be rejected summarily and the amount of application and/or processing fees will be forfeited.**
- vi) **Application Forms shall be rejected in case the signature of the applicant is uploaded/rendered in block letters/unintelligible/does not match with the name of the candidate.**
- vii) **No request for refund of application and/or processing fees shall be entertained in case of rejected applications.**
- viii) **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.**
- ix) 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.
- x) Candidates must abide by the instructions as may be given by the Venue-in-Charge/Invigilator of the examination venue. If any 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 punishment as the Recruitment Board may deem fit to impose.
- xi) **SC/ST/OBC-A /OBC-B candidates of OTHER States will be treated as General (Un-reserved) category candidates.**
- xii) No TA/DA will be paid to the candidates for their journey to attend Written Examination, PMT & PET & Personality Test. They will 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 PMT & PET or other tests.**
- xiii) **All entries except religion field in the Application Form are compulsory. Application submitted keeping any of the columns blank would lead to summary rejection without any intimation to the applicant.**
- xiv) **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.**
- xv) A candidate who has been reported against by the Venue-in-Charge 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 Earpiece, Smart Phone, etc. in the examination hall, will be punished with cancellation of his/her

candidature and also be debarred from appearing in future examinations/selection processes as may be decided by the Recruitment Board.

- xvi) Canvassing in any form will disqualify the candidate immediately.
- xvii) **Candidates are advised not to get lured by any unscrupulous touts. The recruitment process done by the Recruitment Board is absolutely transparent.**
- xviii) Assessment and evaluation of OMR sheet done by the Board shall be final and shall not be open to scrutiny by any external authority.
- xix) Candidates who disclose their identity by writing their names/roll no. or QB No. other than the space provided for it or putting any identifying marks inside the OMR Answer Sheet will be disqualified and their candidature will summarily be rejected.
- xx) The decision of the Selection Board on all matters relating to eligibility, place, date, mode of selection, acceptance or rejection of candidature will be **final and binding** on the candidates.
- xxi) **Candidates dissatisfied with their Physical Measurement Test (PMT) during field test may appeal in writing before the Chairperson, of the Selection Board/Committee on the same day of their tests. No appeal in this regard will be entertained in future.**
- xxii) **The height of a candidate may be re-measured at any stage including at the Personality Test at the discretion of the Board and the decision of the Board shall be final and binding on the candidates.**
- xxiii) Only shortlisted candidates will be asked to produce all relevant original certificates along with the self-attested photocopies for verification during the time of Personality Test, failing which their candidature shall be rejected without any further communication.
- xxiv) The Mobile No. and e-mail ID 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) and also **communications other than change of caste/category to be sent to WBPRB ([wbprb10@gmail.com](mailto:wbprb10@gmail.com)) mentioning the subject of grievance or request clearly.**
- xxv) In case of any difficulties in submitting the application form the prospective 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](mailto:wbprbonline@applythrunet.co.in)).

Candidates may visit the website of **West Bengal Police Recruitment Board** (<https://prb.wb.gov.in>) or **West Bengal Police** ([www.wbpolice.gov.in](http://www.wbpolice.gov.in)) for ascertaining developments of recruitment process from time to time.

**Government of West Bengal**  
**(Name & Address of the authority issuing the certificate)**  
**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. : \_\_\_\_\_

Date: \_\_\_\_\_

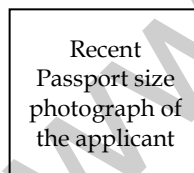
**VATID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_  
son/daughter/ward of \_\_\_\_\_ permanent resident of Village/Street  
\_\_\_\_\_, Post Office \_\_\_\_\_, District \_\_\_\_\_ in the  
State/Union Territory \_\_\_\_\_, Pin Code \_\_\_\_\_ 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 of 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 areas other than the notified municipalities.

Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste which  
is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Category-A  
and Category-B in current state list) in the State of West Bengal.



Signature of Issuing Authority

Designation

Seal of Office

**\*Note 1 :** Income covered all sources i.e., salary, agriculture, business, profession, etc.

**\*\*Note 2 :** The term "Family" for this purpose includes 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 to determine EWS status.