

No. 1022-F(H)

Dated, Howrah, the 18th March, 2025

NOTIFICATION

In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor is hereby pleased to make the following rules, in supersession of all earlier rules regulating recruitment to the post of English Stenographer (Basic Grade) in the Secretariat Departments, Directorates and other Sub-ordinate Offices under the Government of West Bengal.

1. Short title and commencement:

- I. These rules may be called the Rules regulating the recruitment to the posts of English Stenographer (Basic Grade) in the Secretariat Departments, Directorate and other sub-ordinate Offices under the Government of West Bengal, 2022.
- II. They shall come into force on the date of issue of this Notification.

2. Application:

These rules shall apply to the posts of English Stenographer (Basic Grade) specified in Schedule 'A' and Schedule 'B' of these rules.

3. Method of Recruitment:

Appointments to the posts of English Stenographer (Basic Grade) in Schedule 'A' and Schedule 'B' in the Revised Pay Matrix of Level 9 under WBS (ROPA) Rules, 2019 shall be made on the results of an open competitive examination to be held by the Public Service Commission, West Bengal. For Schedule 'A' posts, the initial appointment shall be made in the third stage of the Pay Matrix.

4. Appointing Authority:

- I. For Schedule 'A' posts- Deputy Secretary, Finance Department, Government of West Bengal.
- II. For Schedule 'B' posts- Deputy Secretary, Finance Department, Government of West Bengal.

5. Qualifications:

- a. Passed 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.

6. Age:

Every candidate for direct recruitment shall attain the minimum age of 18[eighteen] years and shall not exceed the maximum age of 39 [thirty nine] years on the 1st day of January of the year of advertisement. Relaxation of upper age-limit may be granted as per extant rules of the Government of West Bengal in respect of the candidate belonging to the Schedule Castes, the Schedule Tribes, the Other Backward Classes [Group A and Group B] or other reserved categories such as Persons with Benchmark Disabilities and Ex-servicemen.

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 Government of West Bengal.

7. Eligibility of Persons with Benchmark Disability:

To be decided by Department as per Government order issued in this regard from time to time.

8. **Scheme of Examination:**

a. The examination referred to in rule 3 shall be held annually on such date(s) and place(s) as the Public Service Commission, West Bengal, may notify. If necessary, the Public Service Commission, West Bengal, may hold the examination more than once in a year. The vacancies shall be reported to the Commission by the last working day of the year preceding the year of advertisement.

b. The examination will be common for both the Schedule 'A' and Schedule 'B' posts of English Stenographer.

Candidates will indicate their option in the application either for Schedule 'A' posts or for Schedule 'B' posts or for both indicating the order of preference.

c. The examination will comprise three papers, viz:-

I. General English 100 marks

II. Dictation and Transcription 400 marks

III. Computer Typing 100 marks

NOTE:

i. The Commission will hold the examination in Paper-I (General English) in the first instance. On the basis of the 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.

ii. 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 Schedule Castes, the Schedule Tribes, Other Backward Classes [Group A Group B], Other reserved categories such as Person with Benchmark Disabilities and Ex-servicemen in West Bengal or other Categories, as may be reserved in future.

d.

i. **Paper-I:** Syllabus for General English:- Spelling of words, correct use of words, correction of sentences, use of common phrases, Synonyms and Antonyms and Punctuations. The time limit for this paper is 1 ½ hours.

ii. **Paper-II:** Dictation and Transcription:- This paper shall consists of dictation lasting for 6(Six) minutes followed by transcription of Shorthand notes in computer in one hour time. The dictation shall be given through-out at a uniform speed of 80 words per minute. The number of errors admissible shall be fixed by the Public Service Commission, West Bengal.

iii. **Paper-III:** Computer Typing:- The candidates are required to type on the Computer at the rate of not less than 30(thirty) words per minute. The time limit for this paper shall be 10 minutes. The number of errors admissible shall be fixed at discretion of the Public Service Commission, West Bengal.

e. **Allotment of Candidates:** As soon as the results of the examination are finalized, the Public Service Commission, West Bengal, will allot candidates to the authority reporting the vacancies on the basis of their requisition. Allotment of candidates shall be made on the basis of merit position of the candidates concerned and the preference indicated by them in the application. The decision of the Public Service Commission, West Bengal, shall be final in this matter.

9. **Repeal and Savings:**

The provisions of any other rules, notification or orders, in so far as they are inconsistent with the provisions of these rules shall be deemed to have been repealed.

Notwithstanding anything contained in these rules the person appointed on regular basis or substantively to the post covered under these rules prior to coming into force of these rules shall be deemed to have been appointed under these rules.

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'.

This Notification has the approval at the 68th Meeting of the Cabinet held on 25-02-2025 vide Cabinet Sectt. U.O No. CAB(D)-1201, dated 25-02-2025.

By order of the Governor,
Sd/-P.K.Mishra
Additional Chief Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:-

1. The Secretary, Public Service Commission, West Bengal, 161-A, Shyama Prasad Mukherjee Road, Kolkata-700026.
2. The Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place, West Bengal-700001.
3. The Pay & Accounts Officer, Kolkata Pay & Account Office-I, Old Khadya Bhawan, 3rd Floor (East Side), 11A, Mirza Ghalib Street, Kolkata- 700 087.
4. The Pay & Accounts Officer, Kolkata Pay & Account Office-II, Old Khadya Bhawan, 3rd Floor (East Side), 11A, Mirza Ghalib Street, Kolkata-700 087.
5. The Pay & Accounts Officer, Kolkata Pay & Account Office-III, Subhanna, SGO Complex, 5th and 6th Floor, Plot No. 9, DF Block, Sector 1, Bidhannagar, Kolkata-700 064.
6. The _____ Department
7. The _____ Directorate.
8. The District Magistrate _____
9. The Sub-Divisional Officer _____
10. Treasury Officer, _____
11. The Commissioner _____ Division
12. The District Magistrate _____
13. The Superintendent of Police _____
- ✓ 14. Shri Sumit Mitra, Network Administrator, Finance Department,
- for uploading the Notification in the Finance Department Website.
15. Smt. Twinkle Ghosh, Data Entry Operator,
- for uploading the Notification in the website of the wbsteno.gov.in.
16. Office copy.


Deputy Secretary to the
Government of West Bengal