

BOARD OF PRACTICAL TRAINING (EASTERN REGION)

**(An Autonomous Body under Ministry of H.R.D.,
Deptt. of Higher Education, Govt. of India)
Block-EA, Sector-I, Salt Lake City, Kolkata – 700064.**

Employment Notice

On-line applications are invited in the prescribed format for the following vacant reserved posts in the Pay Band – I Rs.5200-20200/- plus Grade Pay Rs.2400/- with usual allowances as per the rule of the Board.

- (a) Stenographer Grade III (1 post – Reserved for OBC)
- (b) Upper Division Clerk (1 post – Reserved for OBC)

Last date for submission of on-line application is 25.12.2013 and last date for receipt of hardcopy of printout of on-line applications with all relevant documents is 31.12.2013. For details of educational qualifications, experience, age including terms & conditions etc., please visit Board's website at www.bopter.gov.in under the link '**Advertisement**'.

Director

BOARD OF PRACTICAL TRAINING (EASTERN REGION), KOLKATA
An autonomous body of Department of Higher Education, Ministry of HRD, Govt. of India
Telefax: (033) 2321 6814 Email: inf@boppter.gov.in Website: www.boppter.gov.in

Applications in the prescribed format are invited for the following posts in the Board of Practical Training, (ER), Kolkata, details of which are as follows:

Sl. No.	Post and Pay Scale	Number of vacancies	Essential qualifications	Desirable qualifications	Maximum age limit
01	Upper Division Clerk (Group-‘C’) Pay Band-I Rs.5200-20200/- with Grade Pay Rs.2400/- plus allowances applicable to Central Government employees stationed in Kolkata on approval of Ministry. Total emoluments at the start will be Rs.24842/- approximately.	One [Reserved for (Other Backward Class) (OBC) (Non-Creamy Layer)]	i) Graduate of recognized University ii) Working knowledge in Hindi	i) Knowledge of typing ii) 5 years experience in Govt. / Non-Govt. office.	32 years as on 25.12.2013
02	Stenographer, Grade-III (Group-‘C’) Pay Band-I Rs.5200-20200/- with Grade Pay Rs.2400/- plus allowances applicable to Central Government employees stationed in Kolkata on approval of Ministry. Total emoluments at the start will be Rs.24842/- approximately.	One [Reserved for (Other Backward Class) (OBC) (Non-Creamy Layer)]	i) Matriculation or equivalent ii) Typing speed of 40 w.p.m. and Short Hand speed of 100 w.p.m.	-	30 years as on 01.02.2014

Terms and conditions:

- (i) Appointee to the post will be on minimum one year of probation subject to satisfaction of appointing authority.
- (ii) **Candidates working in Government / Semi Government / Autonomous Bodies / Local State Government are required to forward their application through proper channel. However, advance copies may be sent.**
- (iii) **Only applications received on-line (Online Application under ADVERTISEMENT in www.boppter.gov.in) along with hard copy of their print out will be processed. Candidate’s hard copy of on-line application (with applicant’s code which will be generated only after successful submission of the application) along with attested copies of relevant certificates should reach the addressee on or before 31.12.2013 till 15:30 Hrs. to The Administrative-cum-Accounts Officer, Board of Practical Training (Eastern Region), Block-EA, Sector-I (Opposite Labony Estate), Salt Lake City, Kolkata – 700 064.**
- (iv) **The system will not receive any on-line application after 15:00 Hrs. (IST) on 25.12.2013.**
- (v) The applications received in response to advertisement and sponsored candidates from local Employment Exchange (as applicable for the post at Sl.No.02 above) will be considered together and scrutinized and short listed candidates only will be called for test/ interview. The applications received in respect to advertisement for the post at Sl.No.01 will be scrutinized and short listed candidates only will be called for test / interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for test / interview.
- (vi) Applications not received within the stipulated time period as above, as well as applications with incomplete information are liable to be rejected.
- (vii) Age relaxation for internal candidates of the Board will be applicable as per Recruitment Rule of the Board and candidates belonging to reserved categories, their age relaxation will be applicable as per Central Govt. Rules.
- (viii) The envelope containing the application should be superscribed mentioning the name of the post applied for.
- (ix) Candidates who have passed examinations other than the mentioned in this advertisement and who claim equivalence to the mentioned examination should enclose Equivalence Certificate issued by the Competent Authority.
- (x) In case of Stenographer, Grade-III, the upper age limit will be reckoned as on 01.02.2014.
- (xi) In case of Upper Division Clerk, the upper age limit will be reckoned as on 25.12.2013.
- (xii) In case of post at Sl.No.1, short-listed candidates may be asked to appear in a written qualifying test / examination in Hindi Proficiency (50 marks) to ascertain the fulfillment of essential qualification and subsequently, written test on English, General Knowledge and clerical aptitude test (total 50 marks). Candidates who will qualify in qualifying test (working knowledge in Hindi test) will be called for interview.

- (xiii) In case of post at Sl.No.2, **the candidates must enclose attested copy of certificate issued by the Institutes mentioning the latest speed in typing and short-hand proficiency separately in English.** Candidates with proficiency in short hand and typing in both English and Hindi languages will be preferred.
- (xiv) The short listed candidates shall be required to appear in typing and short hand proficiency test minimum speed of which is 40 w.p.m. and 100 w.p.m. respectively to ascertain the fulfillment of essential qualification. Candidates who will qualify in the qualifying test (type & short hand proficiency test) will be called for interview.
- (xv) Before applying, the applicant should ensure that they possess all essential qualifications laid down for the post and other conditions of advertisement including furnishing of valid OBC(Non-Creamy Layer) Certificate to this effect issued by Competent Authority are fulfilled before applying to the advertised posts. If a candidate is found not eligible, his candidature / service at any stage of recruitment, even or later on will be cancelled.
- (xvi) No TA/DA shall be paid to the candidates for attending the written test / interview.
- (xvii) No interim queries/correspondence/communication of any sort will be entertained on the matter. However, candidates are advised to visit the Board's website www.bopte.gov.in for any update in this regard.
- (xviii) No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for test / interview.
- (xix) BOPT (ER), Kolkata will not be responsible for non-receipt, delay receipt of printed hard copies of applications due to postal negligencies.
- (xx) **Canvassing in any form will lead to rejection of candidature. Original certificates should not be sent along with this application. All enclosures (photo copies) should be legible and must be attested by a Gazetted officer of State/Central Government. In the absence of any certificate, if the details of the candidate could not be verified then his/her candidature may be rejected.**

(Director)