

INFORMATION BROCHURE

DIRECT RECRUITMENT FOR VARIOUS POSTS

2020-21



WEST BENGAL
POLLUTION CONTROL BOARD
Department of Environment
Government of West Bengal

IMPORTANT INFORMATION

All applicants are advised to read the Information Brochure carefully before starting the process of Online Registration and filling up of the application form.

- 1. Eligibility for The Examination:** *The Candidates applying for the examination for the recruitment of various posts should ensure that they fulfill all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the competent authority.*

Candidature of the candidate is liable to be rejected at any stage of the selection process or after selection or even at the time of joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.

- 2. Verification of Documents:** *Verification of eligibility conditions with reference to original documents shall be taken up for shortlisted candidates only during interview.*
- 3. Candidates are required to apply Online only.**
- 4. Start Date & Time for Online Applications:** *10th December, 2020 & from 11.00 A.M.*
- 5. Last Date & Time for Online Applications:** *31st December, 2020 & Upto 6.00 P.M.*
- 6. e-Admit Card:** *The eligible candidates shall be issued downloadable e-Admit Card within two-weeks before the examination. No Admit Card will be sent by post/email.*
- 7. Facilitation Counter for Guidance of Candidates:** *In case of any guidance/information/clarification regarding their applications, candidature etc, please refer Point 19 in the Information Brochure i.e. "Contact Us".*
- 8. Mobile Phones/other electronic devices Banned:**
 - (a) Mobile phones or any other communication devices are not allowed inside the examination hall. Any infringement of these instructions shall entail disciplinary action including ban from future examinations of WBPCB*
 - (b) Candidates are advised in their own interest not to bring any of the banned items including **Mobile Phones/Bluetooth/Watches** or any valuable/costly items to the venue of the examination, as arrangement for safe-keeping cannot be assured. WBPCB will not be responsible for any loss in this regard.*

-----X-----

IMPORTANT DATES AT A GLANCE

Sl. No.	Activity	Scheduled Dates
1.	<i>Online Applications starts on</i>	<i>10th December, 2020</i>
2.	<i>Online Applications closes on</i>	<i>31st December, 2020</i>
3.	<i>Downloadable-Admit Card for Online Exam (Tentative)</i>	<i>11th January, 2021</i>
4.	<i>Date of the Examination (Tentative)</i>	<i>24th January, 2021</i> <i>25th January, 2021 (if required)</i>
6.	<i>Select Merit List Declaration for Interview (Tentative)</i>	<i>7th February, 2021</i>
7.	<i>Interview Date (Tentative)</i>	<i>15th -19th February, 2021</i>

IMPORTANT INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM

1. Before filling up the Online Recruitment Application form, the candidates must go through the detailed Advertisement available on the WBPCB website and on this page under **Quick Links**. Please proceed to fill the online application only if you are satisfied that you possess the minimum Essential Qualifications stipulated for the post in the detailed advertisement. Otherwise, submitted application(s) shall be outrightly rejected and fees paid (if applicable) will be forfeited and no request for any refund shall be entertained under any circumstance.
2. The candidates must be eligible for applying for the post **as on 1st November, 2020** for consideration of his/her online application.
3. The applicants are advised to fill in all their particulars in the Online Application form carefully as submission of wrong information or any concealment thereof shall lead to rejection through computer based short-listing apart from debarment by WBPCB.
4. The candidates are advised to fill their correct and active e-mail address and mobile no in the online application as all correspondence will be made by WBPCB through E-mail and SMS only. The candidates are also advised to check WBPCB website: www.wbpcb.gov.in/notices regularly for updates.
5. The candidates can apply for **only one post** and therefore they are advised to submit only one application form for the post he/she is willing to apply. In case, multiple applications for the same post or applications for multiple posts are submitted, only the last completed application form submitted with payment shall be considered and other applications shall be summarily rejected.
6. Fee once paid shall not be refunded under any circumstance nor shall it be adjusted against any other examination or selection process in future.
7. Please retain a print out of your finally submitted online application (complete with Payment Details, if not fee-exempted applicant) as a proof of submission of your application to WBPCB, whenever required.
8. The candidates must upload only relevant documents wherever required in the online application. The uploading of irrelevant/ illegible/ fabricated or password-protected documents may lead to rejection of their application, forfeiture of fees paid and other appropriate action at the discretion of WBPCB.
9. The prescribed Essential Qualifications are the minimum and the mere possession of the same does not entitle candidates for selection.
10. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process of WBPCB in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

Contents

1. INTRODUCTION.....	6
2. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE POSTS:	6
3. MODE OF APPLICATION:.....	7
4. IMPORTANT DATES:.....	7
5. HELP FACILITY:	7
6. USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES BANNED:.....	7
7. ADDENDUM/CORRIGENDUM:	7
8. DETAILS OF POSTS.....	8
9. ELIGIBILITY CRITERIA.....	8
10. MINIMUM EDUCATIONAL QUALIFICATIONS / WORK EXPERIENCE :	10
11. EXAMINATION CENTRES:.....	11
12. FEE:	11
13. PROCEDURE TO APPLY ONLINE.....	11
14. MODE OF PAYMENT	12
15. EXAMINATION SCHEME.....	13
16. SYLLABUS, MARKS AND DURATION OF EXAMINATION:	13
17. GENERAL INSTRUCTIONS:	23
18. GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH & SIGNATURE.....	26
19. CONTACT US	31

1. INTRODUCTION

Immediately after enactment of the first federal environmental regulation of the country, the Water (Prevention and Control of Pollution) Act, 1974, the Government of West Bengal constituted the West Bengal Prevention and Control of Water Pollution Board vide Notification No. PH/2395/2A-7/74 dated 20.09.1974. After introduction of the Air (Prevention and Control of Pollution) Act, 1981, the Board constituted under the Water Act was given the responsibility to implement the provisions of the Air Act within the state of West Bengal and the said Board was renamed as the West Bengal Pollution Control Board vide Notification No. ENV/337/2W-4/83 dated 14.04.1983. The State Board is the regulatory authority for implementation of the Water (Prevention and Control of Pollution) Act, 1974, the Air (Prevention and Control of Pollution) Act, 1981, the Environment (Protection) Act, 1986 and the Rules under these Acts.

Although the primary objective of the Board is proper implementation of the provisions of different environmental legislations, notifications, orders and office memorandums published by the Government of India and the Government of West Bengal within the territorial jurisdiction of West Bengal, its ultimate goal is to provide a cleaner and greener environment for the people of this state, now and in the future. The constant efforts of the Board have been to carry the approaches of pro-development and pro-environment requirements. In addition to a rigorous and fair enforcement of environmental regulations, the Board is also in process of developing consciousness among the member of the civil society and to ensure their active participation in environment protection.

WBPCB invites applications on direct recruitment basis from dynamic, proficient and motivated candidates looking for exciting career opportunities and want to be a part of our growth journey. Interested and eligible candidates can apply for the vacancies ONLINE, through our website www.wbpcb.gov.in/notices.

2. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE POSTS:

Before applying, candidates should ensure that they fulfill the eligibility criteria for the advertised posts. WBPCB would admit to the Examinations all the candidates applying for the post with the requisite fee plus applicable service charges + GST (wherever applicable) on the basis of the information furnished in the ONLINE application and shall determine their eligibility only at the final stage i.e. document verification or interview. If at any stage, it is found that any information furnished in the ONLINE application is false/ incorrect or if according to the WBPCB, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he/she will not be allowed to appear for interview and can be removed from service without notice, if he/she has already joined WBPCB.

3. MODE OF APPLICATION:

Candidates are required to apply only ONLINE for only one post for which they assume themselves best suitable through website www.wbpcb.gov.in/notices. **No other mode for submission of application is available.**

4. IMPORTANT DATES:

Sl. No.	Activity	Scheduled Dates
1.	Online Applications starts on	10th December, 2020
2.	Online Applications closes on	31st December, 2020
3.	Downloadable-Admit Card for Online Exam (Tentative)	11 th January, 2021
4.	Date of the Examination (Tentative)	24 th January, 2021 25 th January, 2021 (if required)
6.	Select Merit List Declaration for Interview (Tentative)	7 th February, 2021
7.	Interview Date (Tentative)	15th - 19th February, 2021

5. HELP FACILITY:

In case of any problem in filling up the form, payment of fee/intimation charges or in downloading of e-Admit Card, queries may be made through e-mail at wbpcb.exam@gmail.com.

6. USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES BANNED:

The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.

Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe-keeping of the same cannot be assured. WBPCB will not be responsible for any loss in this regard.

7. ADDENDUM/CORRIGENDUM:

Please note that Addendum/Corrigendum, if any, issued on the above advertisement, will be published only on the website www.wbpcb.gov.in/notices.

8. DETAILS OF POSTS

WBPCB invites applications from eligible candidates for the posts mentioned below on direct recruitment basis. The total number of vacancies shown below may vary as per administrative exigencies:-

Sl. No.	Name of the Posts	Pay Level in Pay Matrix and Pay Range	Pay	Total no. of posts vacant	Points in Reservation Roster
1	Assistant Environmental Engineer	Pay Level -16 Pay range : Rs.56,100/- – Rs. 1,44,300/-	Rs.56,100/-	5	UR-1, ST-1, SC-1, OBC(A)-1, OBC(B)-1
2	Junior Environmental Engineer	Pay Level - 12 Pay range : Rs.35,800/- – Rs. 92,100/-	Rs.35,800/-	12	SC-1, SC (E.C.)-1, ST-1, OBC(A)-1, OBC(B)-1, UR-5, UR(E.C.)-2
3	Environmental Analyst	Pay Level - 10 Pay range : Rs.32,100/- – Rs. 82,900/-	Rs.32,100/-	3	SC-1 ST-1 UR-1
4	Senior Accounts Clerk	Pay Level - 9 Pay range : Rs.28,900/- – Rs.74,500/-	Rs.28,900/-	5	OBC-A(EC)-1, OBC(B)-1, UR-1, UR(EC)-1, UR (Person with disabilities-Low vision/Blindness)-1
5	Accounts Clerk	Pay Level – 6 Pay range : Rs.22,700/- – Rs. 58,500/-	Rs.22,700/-	3	SC-1 UR-1 UR (EC)- 1
6	Laboratory Assistant	Pay Level - 6 Pay range : Rs.22,700/- – Rs. 58,500/-	Rs.22,700/-	7	SC (Ex-serviceman)-1, ST-1, OBC-A(E.C.)-1, OBC(B)-1, UR(E.C.)-1, UR (Persons with disabilities-Low vision/Blindness)-1, UR-1
7	Junior Environmental Assistant	Pay Level - 6 Pay range : Rs.22,700/- – Rs. 58,500/-	Rs.22,700/-	13	UR-2, UR(E.C.)-1, UR(Ex-Serviceman)-1, ST-1, SC-4, SC (E.C.)-1, SC (Ex-serviceman)-1, OBC(B)-1, OBC-B(E.C.)-1

9. ELIGIBILITY CRITERIA

Citizen:

The candidate must be

- (a) A citizen of India (either natural or by registrations), 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.

Language-

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.

Age:

Not below 18 years but not more than 37 years as on 01.11.2020 (As per WBPCB Employees' Service Regulation, 2009)

Concession in age: The upper age limit is relaxable by 5 years for S.C. & S.T. candidates and by 3 years for B.C. (non-creamy layer) candidates. In the case of Persons with Disabilities (PWD), the upper age limit is relaxable upto 45 years. No relaxation is applicable to S.C./S.T./B.C. candidates of other States as they shall be treated as general candidates. Upper age limit is also relaxable for Ex-Servicemen who have put in not less than six months continuous service in any rank (whether as a Combatant or as a Non-Combatant) in the Armed Forces of the Union. Such Ex-Servicemen shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post/service for which he seeks appointment by more than 3 (three) years, he shall be deemed to have satisfied the condition regarding age limit.

Note: Date of birth as recorded only in the Madhyamik or equivalent certificate will be accepted.

The age limits apply to all candidates whether in Government Service or not. However, there will be relaxation of upper age limit upto 45 years irrespective of any concessional age for departmental candidates of the West Bengal Pollution Control Board, if any.

The benefits of reservation of vacancies are admissible to:-

- a. *S.C./S.T./B.C. (Non-Creamy Layer) candidates of West Bengal only. BC candidates should renew/revalidate their BC certificate in due time. The S.C./S.T./B.C. candidates of other States shall be treated as general candidates.*
- b. *Persons with Disability (PWD) - Low vision/Blindness (with disabilities 40% and above).*
- c. *For Ex-Servicemen – The claim of a candidate for being considered as an ex-serviceman should be supported by a certificate from the Army . Air Force . Naval Headquarters indicating therein the date of his joining the Armed Forces, the period of his / her service and the date of his . her release from the Armed Forces.*
- d. *Exempted Category – Candidate sponsored by Directorate of Employment, Government of West Bengal.*

No claim for being a member of S.C./S.T./B.C. or a person with disability or ex-serviceman and exempted category will be entertained after submission of the application.

Particulars and certificates are required to claim the above-mentioned reservation: -

- a. A candidate claiming to be S.C., S.T., B.C.(Non Creamy Layer), Persons with Disabilities[-Low vision/Blindness] (40% and above), ex-serviceman and exempted category must have a certificate issued on or before closing date of submission of online application in support of his/her claim from a competent authority as specified below :-

For S.C., S.T. & B.C. Candidates: -

- (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. [vide the W.B.S.Cs. & S.T.s. (Identification) Act, 1994 and S.Cs. & STs. Welfare Deptt. Order No. 261-TW/EC/MR-103/94 dated 06.04.95 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]

For Persons with Disabilities (PWD)- -Low vision/Blindness:-

A Medical Board constituted at Government Medical College Hospitals in Kolkata, District Hospitals and Sub-divisional Hospitals. [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

N.B.: Candidates suffering from low vision and blindness with writing extremity may be allowed the help of Scribe, if required. The WBPCB, however, will not provide scribe for the candidates, Scribe will have to be arranged by candidates themselves. The Scribe should possess educational qualification not higher than the requisite qualification for the examination.

10. MINIMUM EDUCATIONAL QUALIFICATIONS / WORK EXPERIENCE :

Sl. No.	Name of the Posts	Eligibility Criteria
1	Assistant Environmental Engineer	Bachelor Degree in Electrical /Bio technology/Chemical /Civil/Mechanical/Environmental/Instrumentation/Automobile or Public Health Engineering from a recognized University. Computer knowledge is essential.
2	Junior Environmental Engineer	Diploma in Electrical /Bio technology/Chemical /Civil/Mechanical/Environmental/Instrumentation/Automobile or Public Health Engineering from approved State Council for Technical Education of Government of West Bengal Computer knowledge is essential.
3	Environmental Analyst	Bachelor Degree in Environmental Science/Geology/Biology/Zoology/Botany/Chemistry/Microbiology/Physics/Biochemistry/Biotechnology from a recognised university.** Computer knowledge is essential **Two years' experience in any Environmental Laboratory of Government / Statutory Organisation / Academic Institute or in any NABL accredited Environmental Laboratory.
4	Senior Accounts Clerk	Bachelor Degree in Commerce from recognised university with five years experience in Accounts work. Computer knowledge is essential

5	Accounts Clerk	Pass in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent. Computer knowledge is essential
6	Laboratory Assistant	Pass in Higher Secondary (Science) Examination of the West Bengal Council of Higher Secondary Education or its equivalent and possessing minimum 2 (two) years' experience in Laboratory work.** **Two years' experience in any Environmental Laboratory of Government / Statutory Organisation / Academic Institute or in any NABL accredited Environmental Laboratory.
7	Junior Environmental Assistant	Pass in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent. Computer knowledge is essential

11. EXAMINATION CENTRES:

The CBT Examination shall be held on *24th January, 2021 (tentatively)*. However, in case of large number of eligible candidates, the exam may also be conducted on 25th January, 2021 in different slots.

The examination will be held in the following 4 cities:



12. FEE:

Fee of Rs. 300/- (Rupees three hundred) only plus applicable service charges + GST to be paid for online payment through Debit/Credit card, Net banking and UPI mode only.

SC/ST candidates of West Bengal and Persons with disabilities (PWD) having physical disability-Low vision/Blindness of 40% and above are not required to pay any fee. BC candidates of West Bengal are, however, required to pay usual fee as aforesaid. **NO EXEMPTION OF FEE IS AVAILABLE TO SC/ST/BC 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.

13. PROCEDURE TO APPLY ONLINE

(1) Candidates are first required to go to the WBPCB's website www.wbpcb.gov.in and click on the link 'Notices' and then click on the option "CLICK HERE TO APPLY

ONLINE FOR ADVERTISEMENT NO.01/WBPCB/2020” to open the On-Line Application Form.

(2) Candidates will have to click on “CLICK FOR NEW REGISTRATION” to register their application by entering their basic information in the online application form. Use of special characters while filling the form will not be allowed. After that an Application number and Password (Date of Birth) will be generated by the system and displayed on the screen. Candidate should note down the Application number and password (Date of Birth). An E-mail & SMS indicating the Application number and password (Date of Birth) will also be sent. They can reopen the saved data using Application number and password (Date of Birth) and edit the particulars, if needed.

(3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

(4) Candidates are advised to carefully fill in the online application as no change in any of the data filled in the online application will be allowed/ entertained after the Payment is done. **For details kindly refer the document “Instructions for filling Online Application Form”**

14. MODE OF PAYMENT

Candidates have to make the payment of requisite fees **plus applicable service charges + GST** charges as applicable, through ONLINE mode only:

(i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the “FINAL SUBMIT & CONTINUE TO PAYMENT” button at the end of the On-Line Application format. Before pressing the button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the 10th class certificates/mark sheets. Any change/alteration found may disqualify the candidature. In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. Once the application is filled in completely, candidate should Final Submit the data.

(ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards, Credit Cards, Internet Banking by providing information as asked on the screen.

(iv) After Final Submit, a POP UP window showing service charges and taxes will be shown and the button “Continue” needs to be pressed to accept the charges.

(v) If the online transaction has not been successfully completed then candidates are advised to re-login with their Application number and password (Date of Birth) and pay the Application Fees online.

(vi) On successful completion of the transaction, an e-receipt will be generated.

(vii) Candidates are required to take a printout of the e-receipt and online application form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Application number and password (Date of Birth) for future reference. They should not send this printout to the WBPCB.

15. EXAMINATION SCHEME

Part – I : Online (CBT) examination will be held for 90 marks (there will be 90 questions 1 mark each, duration 90 minutes.

There will be a negative marking @ 25% for each wrong answer.

Part –II : Interview/ Personality Test/ viva-voce Test will be held for 10 marks.

16. SYLLABUS, MARKS AND DURATION OF EXAMINATION:

1. For Assistant Environmental Engineer:-

Online (CBT) examination will carry 90 marks having 90 questions of 1 (one) mark each, comprising of multiple choice, objective type question on the following:-

- | | | |
|------|-----------------------------------|------------|
| i) | English | - 20 marks |
| ii) | General Studies & Current Affairs | - 20 marks |
| iii) | Engineering | - 40 marks |
| iv) | Computer app, | - 10 marks |

The duration of examination shall be 1 hour and 30 minutes:-

English (20 Marks)

- Fundamentals of the English language such as vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage,

General Studies& Current Affairs (20 Marks)

- Matters of everyday observation, everyday science, current events and problems with special reference to India , Test of Verbal and Non-Verbal Reasoning, Quantitative Aptitude.

Engineering (40 Marks)

- **Basic Engineering Principles:** Fluid Mechanics, momentum, heat and mass transfer, thermodynamics, Metallurgy
- **Fundamental Information:** Basic chemical technology, chemical reactions, strength of materials, materials of construction, definitions of BOD, COD, MLSS, MLVSS, SVI etc.
- **Basic Process information:** Thermal Power Plants, Primary and secondary steel industries, cement industries, basic chemical industries including coal and petroleum, food processing, distilleries, paper industry
- **Air Pollution Fundamentals:** Different air pollutants – sources and effects. Mitigation measures. Principles of basic design of APC devices like ESP, Bag Filter, Cyclone Separator etc. Vehicular Pollution – measurement & mitigation
- **Water Pollution Fundamentals:** Different water pollutants – sources and effects. Mitigation measures. Principles of basic design of Water Pollution mitigation devices – biological and chemical treatment. Unit Operations of ETP. Concept of CETP and its application. River, Lake, Water body pollution – sources & abatement measures
- **Soil pollution:** Causes and mitigation measures
- **Noise Pollution:** Basic knowledge; Causes & effects, mitigation measures
- **Waste management and minimization:** Different types of wastes and fundamentals of management methods, waste utilization, waste to energy
- **Environmental Legislations** – History of Indian environmental legislation. Fundamentals of different environmental laws and rules. Role of Judiciary, NGT on environmental issues. Role and activities of MoEF& CC, CPCB, SPCB as per environmental Acts & Rules
- **International and National background of development of Environmental movement** - Different conventions and events, International Environmental related Protocols, Conferences etc.
- **Basic knowledge of Monitoring of Environmental Parameters & Online Monitoring**
- **Concept of Sustainable Development, Green Economics, EIA, EMP, Green Peace Movement**
- **Water resources and its preservation, Non-conventional Energy/WHRB/Reduction of Energy Consumption in industrial processes**
- **Climate Change related issues**

Computer Application: (10 Marks)

Elementary knowledge of Computer, Concept of Hardware and Software, Operating System, Office Application Software, Computer networking.

2. For Junior Environmental Engineer:-

Online (CBT) examination will carry 90 marks having 90 questions of 1 (one) mark each, comprising of multiple choice, objective type question on the followings:-

- v) English - 20 marks
- vi) General Studies & Current Affairs - 20 marks
- vii) Engineering - 40 marks
- viii) Computer app, - 10 marks

The duration of examination shall be 1 hour and 30 minutes:-

English (20 Marks)

- Fundamentals of the English language such as vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage,

General Studies& Current Affairs (20 Marks)

- Matters of everyday observation, everyday science, current events and problems with special reference to India ,Test of Verbal and Non-Verbal Reasoning, Quantitative Aptitude.

Engineering (40 Marks)

- **Basic Engineering Principles:** Fluid Mechanics
- **Fundamental Information:** Strength of materials, materials of construction, definitions of BOD, COD, MLSS, MLVSS, SVI etc.
- **Basic Process information:** Thermal Power Plants, Primary and secondary steel industries, cement industries, basic chemical industries including coal and petroleum, food processing, distilleries, paper industry
- **Air Pollution Fundamentals:** Different air pollutants – sources and effects. Mitigation measures. Introduction to ESP, Bag Filter, Cyclone Separator etc. Vehicular Pollution – measurement & mitigation
- **Water Pollution Fundamentals:** Different water pollutants – sources and effects. Mitigation measures. Biological and chemical treatment. Unit Operations of ETP. Concept of CETP and its application. River, Lake, Water body pollution – sources
- **Soil pollution:** Causes and mitigation measures
- **Noise Pollution:** Basic knowledge; Causes & effects, mitigation measures
- **Waste management and minimization:** Different types of wastes and fundamentals of management methods, waste utilization
- **Environmental Legislations** – History of Indian environmental legislation. Fundamentals of different environmental laws and rules. Role of Judiciary, NGT on environmental issues. Role and activities of MoEF& CC, CPCB, SPCB as per environmental Acts & Rules
- **International and National background of development of Environmental movement** - Different conventions and events, International Environmental related Protocols, Conferences etc.
- **Basic knowledge of Monitoring of Environmental Parameters & Online Monitoring**

- **Concept of Sustainable Development, Green Economics, EMP, Green Peace Movement**
- **Water resources and its preservation, Non-conventional Energy**
- **Climate Change related issues**

Computer Application: (10 Marks)

- Elementary knowledge of Computer, Concept of Hardware and Software, Operating System, Office Application Software, Computer networking.

3. For Environmental Analyst:--

Online (CBT) examination will carry 90 marks having 90 questions of 1 (one) mark each, comprising of multiple choice, objective type question on the followings:-

- | | | |
|------|-----------------------------------|------------|
| i) | English | - 20 marks |
| ii) | General Studies & Current Affairs | - 20 marks |
| iii) | Science | - 40 marks |
| iv) | Computer app | - 10 marks |

The duration of examination shall be 1 hour and 30 minutes:-

English (20 Marks)

- Fundamentals of the English language such as vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

General Studies& Current Affairs (20 Marks)

- Matters of everyday observation including everyday science, Environmental law, Climate Change, Test of Verbal and Non-Verbal Reasoning, Quantitative Aptitude, Current events and problems with special reference to India. Mathematics of class XII standard.

Science (40 Marks)

Physics

- Kinetic Theory of Gases: Ideal gas, pressure exerted by it kinetic interpretation of temperature, Maxwell's distribution of molecular speeds, C_p and C_v - two molar specific heats of gases, $C_p - C_v = R$ and pVT-relations for adiabatic changes; variation of atmospheric pressure and temperature, Behaviour of real gases,
- Thermodynamics: 1st law of thermodynamics & 2nd law of thermodynamics
- Thermal radiation: Planck's idea of quantization, Planck's distribution law
- Waves: Wave motion and differential equation of plane progressive waves, energy and intensity Bel and decibel; loudness and phon

- Elements of quantum physics: Photoelectric effect, Compton effect, Raman effect etc. and success of quantum theory, Bohr's theory of hydrogen spectra, principal quantum numbers
- Atomic Spectrum: Good quantum numbers, and selection rules. Bohr-Sommerfeld model. Fine structure. Study of fine structure by Michelson interferometer.
- Nuclear physics: Nucleus (mass, size, nucleons & binding energy), binding energy-mass number curve and explanation of stability, fission and fusion of nuclei, radioactive disintegration, radio isotopes and uses; nuclear reactor, nuclear reaction, thermonuclear reaction and stellar energy.

Chemistry

- Inorganic – Metal Complexes, photo-inorganic chemistry
Atomic Structure and Chemical bonding, group theory and chemistry of d & f block elements, Inorganic reaction mechanisms & catalysis, Qualitative and quantitative aspects of analysis, analytical techniques, inorganic materials & nuclear and radiochemistry, Spectral techniques in inorganics chemistry.
- Organic- Basic organic Chemistry Stereochemistry of aliphatic hydrocarbons, Aromatic Hydrocarbons Chemistry of Halogenated hydrocarbons, Alcohol, Ester, phenols, Sulphur containing compounds, Nitrogen containing Functional groups.
- Physical Chemistry - Quantum Chemistry & Spectroscopy
spectroscopic and diffraction methods States of matter & ionic Equilibrium Physical chemistry of materials, Molarity and Formality, Normality, Molality, Titration based on complexation reaction, Chemical Thermodynamics and its applications, Phase equilibrium and Electrochemical Cells

Zoology

- Principles of microscopy: Light Microscopy; Phase contrast microscopy; Electron microscopy (EM) - Scanning EM (SEM) and Transmission EM (TEM)
- Concept of genetic information-RNA polymerase, chain elongation and termination, Formation of initiation complex (in Prokaryotes and RNA Polymerase II in Eukaryotes)
- Characterization and classification of bacteria (on the basis of staining methods), Techniques of microorganism culture (sterilization reproduction and growth, maintenance and preservation of pure cultures), Control of micro-organisms
Microbes in relation to common diseases of man and control (Cholera and Shigella)
- Integrated pest management and biological control of pests: principles and significance

Botany

- Biochemistry: Mechanism of enzyme action, enzyme inhibition, Enzyme kinetics (MichaelisMenten equation)
- Physiology: absorption and action spectra, Red drop and Emerson effect, Photochemical reaction centres
Photosynthetic efficiency of C3 and C4 plants and crop productivity, Photorespiration – mechanism and significance, Oxidative pentose phosphate pathway and its significance, Biochemistry of dinitrogen fixation in Rhizobium, Critical day length, concept of light monitoring

- Concept of biological clock and biorhythm,
- Microbiology: Preparation of bacterial media – (a) Nutrient agar and nutrient broth, (b) Preparation of slants and pouring Petri plates, Sub-culturing of bacterial culture. Gram staining from bacterial culture. Microscopic examination of bacteria from natural habitat (curd) by simple staining. PCR and its application, Steps of cloning technique

Environmental Science

- Introduction to Environmental Sciences
- Stoichiometry, chemical equilibrium, chemical potential; Acid-base reactions (acidity, alkalinity, buffers and buffer capacity)
- Principles of sedimentation, coagulation, precipitation; Concept of solubility product; Filtration and adsorption processes
- Composition and structure of the atmosphere; Properties of atmospheric gases, aerosols, SPM; Photochemical reactions in the atmosphere (photochemical smog)
- Renewable Resources: Solar energy (PV cells, PG cells); Geothermal energy (origin, utilization); Ocean energy; Biomass energy; Hydroelectricity
- Social perspectives on environment, Environment, development & sustainability
- Methodologies for environmental studies, Environmental impact and risk assessment,
- Pollution and health
- Urban ecosystems
- Atmosphere and global climate change
- Natural & managed ecosystems, Biodiversity and conservation biology, Soil biology
- Ecotoxicology and environmental health
- Pesticide Pollution: Sources, categories; Pesticidal effects in water; Elementary idea on IPML
- Metal Pollution: Metals in soil, food and water; Elementary idea on Lead and Cadmium pollution
- Fireworks Pollution: Definition, characteristics, composition; Pollution and effects; Safety and laws
- COD, BOD, Phenol, Nitrate- Nitrogen, Nitrite- Nitrogen , Phosphate

Agricultural Science

- Cropping patterns in different agro-climatic zones of the country
- Concepts of various cropping and farming systems
- Package of practices for production of important cereals, pulses, oil seeds, fibres, sugar, commercial and fodder crops.
- Weeds, their characteristics, dissemination and association with various crops; their multiplications; cultural, biological, and chemical control of weeds
- Important features and scope of various types of forestry plantations such as social forestry, agro-forestry, and natural forests
- Forest products. Agro forestry and value addition. Conservation of forest flora and fauna.
- Soil- physical, chemical and biological properties. Processes and factors of soil formation. Soils of India. Mineral and organic constituents of soils and their role in maintaining soil productivity

Computer Application: (10 Marks)

- Elementary knowledge of Computer, Concept of Hardware and Software, Operating System, Office Application Software, Computer networking.

4. For Senior Accounts Clerk:-

Online (CBT) examination will carry 90 marks having 90 questions of 1 (one) mark each, comprising of multiple choice, objective type question on the followings:-

- | | | |
|------|---|------------|
| i) | English | - 20 marks |
| ii) | Arithmetic, General Studies & Current Affairs | - 20 marks |
| iii) | Commerce & Accountancy | - 40 marks |
| iv) | Computer app, | - 10 marks |

The duration of examination shall be 1 hour and 30 minutes:-

English (20 Marks)

- Fundamentals of the English language such as vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

Arithmetic, General Studies & Current Affairs: (20 Marks)

- Divisibility, fractions, decimals, recurring decimals, simplification, HCF, LCM, Partnership, Average, Ratio and proportions, percentage, simple interest, profit & loss, time & distance, area of rectangles and squares including matters of everyday observation and Verbal and Non-Verbal Reasoning, Quantitative Aptitude, General Knowledge & Current events.

Commerce & Accountancy (40 Marks)

- **Business Studies** - Nature and Purpose of Business, Forms of Business Organization, Private, Public and Global Enterprises, Banking, Banking Service including digital banking, Insurance, Postal & Telecom Service, E-Business, Outsourcing, Social Responsibility of Business & Ethics. Source of Business Finance, Nature and Significance of Management, Principles of Management, Business Environment, Planning, Organizing, Staffing, Directing and Controlling. Financial Management.
- **Accountancy:** Accounting- concept and objectives, Basic Accounting, Fundamental accounting assumptions: GAAP: Concept, Business Entity, System of Accounting, Accounting Standards, Recording of Business Transactions, Bank Reconciliation Statement, Depreciation, Provisions and Reserves, Accounting for Bills of Exchange, Trial balance and Rectification of Errors, Financial Statements, Cash Flow Statement Accounting for Not-for-Profit Organizations, Partnership Firms and Companies, Financial Statement Analysis, Computers in Accounting and Computerized Accounting System

- **Audit** -Introduction to Auditing, Errors and Frauds and Auditor, Different Types of Audit, Internal Control System, Pre-Audit Procedure, Vouching of Transactions, New Branches of Auditing.
- **Taxation** – Income Tax in India, Tax structure in India - Direct Tax, Indirect Tax, Basic Concepts and definitions under income Tax Act, Incomes which do not form part of Total Income, Residential Status and Incidence of Tax of individual assessee Income under the head "Salaries", Income from "House Property", Income from "Capital Gains", Income from Other Sources, Goods and Services Tax (GST):
- **Costing** – Definition of Cost, Classification of Cost, Preparation of Cost Sheet, Cost of Materials, Cost of Labour, Basic Concept of Overhead.
- **Economics and Statistics** - Economics, Scarcity, Choice, Opportunity Cost, Production, Production Possibilities, Factors of Production, Economic Problems, Economic Systems and the Concepts of Development and Underdevelopment, Demand, Supply, Production, Cost of Production, Markets, The Role of Government in the Economy, The Major Macroeconomic Variables: National Income, Consumption, Savings and Investments, Unemployment, and Inflation, Growth and Development, Fiscal Policy, Money and Banking, International Trade, Exchange Rates, Tariff, Quotas, The Basics of Factor Market, Statistical Tools for Understanding Indian Economy, Data- Collection of Data- Presentation of Data- Graphical- Tabular-Frequency, Distribution-Measures of Central Tendency- Mean, Median, Mode, Changing Features of Indian Economy, Analysis of the Agricultural Economy of India and West Bengal, Analysis of the Industrial economy of India and West Bengal, Growth in National Income, Per Capita Income- Literacy and Education- Population-Health Indicators- Sectoral Compositions. Concepts of Function, Curves, Straight line, Slopes (non evaluative part, Demand- Factors determining demand, Concept of Elasticity- Elasticity of Demand, Cost Curves- Relationships among AC,AVC, MC, AFC , TC, TVC, TFC- Interrelationship, Revenue- Total –Average- Marginal- Relationships among them- Relationship between AR MR and E- Revenue Under Variable Price and Fixed Price Situation., Supply- Supply function, Market Equilibrium under Perfect Competition, Equilibrium under Monopoly, National Income and Related Aggregates, Impact of Economic Reforms on Banking, Insurance and International Trade
- **Commercial Law** - Law of Contract, Law relating to Sale of Goods, The Law of partnership, Law relating to Negotiable Instruments, Law of Insurance.

Computer Application: (10 Marks)

- Elementary knowledge of Computer, Concept of Hardware and Software, Operating System, Office Application Software, Computer networking, .

5. For Accounts Clerk:-

Online (CBT)examination will carry 90 marks having 90 questions of 1 (one) mark each, comprising of multiple choice, objective type question on the followings:-

- v) English - 30 marks
- vi) Arithmetic - 30 marks
- vii) General Studies& Current Affairs - 20 marks
- viii) Computer app - 10 marks

The duration of examination shall be 1 hour and 30 minutes:-

English:(30 Marks)

- Fundamentals of the English language such as vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

Arithmetic : (30 Marks)

- Divisibility, fractions, decimals, recurring decimals, simplification, HCF, LCM, Partnership, Average, Ratio and proportions, percentage, simple interest, profit & loss, time & distance, area of rectangles and squares.

General Studies& Current Affairs (20 Marks)

- Matters of everyday observation including everyday science, current events and problems with special reference to India and elementary knowledge of Indian History and Indian Geography .Test of Verbal and Non-Verbal Reasoning, Quantitative Aptitude.

Computer Application: (10 Marks)

- Elementary knowledge of Computer, Concept of Hardware and Software, Operating System, Office Application Software, Computer networking.

6. For Laboratory Assistant:-

Online (CBT) examination will carry 90 marks having 90 questions of 1 (one) mark each, comprising of multiple choice, objective type question on the followings:-

i)	English	20 marks
ii)	General Studies& Current Affairs	30 marks
iii)	Science	40 marks

The duration of examination shall be 1 hour and 30 minutes:-

English (20 Marks)

- Fundamentals of the English language such as vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

General Studies & Current Affairs (30 Marks)

- Matters of everyday observation including everyday science, current events and problems with special reference to India, Test of Verbal and Non-Verbal Reasoning, Quantitative Aptitude.

Science (40 marks)

Chemistry

- Concept of elements, atoms and molecules, Atomic and molecular masses
- percentage composition and empirical and molecular formula
- chemical reactions, chemical equations
- periodic table, properties of elements - Nomenclature of element
- Types of solutions, expression of concentration of solutions of solids in liquids
- solubility of gases in liquids, solid solutions
- General introduction of Organic compounds
- qualitative and quantitative analysis

Physics

- Need for measurement; unit of measurement; systems of units; SI units, fundamental and derived
- units. Length, mass and time measurement
- Accuracy and precision of measuring instruments; errors in measurement; significant figures.
- Dimensions of physical quantities, dimensional analysis and its applications
- Equation of state of a perfect gas, work done in compressing a gas
- Kinetic theory of gases- assumptions; concept of pressure
- Kinetic energy and temperature
- Rutherford's model of atom; Bohr model, energy levels, hydrogen spectrum
- Composition and size of nucleus, atomic masses, isotopes, isobars; isotones

Environmental Pollution

- Air, water and soil pollution
- chemical reactions in atmosphere, smog, major atmospheric pollutants; acid rain, ozone and its reactions, effects of depletion of ozone layer, greenhouse effect and global warming

Biology

- Classification, Bryophytes, Pteridophytes, Gymnosperms, Angiosperms
- Photoperiodism, Vernalization, and Biogeochemical Cycle, Photosynthesis,
- Structure of DNA
- Structure of RNA, Types of RNA – mRNA; rRNA&tRNA
- Meaning of ecology, environment, habitat and niche
- Energy flow, Nutrient cycling (carbon and phosphorus)

- Pyramids of number, biomass and energy,
- Ecological Succession
- Ecological service: Carbon fixation, Pollination and Oxygen release
- Classification, Characteristics of invertebrates and vertebrates
- Anatomy and physiology of different system of humans, nerve impulse transmission
- Microbiology
- Air Pollution and its control
- Water Pollution and its control
- Agro-Chemicals and their effects
- Solid waste management

- Radioactive waste management
- Green House effect and global warming
- Ozone depletion
- Deforestation

7. For Junior Environmental Assistant:-

Online (CBT) examination will carry 90 marks having 90 questions of 1 (one) mark each, comprising of multiple choice, objective type question on the followings:-

- | | | |
|------|-----------------------------------|------------|
| i) | English | - 30 marks |
| ii) | Arithmetic | - 20 marks |
| iii) | General Studies & Current Affairs | - 30 marks |
| iv) | Computer app, | - 10 marks |

The duration of examination shall be 1 hour and 30 minutes:-

English (30 Marks)

- Fundamentals of the English language such as vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

Arithmetic : (20 Marks)

- Divisibility, fractions, decimals, recurring decimals, simplification, HCF, LCM, Partnership, Average, Ratio and proportions, percentage, simple interest, profit & loss, time & distance, area of rectangles and squares.

General Studies & Current Affairs (30 Marks)

- Matters of everyday observation, Current events and problems with special reference to India, Everyday science including Physics, Chemistry and Life Science, Test of Verbal and Non-Verbal Reasoning, Quantitative Aptitude, Environmental Science, Pollution (Air, Water, Sound), Economics and elementary knowledge of Indian Geography.

Computer Application: (10 Marks)

- Elementary knowledge of Computer, Concept of Hardware and Software, Operating System, Office Application Software, Computer networking.

17. GENERAL INSTRUCTIONS:

- i. **Correspondence with WBPCB:** WBPCB will not enter into any correspondence with the candidates about their candidature.
- ii. An email/ SMS intimation with the Application number and password (Date of Birth) generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and

SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

- iii. An online application which is incomplete in any respect such as without photograph and signature, inhuman / inappropriate photograph and / or signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- iv. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the WBPCB website on account of heavy load on internet/website jam.
- v. WBPCB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the WBPCB.
- vi. Please note that the online mode is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.
- vii. The e-Admit card will be made available on WBPCB website www.wbpcb.gov/notices in for downloading by candidates. No e-Admit card will be sent by post. If a candidate does not receive his e-Admit card or any other communication regarding his/her candidature for the examination he/she should at once contact the help facility as mentioned in Sl. 19.
- viii. No candidate will ordinarily be allowed to take the examination unless he/she holds an e-Admit card for the examination. On downloading of e-Admit card, check it carefully and bring discrepancies/errors, if any, to the notice of WBPCB immediately.
- ix. PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATIONS: At the time of appearing for the examination, candidates are required to produce a currently valid photo identity card in original. Acceptable photo identity cards are PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognised college / university/ e-Aadhar card / Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph. The candidate's identity will be verified with respect to his/her details on the e-Admit card, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Note: Candidates have to produce in original the photo identity proof while attending the examination without which they will not be allowed to take up the

examination. Candidates must note that the name (provided during the process of registration) as appearing on the e-Admit card should exactly match the name as appearing on the photo identity proof, certificates, mark-sheets. Female candidates who have changed first/last/middle name post marriage must take special note of this. In case of candidates who have changed their name, will be allowed only if they produce - original Gazette Notification/their original marriage certificate/affidavit in original, together with a photocopy. If there is any mismatch between the name indicated in the e-Admit card and Photo Identity Proof, the candidate will not be allowed to appear for the examination.

- x.** WBPCB would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/valid, WBPCB reserves the right to cancel his/her candidature.
- xi.** The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by WBPCB. The mere fact that an e-Admit card has been issued to a candidate, will not imply that his/her candidature has been finally cleared by WBPCB or that entries made by the candidate in his/her application for the CBT Examination have been accepted by WBPCB as true and correct. Candidates may note that WBPCB takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified for the CBT examination/Interview. Unless candidature is formally confirmed by WBPCB, it continues to be provisional. The decision of WBPCB as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.
- xii.** Candidates should note that the name in the e-Admit card in some cases, may be abbreviated due to technical reasons.
- xiii.** The possibility for occurrence of some problems in the administration of the examinations cannot be ruled out completely, which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of WBPCB. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- xiv.** Candidates are advised to keep their e-mail ID/mobile number alive for receiving advices viz. e-Admit card /Interview letters, etc. Candidates may check e-mails/SMS regularly. WBPCB does not send any communication through any other mode.
- xv.** WBPCB does not furnish the mark-sheet to candidates. Marks obtained in CBT Examination and Interview will be made available on the WBPCB's web-site in an interactive mode only after declaration of the final result.

- xvi.** Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
- xvii.** In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination and interview, in relation to number of vacancies and communication of result, WBPCB's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- xviii.** Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PwD/Ex-servicemen/exempted category must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits and these certificates should be dated earlier than the due date (closing date) of the application.
- xix.** No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
- xx.** Issue of e-Admit card for the CBT Examination & calling for Interview does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria for the post. It does not give indefeasible right to an individual for employment with WBPCB.
- xxi.** Candidates in their own interest are requested to keep on visiting the website www.wbpcb.gov.in/notices for further updates.

NOTE : Candidates are not required to submit along with their applications any certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/ Scheduled Tribes/Other Backward Classes and Physically disabled ex-serviceman and exempted category etc. which will be verified at the time of the Interview only. The candidates applying for the posts should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by WBPCB or Interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Examinations and Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by WBPCB. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by WBPCB.

18. GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH & SIGNATURE

Before applying online, a candidate will be required to have a scanned (digital) image of their photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style colour picture.

- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Photo size should be equal to or less than 100-200 KB with 200 dpi. The Dimension should be 139 pixel (width) X 179 pixel (height)

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Preferred dimensions of signature are 140 x 160 pixels.
- Scanned Signature size should be equal or less than 100-200 KB with 200 dpi.
- The Dimension should be 6 cms (width) X 3 cms (height)
- Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 100 kb & 200 kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 200 kb (photograph) & 200 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editors also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload their photograph and signature.

Procedure for Uploading the Photograph and Signature











- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"


- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified:

- In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- After registering online candidates are advised to take a printout of their system generated online application forms.

THE SAMPLE PHOTOGRAPHS WHICH ARE ACCEPTABLE

Photographs Not Acceptable	Why Photographs Is Rejected	Acceptable Photographs For The Application Form
	<p align="center">Cloth covering facial features</p>	
	<p align="center">Photo taken with mobile phone or distorted face</p>	
	<p align="center">Improper flash or improper lighting</p>	
	<p align="center">Green background</p>	
	<p align="center">Facial area is less than 50% of total</p>	

Photographs Not Acceptable	Why Photographs Is Rejected	Acceptable Photographs For The Application Form
	<p>Not looking straight into camera</p>	
	<p>Shadow on face</p>	
	<p>Too much glare on spectacles</p>	
	<p>Dark/tinted spectacles or sunglasses</p>	
	<p>Poor digital resolution</p>	

19. CONTACT US

The candidates are advised to carefully go through the Information Brochure and Instructions for filling up the online application before registering provided on the website www.wbpcb.gov.in/notices. However, in case of any other queries pertaining to the examination please contact the Helpline provided below:



Helpline Number: 9513850012 (10 hrs. to 19 hrs. from Monday to Saturday)



Helpline Email id: wbpcb.exam@gmail.com

-----X-----