

WEST BENGAL POLICE RECRUITMENT BOARD
ARAKSHA BHAWAN (5TH FLOOR), 6TH CROSS ROAD, BLOCK - DJ,
SECTOR - II, SALT LAKE CITY, KOLKATA - 700 091

**INFORMATION TO APPLICANTS FOR SUBMISSION OF APPLICATION FOR RECRUITMENT TO THE
POST OF CONSTABLES & LADY CONSTABLES IN KOLKATA POLICE - 2024**

1. NAME OF THE POST :-

Constables & Lady Constables in Kolkata Police.

2. PAY SCALE : As per existing rules.

3. RESERVATION OF VACANCIES :-

Sl. No.	Category	Number of vacancies	
		Constable	Lady Constable
1.	Unreserved (UR)	519	35
2.	Unreserved (E.C.)	449	37
3.	Unreserved (HG)	244	21
4.	Unreserved (Civic Volunteers)	278	21
5.	Unreserved (Sports Quota)	69	6
6.	Economically Weaker Sections (EWS)	242	20
7.	Economically Weaker Sections (EWS) (E.C.)	105	7
8.	Scheduled Caste	311	26
9.	Scheduled Caste (E.C.)	243	18
10.	Scheduled Caste (HG)	104	8
11.	Scheduled Caste (Civic Volunteers)	104	8
12.	Scheduled Tribe	69	5
13.	Scheduled Tribe (E.C.)	70	5
14.	Scheduled Tribe (HG)	34	3
15.	Scheduled Tribe (Civic Volunteers)	35	3
16.	OBC-A	104	7
17.	OBC-A (E.C.)	104	9
18.	OBC-A (HG)	69	5
19.	OBC-A (Civic Volunteers)	69	6
20.	OBC-B	104	8
21.	OBC-B (E.C.)	69	6
22.	OBC-B (HG)	35	3
23.	OBC-B (Civic Volunteers)	34	3
Total		3464	270

- a) Total vacancies as stated above are purely provisional and subject to marginal changes.
- b) 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 Interview must produce INCOME and ASSET CERTIFICATE issued by the competent authority for the Financial Year 2023-2024 or onwards during checking of testimonials on the date of Interview. The date of issuance of such certificate must be between 01.04.2023 and 31.03.2024. Candidates seeking reservation under EWS category must produce that certificate as per specified format (Annexure - C) as enclosed herewith. Non production of valid INCOME and ASSET CERTIFICATE 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.

- c) *The vacancies for Home Guards (HG) and Civic Volunteers are only for the serving Home Guards and Civic Volunteers in Kolkata Police subject to completion of 3 (three) years of service.*
- d) *The reservation of vacancies under Exempted Category (EC), Home Guards (HGs), Civic Volunteers and Sports Quota will be horizontal in nature. In case of non-availability of suitable candidates under those horizontal categories, said vacancies shall be filled up by a Non-Exempted/Non-Home Guard/Non-Civic Volunteers/Non-Sports Quota category candidates belonging to the respective category.*
- e) *The length of service for Home Guard personnel and Civic Volunteers serving in Kolkata Police only shall be calculated as on 01/01/2024.*
- f) *Shortlisted candidates under Home Guards and Civic Volunteers category shall produce enrollment certificate issued by the competent authority at the time of scrutiny before the interview. Failing to produce the same will lead cancellation of their claim as Home Guard or Civic Volunteer as the case may be. The format of such certificate in respect of Civic Volunteers shall be as per Annexure - B enclosed herewith.*
- g) *Shortlisted candidates under Exempted Category (E.C.) as a member of the family of Land Losers /as Ex-Census Employees/Election Job Workers/Enumerators shall produce original copies of Identity Cards showing Registration & NCO number issued by the Labour Department, Government of West Bengal at the time of scrutiny before the Interview.*
- h) *Meritorious sports persons in the following sports discipline are eligible to apply for the vacancies reserved for 'Sports Quota' :-*
- i) *Athletics [including Track and Field events], ii) Badminton, iii) Basket Ball, iv) Cricket, v) Football, vi) Hockey, vii) Swimming, viii) Table Tennis, ix) Volley Ball, x) Tennis, xi) Weightlifting, xii) Wrestling, xiii) Boxing, xiv) Cycling, xv) Gymnastics, xvi) Judo, xvii) Rifle Shooting, xviii) Kabaddi and xix) Kho-kho.*
- i) *In order to be eligible as meritorious sports person, a candidate must produce requisite certificate issued by the respective competent authority as follows :*

<i>Area</i>	<i>Competent Authority</i>
International Competition	Secretary of the National Federation/National Association of the Sports concerned (Form No. 1 as annexed)
National Competition	Secretary of the State Association of the Sports concerned (Form No. 2 as annexed)
Inter University Tournament	Dean/Director of Sports or other officer in overall charge of Sports of the University concerned (Form No. 3 as annexed)
National Sports/Games for School Education	Director or Deputy Director in overall charge of Sports/Game for schools in the Directorate of School Education, West Bengal (Form No. 4 as annexed)

- j) *Additional Eligibility criteria for candidates under Sports Quota :-*
- i) *In case of Individual Events, participation and securing upto 8th position.*
- ii) *In case of Team Event, participation at least upto Semi-Final stage.*
- iii) *Players who represented India at International Level, irrespective of the position secured by them.*
- iv) *Participation as above within 3 (three) years as on 1st January of the year of advertisement. Hence, to be considered eligible under Sports Quota, candidates must participate in the competition(s) on or after 01.01.2021.*

4. ELIGIBILITY:-

- a. Must be a Citizen of India.
- b. **AGE:** - The applicant must not be less than **18 (eighteen)** years old and must not be more than **30 (thirty)** years old as on **01/01/2024**. Upper age limit shall be 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, by **3 (three)** years in case of **Third Gender/Transgender** persons and by **5 (five)** years in case of **Civic Volunteers**.

The upper age limit shall be relaxable by the total number of years of completed service for the Ex-servicemen candidates subject to maximum age of 40 (forty) years.

Note :-

- i) Date of Birth as recorded in Madhyamik or equivalent admit card/certificate will only be accepted as valid proof for verification of age.
 - ii) Third Gender/Transgender candidates belonging to OBC-A, OBC-B and Unreserved category will get upper age relaxation by maximum 3 (three) years and the candidates belonging to Scheduled Caste & Scheduled Tribe will get maximum 5 (five) years of age relaxation.
 - iii) The upper age relaxation in respect of Civic Volunteers is irrespective of category.
- c. **Educational Qualification :-** The applicant must have passed **Madhyamik Examination** from the West Bengal Board of Secondary Education or its equivalent.
 - d. **Language :** - (i) The applicant must be able to read, write and speak Bengali language provided that the provision will not be applicable to the persons who are permanent residents of hill sub-divisions of Darjeeling and Kalimpong Districts. (ii) For the applicants of hill sub-divisions of Darjeeling and Kalimpong Districts, the provisions laid down in the West Bengal Official Language Act, 1961 (West Ben. Act XXIV of 1961) shall be applicable.
 - e. **Female candidates are eligible to apply for the posts of Lady Constable in Kolkata Police.**

Note :-

- **Male and Third Gender/Transgender candidates are eligible to apply for the posts of Constable in Kolkata Police.**
- The applicants must possess all *the above noted Qualifications on or before the date of submission of his/her 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 Ex-serviceman candidates, if shortlisted for Interview has to produce relevant documents regarding service rendered by them, in original, in support of their claim for age relaxation at the time of scrutiny before the Interview.*
- *The shortlisted candidates of Hill Sub-Divisions of Darjeeling and Kalimpong districts have to produce their domicile certificates at the time of document verification during interview.*
- **A candidate belonging to OBC-A or OBC-B category, if shortlisted for interview, 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 interview. 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 interview, his/her candidature shall summarily be rejected.
- Candidates belonging to Economically Weaker Section (EWS) must produce INCOME and ASSET CERTIFICATE as per specified format for the Financial Year 2023-2024 or onwards issued by the competent authority. If a candidate shortlisted for PMT & PET and/or thereafter under EWS category fails to produce the valid certificate at the time interview, his/her candidature shall be rejected.
- Applicants already employed in any Government Organization shall produce No Objection Certificate (NOC) from the Head of the Office/Disciplinary authority during interview, if shortlisted for the same.
- Applicants under Sports Quota must produce requisite certificates issued from the competent authorities in prescribed proforma as enclosed in Annexure - A.

f. MINIMUM PHYSICAL MEASUREMENT OF CANDIDATES:-

Sl. No.	Gender	Category	Height (Barefoot) (in cm.)	Weight (in kg.)	Chest (in cm)
1.	Male	Candidates of all categories (except Gorkhas, Garhwalies, Rajbanshis and Scheduled Tribes)	167	57	78 cms. (without expansion) 83 cms. (with expansion - 5 cms.)
		Gorkhas, Garhwalies, Rajbanshis and Scheduled Tribes	160	53	76 cms. (without expansion) 81 cms. (with expansion - 5 cms.)
2.	Female	Candidates of all categories (except Gorkhas, Garhwalies, Rajbanshis and Scheduled Tribes)	160	49	Not Applicable
		Gorkhas, Garhwalies, Rajbanshis and Scheduled Tribes	152	45	
3.	Third Gender	Candidates of all categories (except Gorkhas, Garhwalies, Rajbanshis and Scheduled Tribes)	163	52	Not Applicable
		Gorkhas, Garhwalies, Rajbanshis and Scheduled Tribes	155	48	

5) METHOD OF RECRUITMENT :-

The post of Constables/Lady Constables in the Kolkata Police shall be filled up on the basis of qualifying the **Preliminary Written Test** which will act as screening examination followed by the **Physical Measurement Test (PMT)**, **Physical Efficiency Test (PET)**, **Final Written Examination** and **Interview** to be conducted by the West Bengal Police Recruitment Board.

A. Preliminary Written Test (Full Marks - 100) :-

Applicants provisionally considered eligible will have to appear in an **MCQ based** preliminary written test which is **qualifying in nature**. There would be **100** objective type questions having multiple choice (**four choices**) of answers carrying 01 (one) mark each. The duration of this test will be of **1(one) hour**. **Question paper will be set in two languages (Bengali & Nepali)**. Questions of the Preliminary Written Test shall be from the following subjects :-

- i. General Awareness and General Knowledge : 40 Marks
- ii. Elementary Mathematics (Madhyamik standard) : 30 Marks
- iii. Reasoning : 30 Marks

Note :

*There will be **NEGATIVE** marking for each incorrect answer. $\frac{1}{4}$ th of the allotted marks for a particular question will be deducted for each incorrect answer. West Bengal Police Recruitment Board will decide the prescribed scheme and syllabus for the Preliminary Written Test. The qualifying marks in the Preliminary Written Test to appear for the next stage will be fixed by the West Bengal Police Recruitment Board. **The marks obtained by a candidate in the preliminary written test will not be considered for preparing final merit list.***

B. PHYSICAL MEASUREMENT TEST (PMT) :-

The physical standards (height and weight) of the candidates as given under **4(f)** will be tested by using Electronic Machines of those who qualify in the Preliminary Written Test. **The chest measurement (only for Male candidates) will be taken by using measuring tape.**

C. PHYSICAL EFFICIENCY TEST (PET) :-

i. Candidates who qualify in PMT will be allowed to take part in PET as furnished below.

Sl. No.	Gender	Event for PET	Timing
1.	Male	1600 (sixteen hundred) meters run	6 (six) minutes 30 (thirty) seconds
2.	Female	800 (eight hundred) meters run	4 (four) minutes
3.	Third Gender	800 (eight hundred) meters run	3 (three) minutes 30 seconds

ii. The Ex-servicemen above 35 years of age will have relaxed PET standards as follows.

Sl. No.	Gender	Event for PET	Timing
1.	Male	800 (eight hundred) meters run	3 (three) minutes 30 (thirty) seconds
2.	Female/Third Gender	800 (eight hundred) meters run	4 (four) minutes 30 (thirty) seconds

Note: -

- I. *Ex-servicemen shall also produce relevant documents regarding service rendered by them, in original to get relaxation in Physical Efficiency Test (PET) on the date of their field test.*
- II. *Candidates must present themselves for the field test(s) such that their appearance closely resembles their photograph uploaded as part of their Application Form so that the PMT/PET Boards do not reject their candidatures as their appearance do not closely resemble their photographs as rendered on their eAdmit cards.*
- III. *Timing of an individual runner shall be taken with the help of Radio Frequency Identification Device (RFID) technology. Only one chance will be given for Physical Efficiency Test. The venues for PMT & PET will be decided by the West Bengal Police Recruitment Board, in due course.*
- IV. *PMT & PET are qualifying in nature.*

6) FINAL WRITTEN EXAMINATION : - Full Marks - 85;

All the candidates who qualify in the Physical Measurement Test (PMT) & Physical Efficiency Test (PET) will be called to appear in the Final Written Examination to be conducted by the West Bengal Police Recruitment Board.

The Final Written Examination will have **85 (eighty five) Multiple Choice (Four choices) Objective Type Questions (MCQs) carrying 01 (one) mark each.** The duration of the examination will be of **1 (One) hour.** **Question paper will be set in two languages (Bengali & Nepali) except questions on English language.** Question of the Final Written Examination shall be from the following subjects:-

- | | |
|--|------------|
| A. General Awareness and General Knowledge | - 25 Marks |
| B. English | - 10 Marks |
| C. Elementary Mathematics (Madhyamik standard) | - 25 Marks |
| D. Reasoning and Logical Analysis | - 25 Marks |

Note : -

1. *There will be NEGATIVE marking for each incorrect answer. ¼th of the allotted marks for a particular question will be deducted for each incorrect answer. West Bengal Police Recruitment Board will decide the prescribed scheme and syllabus for the Final Written Examination. The qualifying marks in the Final Written Examination to appear for the next stage will be fixed by the West Bengal Police Recruitment Board.*
2. *The Preliminary Written Test and Final Written Examination will be an OMR based examination.*

7) INTERVIEW : - Full Marks - 15;

A limited number of candidates will be called for Interview in accordance with merit. In the Interview, the general awareness and suitability of the candidates for public service will be tested. **Candidates' ability to speak in Bengali will also be tested in his/her Interview.**

On the basis of the marks obtained in the Final Written Examination and the Interview, a merit list of the provisionally selected candidates will be prepared by the West Bengal Police Recruitment Board.

Note: If 02 (two) or more candidates secure the same total marks, their seniority in the final merit/selection list will be decided upon comparing the marks obtained by the candidates in the Final Written Examination. The one who secures higher marks in the Final Written Examination will precede in the Merit List. If the marks secured in the Final Written Examination are also the same then seniority will be determined by their age. The one, older in age will find precedence in the Merit List. In case of same Date of Birth the principle of determining seniority will be decided by the Board.

8) VERIFICATION OF CHARACTER AND ANTECEDENTS:-

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

9) MEDICAL EXAMINATION:-

- (a) All provisionally selected candidates will be sent for Medical Examination at the State Government designated hospitals.
- (b) The selected candidates should be in good mental and physical health. They should be free from any deformity likely to interfere with efficient performance of their work.
- (c) The candidates will undergo all necessary medical tests as prescribed by the Department of Health and Family Welfare, Government of West Bengal from time to time.
- (d) The certificate of medical fitness will be issued by an authorized medical officer.

10) APPOINTING AUTHORITY :-

Deputy Commissioner of Police, 1st Battalion, Kolkata Armed Police.

11) PERIOD OF APPLICATION :-

Application window for submitting application through on-line mode only will remain operative for the period 01.03.2024 (from 00:01 hrs.) to 29.03.2024 (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. 150	Rs. 20	Rs. 170
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 Interview failing which their candidature shall *abinitio* be considered void.
- **No exemption of fees is available to the SC/ST candidates of OTHER States.**

- 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>); **West Bengal Police** (wbpolice.gov.in) or **Kolkata Police** (kolkatapolice.gov.in).

Payment of Application and/or Processing Fees shall be made through 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 payment gateways is as follows :-

Sl. No.	Type of Transaction	Service Charge (to be borne by the applicants)	
		Bildesk 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)		
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**. IN CASE OF MISMATCH OF SIGNATURE WITH THE NAME, THE APPLICATION FORM IS LIABLE TO BE REJECTED.

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.**
- WITHOUT ANYTHING COVERING THE FACE.

- IN CLEAR CONTRAST TO THE BACKGROUND.
- WITHOUT A HEAD COVERING.
- WITH EYES OPEN, VISIBLE AND FREE FROM REFLECTION OR GLARE FROM GLASSES.
- WITH 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**. 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. 193/-** only [Application Fees: Rs. 150/-; 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 PROFORMAS OF CERTIFICATES MEANT FOR MERITORIOUS SPORTS PERSON (ANNEXURE-A), ENROLLMENT CERTIFICATE OF CIVIC VOLUNTEERS (ANNEXURE-B) AND ECONOMICALLY WEAKER SECTIONS (EWS) [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 01.04.2024 (00:01 hrs.) to 07.04.2024 (23:59 hrs.)**. 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 mentioning the subject properly with Application Sl. No. and Recruitment Drive e.g.**

“Sub.: Change of Caste/Category,

Appl. Sl. No. XXXXXXXX,

Constables/Lady Constables in Kolkata 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 Written Test :-** For considering the candidate to be called for PMT & PET under changed category petition must be submitted before the date of Preliminary Written Test. No change shall be possible if the petitions are submitted beyond the time as given above.
- ii. **PMT & PET and Final Written 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 Written Examination (FWE) for considering the candidates under changed category for preparation of merit list of candidates to be called for Interview.** Petitions submitted for change of category after Final Written Examination shall not be considered for shortlisting of candidate for Interview.
- iii. **Interview :-** Candidates selected for Interview 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 Interview.

15) OTHER INSTRUCTIONS :-

- i) Issuance of Admit Card for Preliminary Written Test 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 Preliminary Written Test 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 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 Preliminary Written Test, PMT & PET, Final Written Examination & Interview. 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 Interview 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 interview, 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) 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**).

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

FORM - 1

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

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF

_____ Son/Wife/Daughter of Shri _____ resident of
_____ represented the country in the game/event of
_____ from _____ to _____.

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

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

Place : _____

Date : _____

Signature : _____

Name : _____

Designation : _____

Name of the Federation/National
Association : _____

Address : _____

Seal :

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

FORM - 2

(For representing a State in India in a National Competition in one of the recognized Games/Sports)

STATE ASSOCIATION OF _____ IN THE GAME OF

Certified that Shri/Smt./Kumari _____ Son/Wife/Daughter of
Shri _____ resident of _____.

(Complete Address)

Represented the State of _____. In the
game/event of _____ in the National Competition/Tournament held at _____
from _____ to _____.

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

Place : _____

Date : _____

Signature : _____

Name : _____

Designation : _____

Name of the State Association :

Address : _____

Seal :

Note : This certificate will be valid only when signed personally by the Secretary of the State Association.

FORM - 3

(For representing a University in the Inter-University Competition in one of the recognized Games/Sports)

Certified that Shri/Smt./Kumari _____
Son/Wife/Daughter of Shri _____ resident of
_____.

(Complete Address)

Student of _____ represented the University of
_____ in the game/event of _____ in the Inter-University
Competition/Tournament held at _____ from _____ to _____.

Place : _____

Date : _____

Signature : _____

Name : _____

Designation : _____

Name of the University :

Address : _____

Seal :

Note : This certificate will be valid only when signed personally by Dean/Director or other Officer in overall charge of sports in the University of _____.

FORM - 4

(For representing a State School team in the National Games for School in one of the recognized Games/Sports)

DIRECTORATE OF SCHOOL EDUCATION, WEST BENGAL

Certified that Shri/Smt./Kumari _____ Son/Wife/Daughter of
Shri _____ resident of _____.

(Complete Address)

Student of _____ State _____
represented _____ School team in the game/event of
_____. In the National Games for School held at
_____ from _____ to _____.

The certificate is being given on the basis of records available in the office of
Directorate of Public Instruction of _____.

Place : _____

Date : _____

Signature : _____

Name : _____

Designation : _____

Name of the Institution :

Address : _____

Seal :

Note : This certificate will be valid only when signed personally by the Director or Deputy Director in overall charge of Sports/Games for School in the Directorate of School Education of the State.

ENROLLMENT CERTIFICATE OF CIVIC VOLUNTEERS IN KOLKATA POLICE

PASTE A RECENT
(4.5 CM X 3.5 CM)
PHOTOGRAPH IDENTICAL TO
THAT OF UPLOADED DURING
SUBMISSION OF
APPLICATION FORM DULY
ATTESTED BY THE ISSUING
AUTHORITY ACROSS THE
SAME.

THIS IS TO CERTIFY THAT SHRI/SMT. _____ S/O /D/O
/W/O SHRI/SMT. _____ OF (FULL ADDRESS WITH POLICE
STATION) HAS BEEN A CIVIC VOLUNTEER VIDE. ENROLLMENT NUMBER
_____ DATED _____ UNDER
_____ DIVISION OF KOLKATA POLICE AND HAS COMPLETED 03 (THREE)
YEARS OF SERVICE AS ON 01.01.2024 AND CONTINUOUS TO REMAIN SO TILL DATE. HIS/HER
DATE OF BIRTH AS PER ENROLLMENT REGISTER IS ____/____/_____.

DEPUTY COMMISSIONER OF POLICE, KOLKATA
_____ DIVISION

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.

Recent
Passport size
photograph of
the applicant

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.