

Government of West Bengal  
Department of Personnel and Administrative Reforms & e-Governance  
(Common Cadre Wing)  
State Secretariat, NABANNA, 7<sup>th</sup> Floor,  
325, Sarat Chatterjee Road, Howrah-711102

From : Special Secretary to the  
Government of West Bengal

To : The Addl. CS & DG, Administrative Training Institute, West Bengal  
FC Block, Sector-III, Salt Lake, Kolkata-700106

**No. 238 -PAR(CCW)**

**DATE:09/08/2017**

**M-11/17**

**Sub: Conducting Departmental Type Test for the LDAs/LDCs of all  
Departments/Offices throughout the State**

Sir,

As per amendment in Rule (9A) in **West Bengal Services (Recruitment to Clerical Cadre) Rules, 2010 notified** vide No. 9145-F(P), dt. 09/11/2012 and its subsequent amendment notified vide No. 4902-F(P) dated 25/06/2015 of Finance Department, it is mandatory for the persons being appointed or promoted to the posts of Lower Division Assistants/Clerks to pass the test for computer operation and computer typing at the speed of not less than 20 words per minute in English or not less than 10 words per minute in Bengali for entitlement of getting annual increment or any other career benefit including promotion. So far, such test has been conducted and controlled by West Bengal Staff Selection Commission as per Notification No.694-F(P) dated 07/02/2014 read with Memo. No. 2070-F(P) dated 11/04/2016. But, with the promulgation of The West Bengal Staff Selection Commission (Repealing) Act, 2017, the activities of West Bengal Staff Selection Commission are being winded up.

Under such circumstances, in order to obviate the uncertainty in the career of the above stated employees Department of Personnel and Administrative & e-Governance proposes to conduct the test through your Institute for the present. This has the concurrence of Finance Department vide their **UO NO Gr.P2/2017-2018/0379 dated 20/07/2017**.

Hence, I am directed to request you to kindly arrange for the test for computer operation and computer typing for the LDAs of Secretariat Common Cadre in the first place and to intimate on the schedule and other aspects to conduct such test in a phased manner so that the entire process is completed within 31<sup>st</sup> October, 2017. Other details viz. number of employees etc. will be intimated in due course.

**Enclosures :**

- 1) Copy of Notification No9145-F(P), dt. 09/11/2012;
- 2) Copy of Notification No.694-F(P) dated 07/02/2014;
- 3) Copy of Notification No.4902-F(P) dated 25/06/2015;
- 4) Copy of Memo. No.2070-F(P) dated 11/04/2016;
- 5) Copy of The West Bengal Staff Selection Commission (Repealing) Act, 2017 [16/06/2017];
- 6) Copy of observation of Finance Department vide their UO NO Gr.P2/2017-2018/0379 dated 20/07/2017

Yours faithfully,  
Sd/- D.Chowdhury  
Special Secretary to the  
Government of West Bengal

No.238/1(1) - PAR(CCW)

Date :09/08/2017

✓ Copy forwarded to Secretary-cum-Controller of Examination, West Bengal Staff Selection Commission with the request to kindly transmit the data with respect to the number and name of applications received to appear for the Departmental Computer Type Test to this Department



OSD & EO Assistant Secretary  
to the Government of West Bengal

No.238/2(1) - PAR(CCW)

Date :09/08/2017

Copy forwarded to OSD & EO Special Secretary to the Government of West Bengal, Finance Department Gr.P2 for favour of information, with request to kindly effect necessary modification/amendments in Notification No.694-F(P) dated 07/02/2014 in connection with conduct of the test for computer operation and computer typing thus far being done by West Bengal Staff Selection Commission .

OSD & EO Assistant Secretary  
to the Government of West Bengal