

**WEST BENGAL POLICE RECRUITMENT BOARD**  
**ARAKSHA BHAWAN (5<sup>TH</sup> FLOOR), 6<sup>TH</sup> 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 IN WEST BENGAL POLICE - 2024**

**1. NAME OF THE POST :-**

Constable in West Bengal Police.

**2. PAY SCALE : As per existing rules.**

**3. RESERVATION OF VACANCIES :-**

Sl. No.	Category	Number of vacancies		Total
		Male	Female	
1	Unreserved (UR)	840	360	1200
2	Unreserved (E.C.)	1007	440	1447
3	Unreserved (NVF & HG)	672	288	960
4	Unreserved (Ex-Servicemen)	336	144	480
5	Unreserved (Civic Volunteers/Village Police Volunteers)	672	288	960
6	Unreserved (Sports Quota)	168	72	240
7	Economically Weaker Sections (EWS)	588	252	840
8	Economically Weaker Sections (EWS) (E.C.)	233	101	334
9	Scheduled Caste	672	288	960
10	Scheduled Caste (E.C.)	547	238	785
11	Scheduled Caste (NVF & HG)	252	108	360
12	Scheduled Caste (Ex-Servicemen)	84	36	120
13	Scheduled Caste (Civic Volunteers/Village Police Volunteers)	252	108	360
14	Scheduled Tribe	168	72	240
15	Scheduled Tribe (E.C.)	157	68	225
16	Scheduled Tribe (NVF & HG)	84	36	120
17	Scheduled Tribe (Civic Volunteers/Village Police Volunteers)	84	36	120
18	OBC-A	252	108	360
19	OBC-A (E.C.)	233	102	335
20	OBC-A (NVF & HG)	168	72	240
21	OBC-A (Civic Volunteers/Village Police Volunteers)	168	72	240
22	OBC-B	252	108	360
23	OBC-B (E.C.)	155	68	223
24	OBC-B (NVF & HG)	84	36	120
25	OBC-B (Civic Volunteers/Village Police Volunteers)	84	36	120
<b>Total</b>		<b>8212</b>	<b>3537</b>	<b>11749</b>

- 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 valid for the Year 2023-2024 or onwards (issued for the Financial Year 2022-2023 or onwards) during checking of testimonials on the date of Interview. Candidates seeking reservation under EWS category must produce the EWS certificate as per specified format (Annexure - C) as enclosed herewith. Non production of valid INCOME and ASSET 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 NVE/Home Guards and Civic Volunteers/Village Police Volunteers are only for the serving NVE/Home Guards and Civic Volunteers/Village Police Volunteers in West Bengal Police subject to completion of 3 (three) years of service.*
- d) *Third Gender persons shall produce Certificate of Identity alongwith the Identity card in original issued by the competent authority in terms of the provisions under West Bengal Transgender Persons (Protection of Rights) Rules, 2022, if shortlisted for PMT & PET and Interview.*
- e) *The reservation of vacancies under Exempted Category (EC), NVE/Home Guards (HGs), Ex-Servicemen, Civic Volunteers/Village Police 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-NVE/Home Guard, Non-Ex-Servicemen, Non-Civic Volunteers/Village Police Volunteers and Non-Sports Quota category candidates belonging to the respective category.*
- f) *The length of service for NVE/Home Guard personnel and Civic Volunteers/ Village Police Volunteers serving in West Bengal Police only shall be calculated as on 01.01.2024.*
- g) *Shortlisted candidates under NVE/Home Guards and Civic Volunteers/Village Police 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 entail cancellation of their claim as NVE/Home Guard or Civic Volunteer/Village Police Volunteers as the case may be. The format of such certificate in respect of Civic Volunteers/Village Police Volunteers shall be as per Annexure - A enclosed herewith.*
- h) *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.*
- i) *Meritorious sports persons from the sports disciplines approved and the games conducted by the Indian Olympic Association (IOA) from time to time are eligible to apply for the vacancies reserved for Sports Quota. Approved sports disciplines on the date of submission of their application form will only be considered. Please visit the website of Indian Olympic Association (IOA) for getting the list of approved sports disciplines.*

- j) *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 <b>(Form No. 1 as annexed)</b>
National Competition	Secretary of the State Association of the Sports concerned <b>(Form No. 2 as annexed)</b>
Inter University Tournament	Dean/Director of Sports or other officer in overall charge of Sports of the University concerned <b>(Form No. 3 as annexed)</b>
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 <b>(Form No. 4 as annexed)</b>

- k) *Additional Eligibility criteria for candidates under Sports Quota :-*

- i) *In case of Individual Events, participation and securing upto 8<sup>th</sup> 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 1<sup>st</sup> 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.*

- l) *The shortlisted candidates for Interview, shall upload relevant certificates as follows wherever applicable before downloading the Call Letter for Interview :-*

- a) *Age Proof, b) Educational Qualification, c) Caste Identification, d) Income and Asset Certificate for EWS, e) Exempted Category (EC), f) Community (Gorkha/Garhwalis/Rajbanshis) for claiming relaxation in Physical Measurement, g) Enrollment certificate for NVE/Home Guards, Civic Volunteers/Village Police Volunteers serving in West Bengal Police, h) Identity Certificate of Third Gender persons, i) Relevant certificate in support of claim as Ex-servicemen, j) Relevant certificate of Meritorious Sports Person.*

#### **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** persons and by **5 (five)** years in case of **Civic Volunteers/Village Police Volunteers**. The upper age limit is also relaxable for **NVE/Home Guards Personnel** serving in **West Bengal Police** only as per existing Government Rules.

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 :-** Date of Birth as recorded in Madhyamik or equivalent admit card/certificate will only be accepted as valid proof for verification of age.

- 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 speak, read and write the 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.

**Note** :-

- *The category to which a Third Gender persons is to be accommodated will be intimated in due course.*
- The applicants must possess *all the above noted Qualifications on or before the date of submission of their 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 issued by the competent authority as per specified format valid for the Year 2023-2024 or onwards (issued for the Financial Year 2022-2023 or onwards). 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.
- *The NVE/Home Guards personnel (serving in WBP only), if shortlisted for Interview, have to produce relevant documents regarding service rendered by them, in original, in support of their claim for Age Relaxation at the time of verification during Interview.*
- 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 - B.

e. **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 (other than Gorkha, Garhwali, Rajbanshi and Scheduled Tribes)	167	57	78 cms. (without expansion) 83 cms. (with expansion - 5 cms.)
		Gorkha, Garhwali, Rajbanshi and Scheduled Tribes	160	53	76 cms. (without expansion) 81 cms. (with expansion - 5 cms.)
2.	Female	Candidates of all categories (other than Gorkha, Garhwali, Rajbanshi and Scheduled Tribes)	160	49	Not Applicable
		Gorkha, Garhwali, Rajbanshi and Scheduled Tribes	152	45	
3.	Third Gender	Candidates of all categories (other than Gorkha, Garhwali, Rajbanshi and Scheduled Tribes)	163	52	Not Applicable
		Gorkha, Garhwali, Rajbanshi and Scheduled Tribes	155	48	

f. **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 fulfill the following :-

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

5. **METHOD OF RECRUITMENT :-**

The posts of Constable in West Bengal Police shall be filled up on the basis of Written Examination followed by Physical Measurement Test (PMT), Physical Efficiency Test (PET) and Interview to be conducted by the West Bengal Police Recruitment Board.

A) **Written Examination (Maximum Marks - 85) :-**

Applicants provisionally considered eligible will be called for the Written Examination which will be **OMR based** and in **MCQ pattern**. The duration of the Written Examination will be of **1(one) hour**. There would be **85** objective type questions having multiple choice

(four choices) of answers carrying **01 (one) mark** each. For each incorrect answer, there will be negative marking of  $\frac{1}{4}$ th of the total marks allocated to the question. **West Bengal Police Recruitment Board will decide the prescribed scheme, syllabus, date and venue for the Written Examination.** The marks obtained in the Written Examination will be taken into account while preparing the merit list for selection. The Board will have the discretion to fix qualifying marks in the Written Examination for shortlisting candidates for the next stage of selection i.e., Physical Measurement Test (PMT). **Question paper will be set in two languages (Bengali & Nepali).** Questions of the 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

**B) PHYSICAL MEASUREMENT TEST (PMT) :-**

A limited number of candidates will be shortlisted on the basis of marks obtained in the Written Examination for Physical Measurement Test (PMT) which will be qualifying in nature. Physical standards (height, weight) of the candidates as given under **4(e)** will be tested by using Electronic Machines. **The chest measurement (only for Male candidates) will be taken by using measuring tape.**

**C) PHYSICAL EFFICIENCY TEST (PET) :-**

Candidates who qualify in PMT will be allowed to take part in PET as given under **4(f)**. PET is also qualifying in nature.

**Note: -**

- I. *Ex-servicemen shall 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. *Third Gender persons shall produce Certificate of Identity alongwith the Identity card in original issued by the competent authority during PMT & PET in support of their claim.*
- III. *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.*
- IV. *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.*

**6. INTERVIEW (Maximum Marks - 15) :-**

All the candidates qualified in Physical Efficiency Test (PET) will be called for Interview. The procedure, date, time and venue of Interview will be decided by West Bengal Police Recruitment Board. In the Interview, the general awareness and suitability of the candidates for public service will be tested. **Candidates' ability to speak, read and write in Bengali/Nepali language will be tested specifically during the Interview.**

On the basis of the marks obtained in the 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 Written Examination. The one who secures higher marks in the Written Examination will precede in the Merit List. If the marks secured in the 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.**

**7. VERIFICATION OF CHARACTER AND ANTECEDENTS:-**

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

**8. 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 their training and efficient performance of their work.
- (c) The candidates shall undergo all necessary medical tests as prescribed by the Department of Health and Family Welfare, Government of West Bengal from time to time.
- (d) Only the candidates declared medically fit will be considered for appointment as Constable in West Bengal Police Force.
- (e) The certificate of medical fitness will be issued by an authorized medical officer.

**9. APPOINTING AUTHORITY :-**

Assistant Inspector General of Police or Superintendent of Police or Commandant.

**10. PERIOD OF APPLICATION : -**

Application window for submitting application through on-line mode only will remain operative for the period of 07.03.2024 (from 00:01 hrs.) to 05.04.2024 (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.***

**11. 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.
- **If any shortlisted candidate fails to submit the documents as stated above, his/her candidature shall be rejected summarily.**
- **No exemption of fees is available to the SC/ST candidates of OTHER States.**
- **Economically Weaker Sections (EWS) category candidates of OTHER States will be treated as General (Un-reserved) category candidates.**
- **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.**

## 12. 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>) or **West Bengal Police** ([wbpolice.gov.in](http://wbpolice.gov.in)).

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

Sl. No.	Type of Transaction	Service Charge (to be borne by the applicants)	
		Billdesk 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		

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. IT IS THE RESPONSIBILITY OF THE CANDIDATES TO ADHERE TO THE SAME LOOKS AS IN THE PHOTOGRAPH IN EACH STAGE OF EXAMINATION PROCESS. ANY MISMATCH WILL LEAD TO THEIR NON ADMITTANCE IN THE PROCESS OF THE SELECTION.**

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 WITH CLEAR CONTRAST.
- WITHOUT ANYTHING COVERING THE FACE.
- WITHOUT A HEAD COVERING.
- WITH EYES OPEN, VISIBLE AND FREE FROM REFLECTION OR GLARE FROM GLASSES.
- WITH YOUR 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. IN CASE OF MISMATCH OF SIGNATURE WITH THE NAME, THE APPLICATION FORM IS LIABLE TO BE CANCELLED.** 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 ENROLLMENT CERTIFICATE OF CIVIC VOLUNTEERS/VILLAGE POLICE VOLUNTEERS (ANNEXURE-A), CERTIFICATE FOR MERITORIOUS SPORTS PERSONS (ANNEXURE-B) AND INCOME AND ASSET CERTIFICATE FOR ECONOMICALLY WEAKER SECTIONS (EWS) CANDIDATES [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 08.04.2024 to 14.04.2024**. 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](mailto: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 in West Bengal 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. **Written Examination** :- For considering the candidate to be shortlisted for PMT & PET under changed category petition must be submitted before the date of Written Examination. No change shall be possible if the petitions are submitted beyond the time as given above.
- ii. **PMT & PET** :- **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 after completion of their PMT & PET.**

- iii. ***Interview*** :- Candidates qualify for Interview must 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 Written Examination 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 Written Examination 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](mailto: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 Written Examination, PMT & PET & 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](mailto: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 the “Raise Your Query” option available in the application portal.

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

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**Annexure - A**

**ENROLLMENT CERTIFICATE OF CIVIC VOLUNTEERS/VILLAGE POLICE**  
**VOLUNTEERS IN WEST BENGAL 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/VILLAGE POLICE VOLUNTEER VIDE.  
ENROLLMENT NUMBER \_\_\_\_\_ DATED \_\_\_\_\_ AND  
HAS COMPLETED 03 (THREE) YEARS OF SERVICE AS ON 01.01.2024 AND CONTINUES TO  
REMAIN SO TILL DATE. HIS/HER DATE OF BIRTH AS PER ENROLLMENT REGISTER IS  
\_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
Full signature of CV/VPV

\_\_\_\_\_  
Signature of the Issuing Authority  
with designation and seal

Memo. No. \_\_\_\_\_ Dated \_\_\_\_\_

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 : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

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.

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.