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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Minorities' Development and Welfare Department Writers' Buildings

Kolkata

NOTIFICATION

No. 760-MW—29th May, 2001 —In exercise of the power conferred by subsection (1), read with clause (d) of sub-section (2), of section 14 of the West Bengal Minorities' Commission Act, 1996 (West Ben. Act XVI of 1996), the Governor is pleased hereby to make the following rules regulating the recruitment to the posts of officers and other employees of the West Bengal Minorities' Commission appointed under sub-section (1) of section 8 of the said Act:—

RULES

The West Bengal Minorities' Commission (Recruitment to the posts of Officers and other Employees) Rules, 2001.

- 1. Short title and commencement—(1) These rules may be called the West Bengal Minorities' Commission (Recruitment to the posts of Officers and other Employees) Rules, 2001.
- (2) They shall come into force on the date of their publication in the Official Gazette.
 - 2. Definitions—(1) In these rules, unless the context otherwise requires,—
 - (a) "the Act" means the West Bengal Minorites' Commission Act, 1996 (West Ben. Act XVI of 1996);

- (b) "Assistant Secretary" means an officer of the Commission designated as Assistant Secretary;
- (c) "Chairperson" means the Chairperson of the Commission;
- (d) "Commission" means the West Bengal Minorities' Commission constituted under section 3;
- (e) "Member-Secretary" means the Member-Secretary of the Commission appointed under section 7;
- (f) "qualification", in relation to any post mentioned in these rules, means the minimum qualifications for that post;
- (g) "qualifying service", in relation to an officer or other employee of the Commission, means the satisfactory service rendered on regular appointment against a sanctioned post;
- (h) "Selection Committee" means the West Bengal Minorities' Commission Staff Selection Committee constituted under rule 5;
- (i) "State Government" means the Government of West Bengal;
- (j) "section" means a section of the Act;
- (2) Words and expressions used in these rules and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.
- 3. Application—These rules shall apply to such officers and other employees of the Commission within the meaning of section 8 as are specified in rule 4.
- 4. Appointing Authority—Member-Secretary of the Commission shall be the appointing authority of all the posts under the West Bengal Minorities' Commission.
 - 5. Method of Recruitment—
- I. (a) Name of the Post: Personal Assistant/Stenographer to the Chairperson.
 - (b) Method of recruitment
 : By direct recruitment on obtaining, on requisition, the sponsored candidates from the concerned Employment Exchanges and after observing other norms laid down by the State Government from time to time for recruitment to the posts of the category.
 - (c) Qualification : Pass in School Final/Madhyamik Examination from the West Bengal Board of Secondary Education or its equivalent. Short hand speed 80 words per minute and Typing speed at 30 words per minute.
 - (d) Age

 : Not less than 18 years and not more than 30 years on the 1st January of the year of recruitment for direct recruit candidates provided that the West Bengal Service (Raising of Age Limit) Rules, 1981 in force for the time being shall be applicable. There shall be no age limit for persons holding permanent posts of Typist under the Commission. The upper age limit shall be relaxable to the candidates belonging to the Schedule Castes, the Schedule Tribes and other

reserved categories in accordance with the orders issues by the Government from time to time in this regard.

- II. (a) Name of the Post: Upper Division Assistant.
 - (b) Method of Recruit- (i) On deputation by the State Government, by selection : from amongst the Upper Division Assistant of the West ment Bengal Secretariat Common Cadre under the control of the Department of Personnel and Administrative Reforms.
 - (ii) by promotion from amonst the eligible permanent Lower Division Assistant of the West Bengal Minorities' Commission.
- III (a) Name of the Post: Lower Divison Assistant.

 - (b) Method of Re- : (i) 10% by promotion from amongst Group 'D' and eligible cruitment Group 'C' employees having passed Madhyamik Examination of West Bengal Board of Secondary Education or equivalent and,
 - (ii) 90% by direct recruitment on obtaining, on requisition, the sponsored candidates from the concerned Employment Exchanges and after observing other norms laid down by the State Government from time to time for recruitment to the post of the category.
 - (c) Qualification
- : Pass in Madhyamik Examination under West Bengal Board of Secondary Education or equivalent.
- (d) Age
- : Not less than 18 years and not more than 30 years on the 1st January of the year of recruitment for direct recruit candidates, provided that the West Bengal Services (Raising of age Limit) Rules, 1981, inforce for the time being shall be applicable. Age limit shall not, however, be applicable in case of promotion. The upper age limit shall be relaxable to the candidates belonging to the Scheduled Caste, Scheduled Tribes and other reserved categories in accordance with the order issued by the Government from time to time in this regard.
- IV. (a) Name of the Post: Typist.
 - cruitment
 - (b) Method of Re- : Direct recruitment by selection from amongst the candidates sponsored by the concerned Employment Exchange and after observing other norms laid down by the State Government for such recruitment. Departmental candidates may, however, be considered along with the sponsored candidates of Employment Exchange.
 - (c) Qualification
- Pass in Madhyamik Examination under West Bengal Board of Secondary Education or equivalent. Typing speed of 30 words per minute.
- (d) Age
- Not less than 18 years and not more than 30 years on the 1st January of the year of recruitment for direct recruit candidates, provided that the West Bengal Services (Raising

of age limit) Rules, 1981, inforce for the time being shall be applicable. Age limit shall not, however, be applicable in case of departmental candidates.

- V. (a) Name of the Post: Peon/Orderly Peon.
 - cruitment

(b) Method of Re- : By direct recruitment, on obtaining, on requisition the names of eligible candidates from the sponsored list by the concerned Employment Exchange and after observing other norms laid down by the State Government for such recruitment.

(c) Qualification

: Must be able to read and write Bengali/Nepali.

(d) Age

: Not less than 18 years and not more than 30 years on the 1st January of the year of recruitment for direct recruit candidates, provided that the West Bengal Services (Raising of age limit) Rules, 1981, inforce for the time being in force. The upper age limit shall be relaxable to the candidates belonging to the Scheduled Caste, Scheduled Tribes and other reserved categories in accordance with the orders issued by Government from time to time in this regard.

- 6. West Bengal Minorities' Commission Staff Selection Committee—
- (1) For the purposes of recruitment/promotion to fill up any post referred to in rule 4, there shall be a committee to be called the West Bengal Minorities' Commission Staff Selection Committee. The Selection Committee shall consist of the following members :-

(a) Chairperson

: Chairperson

(b) Vice-Chairperson of the Commission

: Member

(c) Assistant Secretary

: Member

(d) One person to be nominated by the Commission: Member

(e) One representative of the State Government, not: Member below the rank of Assistant Secretary to Govern-

ment

(f) Member-Secretary

: Secretary

- (2) The Member-Secretary or, in his absence, the Assistant Secretary shall act as the Secretary of the Selection Committee. Participation of any four members in a meeting of the Selection Committee shall form a quorum.
 - General procedure for determining the nature of vacancy—

Subject to the provisions of rule 4, the Selection Committee shall, before taking steps for filling up any vacancy in any post referred to in rule 4 in respect of which the Member -Secretary is the appointing authority, first determine the nature of the vacancy following a roster to be maintained for each cadre in pursuance of the provisions of any Law for . the time being in force and in compliance with the instruction by the State Government from time to time, in the matter of reservation of vacancies in services and posts for the Scheduled Castes, Scheduled Tribes and other backward classes.

- 8. Certificate of health and good character—
- (1) No person shall be appointed to any post under the Commission, to be filled up

by direct recruitment, unless the candidate has produced medical certificate of fitness in

- (i) in district, from the District Medical Officers or such other medical officers not
- (ii) in Kolkata, from the Zonal Medical Board as are specially authorised to grant such

Provided that in the case of a candidate to be appointed to a post of peon/orderly peon or any post of similar category, the appointing authority may accept a certificate signed by a registered medical practitioner in the following form:

	"I hereby certify that I have examined	To To Howing form :—
a	"I hereby certify that I have examined a candidate for employment in the	
aı	and can not discover that	******************************
ha	and can not discover that	6 6 6 676 686 686 6 6 6 6 6 6 6 6 6 6 6
	except	institutional weakness or bodily infirmity.
	I do not consider this a disqualification for	
***	ng dang dang dang dang dang dang dang da	proyment in the office of
din	ing to his own statement.	's age is accor-
8mp 0:	ing to his own statementye	ars and by appearance about
sory	(2) Verification of charm	

Verification of character and antecedents prior to appointment shall be compulsory.

> By order of the Governor, T. K. BURMAN Secy. to the Govt. of West Bengal