

**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 "ON-LINE" SUBMISSION OF APPLICATION FOR  
 RECRUITMENT TO THE POSTS OF LADY CONSTABLES IN WEST BENGAL POLICE -2023**

**1.NAME OF THE POST AND PAY SCALE :-**

Lady Constable in West Bengal Police -2023 in the Pay Scale of Level-6 in the pay matrix [Rs. 22,700 - Rs. 58,500].

**2.RESERVATION OF VACANCIES :-**

| Sl. No.      | Category (Sub-category)            | No. of vacancies |
|--------------|------------------------------------|------------------|
|              |                                    | Lady Constable   |
| 1.           | Unreserved (UR)                    | 343              |
| 2.           | Unreserved (E.C.)                  | 227              |
| 3.           | Unreserved (HG/NVF)                | 113              |
| 4.           | Unreserved (Civic Volunteers)      | 71               |
| 5.           | Unreserved (Sports Quota.)         | 28               |
| 6.           | Scheduled Caste                    | 141              |
| 7.           | Scheduled Caste (E.C.)             | 100              |
| 8.           | Scheduled Caste (HG/NVF)           | 42               |
| 9.           | Scheduled Caste (Civic Volunteers) | 29               |
| 10.          | Scheduled Tribe                    | 28               |
| 11.          | Scheduled Tribe (E.C.)             | 29               |
| 12.          | Scheduled Tribe (HG/NVF)           | 14               |
| 13.          | Scheduled Tribe (Civic Volunteers) | 14               |
| 14.          | OBC-A                              | 57               |
| 15.          | OBC-A (E.C.)                       | 42               |
| 16.          | OBC-A (HG/NVF)                     | 29               |
| 17.          | OBC-A (Civic Volunteers)           | 14               |
| 18.          | OBC-B                              | 43               |
| 19.          | OBC-B (E.C.)                       | 28               |
| 20.          | OBC-B (HG/NVF)                     | 14               |
| 21.          | OBC-B (Civic Volunteers)           | 14               |
| <b>TOTAL</b> |                                    | <b>1420</b>      |

**Note: -**

- Total vacancies as stated above is purely provisional and subject to changes.
- The vacancies for Home Guards (HG)/NVF and Civic Volunteers are only for the serving Home Guards/NVF and Civic Volunteers in West Bengal Police subject to completion of 3 (three) years of service.
- The reservation of vacancies under Exempted Category (EC), Home Guards (HG)/NVF, Civic Volunteers and Sports Quota will be horizontal in nature. In case of non-availability of suitable candidates under those categories, the vacancies will be merged to the respective category.
- The length of service for Home Guards/NVF personnel and Civic Volunteers serving in West Bengal Police only shall be calculated as on 01/01/2023.

- E. *The applicants claiming themselves as NVE/HG or Civic Volunteer in the application form must submit their NVE/HG or Civic Volunteer Enrollment Certificate prior to the Interview as per the prescribed format (Porforma –E) enclosed under Annexure-B, if they are shortlisted for Interview.*
- F. *Shortlisted candidates applying under Exempted Category (E.C.) as a member of the family of Land Losers /as Ex-Census Employees/ Election Job Workers/ Enumerators should 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.*
- G. *Meritorious sports person 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) Riffle Shooting, xviii) Kabaddi and xix) Kho-kho.

*In order to be eligible as meritorious sports person, the 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 Tournaments               | 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> |

- H. *The candidates, who are shortlisted for Interview, shall upload relevant certificates of Date of Birth (DOB), Educational Qualification (EQ), Caste Identification, Enrolment as NVE/HG & Civic Volunteer, Exempted Category (EC), Domicile Status (for the permanent residents of Hill Subdivisions of Darjeeling and Kalimpong districts who are able to speak, read and write in Nepali) and such certificates (Gorkha/Garhwalis/Rajbanshis) for claiming relaxation in Physical Measurement before downloading the Call Letter for Interview.*

### **3.ELIGIBILITY:-**

- Must be a Citizen of India.
- AGE:** - The applicant must not be less than **18 (eighteen)** years old and must not be more than **30 (Thirty)** years old as on **01/01/2023**. The Upper-age limit shall be relaxed for the SC/ST applicants of **West Bengal only** by **05 (five)** years and OBC applicants of **West Bengal only** by **03 (three)** years. The upper age limit is also relaxable for NVE and Home Guards Personnel (serving in West Bengal Police only) as per existing Government Rules. **However, Age relaxation is NOT available to Civic Volunteers.**

#### **Note :-**

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

- ii) 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 01.01.2023 during verification of testimonials at the time of interview. Therefore, the certificates issued before 01.01.2022 needs 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'.
- iii) 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 her interview, her candidature shall summarily be rejected.
- iv) *The NVF personnel and Home Guards (serving in WBP only), if shortlisted, 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.*
- v) Applicants already employed in any Government Organization shall produce No Objection Certificate from the Head of the Office/Disciplinary authority during interview if shortlisted for the same.
- vi) Applicants under Sports Quota must produce requisite certificate issued from the competent authorities in prescribed Proforma as enclosed in Annexure - A.
- 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. However, this provision will not be applicable to the persons who are permanent residents of hill sub-divisions of Darjeeling and Kalimpong Districts. (ii) For the applicant of hill sub-divisions of Darjeeling and Kalimpong Districts, the provisions laid down in the West Bengal Official Language Act, 1961 will be applicable.

**Note :-**

- The applicants must possess *the above noted Qualifications on or before the date of publication of the advertisement.*
- If it is found during verification of testimonials at any stage that any candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, her candidature will summarily be rejected.
- *Request for change of category will not be entertained after the scheduled date of her Interview.*

e. **MINIMUM PHYSICAL MEASUREMENT OF CANDIDATES:-**

| Name of Post                          | Category                                                                                           | Height<br>(Barefoot)<br>(in cm.) | Weight<br>(in kg.) | Chest<br>(in cm) |
|---------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------|--------------------|------------------|
| Lady Constables in West Bengal Police | Candidates of all categories ( <i>except Gorkhas, Garhwalis, Rajbanshis and Scheduled Tribes</i> ) | 160                              | 49                 | Not Applicable   |
|                                       | Gorkhas, Garhwalis, Rajbanshis and Scheduled Tribes                                                | 152                              | 45                 |                  |

#### 4. METHOD OF RECRUITMENT :-

The posts of Lady Constable in the West Bengal 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 **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 **3(e)** will be tested by using Electronic Machines of those who qualify in the Preliminary Written Test.

##### C. PHYSICAL EFFICIENCY TEST (PET) :-

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

| Sl. No. | Posts          | Event for PET                  | Timing                                   |
|---------|----------------|--------------------------------|------------------------------------------|
| 1.      | Lady Constable | 800 (eight hundred) meters run | 4 (four) minutes and 30 (thirty) Seconds |

**Note:-** I. 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.

II. **PMT & PET are qualifying in nature.**

#### 5. 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 **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: -** *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.*

#### **6. 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 candidate for public service will be tested. **Candidate's ability to speak, read and write in Bengali/ Nepali (for the permanent residents of Hill Subdivisions of Darjeeling and Kalimpong Districts) will also be tested in 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 by 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.

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

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

#### **8. MEDICAL EXAMINATION:-**

- All provisionally selected candidates will be sent for Medical Examination at the State Government designated hospitals.
- 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.
- 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.
- 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.

## 10. PERIOD OF APPLICATION: -

Application window for submitting application through on-line mode only will remain operative for the period **23.04.2023 (from 00:01 hrs.) to 22.05.2023 (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 pay processing fees of Rs. 20/- (Rupees Twenty) only** 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 at the time of Interview or their candidatures shall *abinitio* be considered void.
- **If any shortlisted candidate fails to submit the documents as stated above, her candidature shall be rejected summarily.**
- **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 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>)** and **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**.

| 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                          | Nil                                                                                |              |

APPLICANTS ARE REQUIRED TO UPLOAD THEIR RECENT PASSPORT SIZE PHOTOGRAPH (**PREFERABLY COLOURED**) AND SCANNED COPY OF FULL SIGNATURE IN **.JPG FORMAT** COVERING THE ENTIRE SPACE PROVIDED FOR THE SAME. THE SIZE OF PHOTOGRAPH FILE **MUST BE WITHIN 10KB - 50 KB**.

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 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 OF THE CANDIDATE AS ENTERED BY 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. This number needs to remain valid till the entire process of the recruitment. 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 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 Mitr Kendras :-**

- The West Bengal Police Recruitment Board extends facility to submit application through *Sahaj Mitr Kendras*.
- Applicants may approach any of the *Sahaj Mitr Kendras* (**Latest list provided on the website**) with all particulars and a recent passport size photograph. The authorized staff of the Kendra 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 Mitr Kendras*. The *Kendra* 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 candidate's 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 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 Mitr Kendra*.
  - ✓ 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 Mitr Kendra*.
  - ✓ **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 MITR KENDRAS.**
  - ✓ AFTER PAYMENT OF THE FEES AND SERVICE CHARGE, THE AUTHORIZED STAFF OF THE KENDRA WILL HAND OVER TO THE APPLICANT THE COPY OF THE **APPLICATION FORM WITH UNIQUE APPLICATION SERIAL NUMBER** ALONG WITH BLANK PROFORMAS OF CERTIFICATES MEANT FOR MERITORIOUS SPORTS PERSON 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 Mitr Kendras*, with details during office hours (10:00 AM to 05:30 PM) from Monday to Friday.



- ✓ **Help line (Toll free) of Sahaj Mitr Kendras :- Applicants may contact the Toll-Free help line number (18004190250) for locating the nearest Sahaj Mitr Kendras.**

#### **EDITING WINDOW :-**

An editing window for **07 (seven) days** will be given to the applicants who wants to edit/rectify her personal information already submitted in their Application Form. The period of this editing window will be **from 26.05.2023 (from 00:01 hrs.) to 01.06.2023 (till 23:59 hrs)**. To edit the personal information, the applicant will have to provide **(i) Her Application Sl. No. or Registered Mobile Number** and **(ii) Date of Birth (DOB)** as entered in the Application. On providing these information, the applicant will get an OTP to their Registered Mobile Number. On successful verification of OTP the applicant will be allowed to edit her information **(except permanent State)**. Applicants can change their category **but change from non-paying category (SC & ST) to paying category (UR, OBC-A & OBC-B) [Application Fees] will 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 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.

#### **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. Hence, getting SMS on final submission of Application Form doesn't warrant issuance of any Admit Card to the applicant for Preliminary Written Test or further stages.
- ii) Defective/incomplete applications/applications with fuzzy photograph of candidates will be summarily rejected.
- iii) Each candidate should submit **ONE** application form only. **Candidature 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.**
- iv) **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.**
- v) **Application Forms shall be rejected in case the signature of the applicant is uploaded/rendered in block letters/unintelligible/does not match with name of the candidate.**
- vi) 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.
- vii) Candidates must abide by the instructions as may be given by the Venue-in-Charge/Invigilator of the examination venue. If the candidate fails to do so or indulges in disorderly or improper conduct, she will render herself liable for expulsion from the examination hall and/or such other punishment as the Recruitment Board may deem fit to impose.
- viii) **SC/ST/OBC-A /OBC-B candidates of OTHER States will be treated as General (Un-reserved) category candidates.**
- ix) No TA/DA will be paid to the candidates for their journey to attend Preliminary Written Test, PMT & PET, Final Written Examination and 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.**

- x) **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.**
- xi) **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.**
- xii) 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 her candidature and **also be debarred from appearing at future examinations/selection processes as may be decided by the Recruitment Board.**
- xiii) Canvassing in any form will disqualify the candidate immediately.
- xiv) **Candidates are advised not to get lured by any unscrupulous touts. The recruitment process done by the Recruitment Board is absolutely transparent.**
- xv) Assessment and evaluation of OMR sheet done by the Board shall be final and shall not be open to scrutiny by any external authority.
- xvi) A candidate who discloses her identity by writing her name, roll no. etc. or putting any identifying marks inside the OMR Answer Sheet will be disqualified and her candidature will summarily be rejected.
- xvii) 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.
- xviii) **Candidates dissatisfied with her Physical Measurement Test (PMT) during field test may appeal in writing before the Chairperson, of the Selection Board/Committee on the same day of her tests. No appeal in this regard will be entertained in future.**
- xix) **The height of a candidate may be re-measured at any stage including the Interview at the discretion of the Board and the decision of the Board shall be final and binding on the candidates.**
- xx) Only shortlisted candidates for Interview will be asked to produce all relevant original certificates along with the self-attested photocopies for verification, failing which their candidature shall be rejected without any further communication.
- xxi) 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).
- xxii) 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@applythrnet.co.in**).

Candidates may visit the website of West Bengal Police Recruitment Board (<https://prb.wb.gov.in>) and West Bengal Police (<https://wbpolice.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.**

**PROFORMA - E****ENROLLMENT CERTIFICATE FOR NVF/HG & CIVIL VOLUNTEER**

This is to certify that the following particulars in respect of \_\_\_\_\_  
 \_\_\_\_\_ (Name of NVF/HG, Civic Volunteer) of  
 \_\_\_\_\_ (Name of Unit) are duly verified from  
 Enrollment Register.

Affix your  
recent Passport  
Size Photograph

1. Full Name of NVF/HG or :  
Civic Volunteer as per  
Enrollment Register

2. Father's/Husband's name of :  
NVF/HG or Civic Volunteer  
as per Enrollment Register

3. Enrollment No. and year :

4. Name of Unit :

5. Date of Birth :

|   |   |
|---|---|
| D | D |
|   |   |

|   |   |
|---|---|
| M | M |
|   |   |

|   |   |   |   |
|---|---|---|---|
| Y | Y | Y | Y |
|   |   |   |   |

6. Date of Appointment :

|   |   |
|---|---|
| D | D |
|   |   |

|   |   |
|---|---|
| M | M |
|   |   |

|   |   |   |   |
|---|---|---|---|
| Y | Y | Y | Y |
|   |   |   |   |

7. Has she completed 03 (three) :  
years of service as NVF/HG  
or Civic Volunteer as on  
01.01.2023

|     |    |
|-----|----|
| Yes | No |
|     |    |

8. Mobile No. :

9. E-mail Id. :

\_\_\_\_\_  
Full Signature of NVF/HG or Civic Volunteer

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

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