

**WEST BENGAL POLICE RECRUITMENT BOARD**  
**ARAKSHA BHABAN (5<sup>TH</sup> FLOOR), 6<sup>TH</sup> CROSS ROAD, SECTOR - II,**  
**BLOCK - DJ, SALT LAKE CITY, KOLKATA - 700 091**

**INFORMATION TO APPLICANTS FOR 'OFF-LINE' SUBMISSION OF APPLICATION FOR  
RECRUITMENT TO THE POST OF SUB-INSPECTOR/SUB-INSPECTRESS (UNARMED BRANCH)  
AND SERGEANT IN KOLKATA POLICE - 2021**

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

Sub-Inspector/Sub-Inspectress (Unarmed Branch) and Sergeant in Kolkata Police in the Pay Scale of **Level - 10** in the pay matrix (Rs. 32,100 - Rs. 82,900).

**2. NUMBER OF VACANCIES:-**

Sl. No.	Category	No. of vacancies			Total no. of Vacancy
		Unarmed Branch		Sergeant in Kolkata Police	
		Sub-Inspector of Kolkata Police	Sub-Inspectress of Kolkata Police		
1.	Unreserved (UR)	101	10	60	171
2.	Scheduled Caste	41	10	16	67
3.	Scheduled Tribe	9	2	25	36
4.	OBC - A	19	2	12	33
5.	OBC - B	11	3	9	23
<b>Total</b>		<b>181</b>	<b>27</b>	<b>122</b>	<b>330</b>

**Note :-**

- i) Total vacancies as stated above is purely provisional and subject to marginal changes.*
- ii) Appointed candidates may be transferred from Kolkata Police (KP) to West Bengal Police (WBP) in the public interest if the Government so desires.*
- iii) The applicants shall be required to indicate their choice of posts in order of preference at the time of submission of application. Such choice of posts shall be deemed to be final and shall be taken into consideration for the purpose of recommendation for appointment after selection.*

**3. ELIGIBILITY :-**

A. Must be a citizen of India.

B. **AGE:-** The applicant must not be below **20** years and not more than **27** years as on **01.01.2021**. Upper age limit is relaxable by **5 years** for SC and ST and by **3 years** for OBC candidates of **West Bengal only**. Upper age limit is also relaxable upto 35 years for departmental candidates of **Kolkata Police only** having requisite qualification. The upper age limit shall further be relaxed for the departmental candidates by 5 (five) years in case of Scheduled Caste and Scheduled Tribes candidates and by 3 (Three) years in case of Other Backward Classes candidates.

**Departmental candidates who have already appeared at the competitive examination for recruitment of Sub-Inspector/Sub-Inspectress (Unarmed Branch) and Sergeant in Kolkata Police conducted by PSC and / or formerly KPRB on three (3) earlier occasions shall not be eligible to apply.**

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

**(ii) A candidate belonging to OBC-A or OBC-B category, if shortlisted for Personality Test, has to produce revalidated/renewed or fresh OBC-A / OBC-B certificate issued from the competent authority within 01 (one) year preceding 01.01.2021 during verification of testimonials at the time of Personality Test. Therefore, the certificates issued before 01.01.2020 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 and are otherwise eligible in terms of age limit for UR candidates. Certificate of OBC without mentioning the specific category (OBC-A/OBC-B) will be treated as '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 his/her Personality Test, his/her candidature shall summarily be rejected.
- (iv) Applicants who are employed in any Government organization as well as the Departmental applicants in Kolkata Police shall submit 'No Objection Certificate' from the head of the office/disciplinary authority if shortlisted for Personality Test.

C. **Educational Qualification :-** The applicant must have a bachelor's degree in any discipline from a recognized university or its equivalent.

D. **Language :-** (i) The applicant must be able to speak, read and write 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 District, 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, his/her candidature will summarily be rejected.**

*The shortlisted candidates of Hill Sub-Divisions of Darjeeling and Kalimpong districts have to produce their domicile certificate at the time of document verification during Personality Test.*

E. Lady applicants are only eligible for the post of Sub-Inspectress (Unarmed Branch) in Kolkata Police.

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

Sl. No.	Name of the Post	Class	Height (in cm)	Chest (in cm)	Weight (in kg.)
1	Sub-Inspector of Police [Unarmed Branch (UB) in Kolkata Police]	Candidates of all categories (except Gorkhas, Rajbansis, Garwalis and Scheduled Tribes)	167 cm	79 cm with a minimum expansion of 5 cm	56 kg.
		Gorkhas, Rajbansis, Garwalis and Scheduled Tribes	160 cm	76 cm with a minimum expansion of 5 cm	52 kg.
2	Sub-Inspectress of Police [Unarmed Branch (UB) in Kolkata Police]	Candidates of all categories (except Gorkhas, Rajbansis, Garwalis and Scheduled Tribes)	160 cm	-	48 kg.
		Gorkhas, Rajbansis, Garwalis and Scheduled Tribes	155 cm	-	45 kg.
3	Sergeant in Kolkata Police	Candidates of all categories (except Gorkhas, Rajbansis, Garwalis and Scheduled Tribes)	173 cm	86 cm with a minimum expansion of 5 cm	60 kg.
		Gorkhas, Rajbansis, Garwalis and Scheduled Tribes	163 cm	81 cm with a minimum expansion of 5 cm	54 kg.

**G. Must qualify the following Physical Efficiency Tests :-**

Sl. No.	Name of Post	Test
1.	Sub-Inspector (Unarmed Branch) and Sergeant in Kolkata Police	800 metres run within 3 (three) minutes.
2.	Sub-Inspectress (Unarmed Branch) in Kolkata Police	400 metres run within 2 (two) minutes.

**H. Physically Handicapped candidates shall not be eligible to apply.**

**4. METHOD OF RECRUITMENT:-**

The posts of Sub-Inspector/Sub-Inspectress (Unarmed Branch) and Sergeant in Kolkata Police shall be filled up on the basis of qualifying the Preliminary Examination which will act as screening examination followed by the Physical Measurement Test (PMT), Physical Efficiency Test (PET), Final Combined Competitive Examination and Personality Test to be conducted by the West Bengal Police Recruitment Board.

**A. Preliminary Examination : (Full Marks - 200) :-** Candidates provisionally considered as eligible will be called for a Preliminary Examination to be held in General Studies, Logical & analytical reasoning and Arithmetic with **full marks of 200** (100 marks in General Studies having 50 questions, 50 marks in Logical & Analytical reasoning having 25 questions and 50 marks in Arithmetic having 25 questions), the **duration of the examination being 90 minutes**. The preliminary examination will be a screening test for selection of candidates for the Physical Measurement Test and Physical Efficiency Test. The West Bengal Police Recruitment Board shall be the competent agency to prescribe minimum cutoff marks for each social category and posts taking into account the number of vacancies proposed to be filled up in each category and post.

The preliminary examination will be an OMR based MCQ type written examination. The question paper will be set in **two languages (English and Bengali)**.

**The marks obtained by the candidate in preliminary examination shall not be counted for the purpose of determining the final merit list.**

Note :- *There will be NEGATIVE marking for each incorrect answer in the preliminary examination. ¼th of the allotted marks for a particular question will be deducted for each incorrect answer.*

**B. Physical Measurement Test (PMT) & Physical Efficiency Test (PET) :-**

The Physical Measurement Test (PMT) as specified under para 3(F) above relating to height, weight and chest of the candidates qualified in the preliminary examination shall be taken followed by the Physical Efficiency Test (PET) of the eligible candidates as specified under para 3(G). Qualified candidates in the PMT only will be eligible to appear in the PET. The PMT & PET shall be conducted by the West Bengal Police Recruitment Board at the venues selected by the Board for the purpose. Only qualified candidates of both PMT & PET shall be eligible to appear in the Final Combined Competitive Examination.

**C. Final Combined Competitive Examination : (Full Marks - 200) :-** The Final Combined Competitive Examination will consist of three papers of conventional type questions, namely

- Paper-I :-** General Studies and Arithmetic for **100 marks** (50 marks for General Studies, and 25 marks for Logical & Analytical reasoning and 25 marks for Arithmetic) of 2 (two) hours duration.
- Paper-II :-** English of **50 marks** of 1 (one) hour duration.
- Paper-III :-** Bengali/Hindi/Urdu/Nepali of **50 marks** of 1 (one) hour duration.

The written examination for all the above three papers of the Final Combined Competitive Examination shall be held on the same day at selected centres to be decided by the West Bengal Police Recruitment Board. **The question paper for Paper - I (General Studies and Arithmetic) of Final Combined Competitive Examination will be set in three languages (English, Bengali and Nepali). The candidate may answer in any of these languages but all the answers must be in one and the same language.** The syllabus for final combined competitive examination shall be as mentioned herein after.

**The West Bengal Police Recruitment Board shall have the discretion to fix qualifying marks in all or any of the three papers and also in the aggregate of three papers in the final combined competitive examination.**

**D. Personality Test : (Full Marks - 30) :-** A limited number of the candidates selected merit-wise on the results of Final Combined Competitive Examination will be called on to appear at the Personality Test. **Candidates' ability to speak in Bengali will be tested in the Personality Test.** The minimum pass mark for the personality test will be **08 (eight)**. The candidates who fail to secure minimum pass mark in the personality test will be disqualified irrespective of the marks obtained by them in the Final Combined Competitive Examination. The final merit list of provisionally selected candidates shall be prepared on the basis of the total marks obtained in the three papers of Final Combined Competitive Examination and the marks obtained in the Personality test. **The candidates who have failed to secure minimum pass mark in the personality test will not be considered for selection.**

**Note:-**In case, 02 (two) or more candidates secure the same total (aggregate) marks, their seniority in the final merit/selection list will be decided upon the marks obtained by the candidates in the Final Combined Competitive Examination. The one who secures higher marks in the Final Combined Competitive Examination will rank higher in the Merit List. If the marks secured in the Final Combined Competitive Examination are also the same, seniority will be determined by the marks obtained by the candidates in Paper-I (General Studies & Arithmetic) of Final Combined Competitive Examination. The one who secures higher marks in Paper-I (General Studies & Arithmetic) of Final Combined Competitive Examination will take precedence in the Merit List. If the marks secured in Paper-I (General Studies & Arithmetic) of Final Combined Competitive Examination also turn out to be equal, then seniority will be determined by their age. The candidate older in age will rank above the others in the Merit List. In case of same Date of Birth the principle of determining seniority will be decided by the Board.

**5. SYLLABUS FOR EXAMINATION :-**

**I. Preliminary examination and Paper I of the Final Combined Competitive Examination**

**General Studies and Arithmetic :-**

**(a) General Studies :-**

Questions will be set to test the General Knowledge of candidates in different spheres.

**(b) Logical & Analytical Reasoning :-**

Questions will be set to test the logical and analytical ability of the candidate.

**(c) Arithmetic :-**

Questions will be set on the basis of the syllabus of Madhyamik Examination of the West Bengal Board of Secondary Education.

**II. Paper II and Paper III of the Final Combined Competitive Examination :**

**(i) Paper II - English : Questions may be asked on all or any of the following items:**

- Drafting of a report from the points or material supplied;
- Translation from Bengali/Hindi/ Urdu/ Nepali, as the case may be to English,
- Condensing of a prose passage (summary/precis)
- Correct use of words, correction of sentences, use of common phrases, synonyms and antonyms etc.

**(ii) Paper III - Bengali / Hindi / Urdu / Nepali :-**

**Questions may be asked on all or any of the following items :-**

- Drafting of a report from the points or material supplied;
- Translation from English to Bengali and English to Nepali for the candidates who have opted for 'Bengali' or 'Nepali' respectively, and translation from Hindi/Urdu to Bengali for the candidates who have opted for Hindi or Urdu.

The translation shall be of **20 (twenty) marks.**

**6. VERIFICATION OF CHARACTER ANTECEDENTS:-**

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

**7. MEDICAL EXAMINATION:-**

All provisionally selected candidates shall be required to appear for Medical Examination at the State Government designated hospitals. He/She should qualify the prescribed medical test. The candidates must not have knock knee, flat foot, varicose vein and squint eyes. The minimum vision should be 6/6 with or without glasses. They should possess high colour vision and should not be colour blind. The medical test shall also include the chest x-ray and other tests as prescribed by the department of Health and Family Welfare, Government of West Bengal from time to time. The selected candidate should be in good mental and physical health and free from any physical deformity and disability likely to interfere with efficient performance with the duties as police officer. The certificate of medical fitness shall be issued by the authorized Medical Officer.

**8. Appointment and Probation :**

The Appointment, Probation and Confirmation shall be guided by the West Bengal Services (Appointment, Probation and Confirmation) Rules, 1979.

- (i) The candidate provisionally selected for appointment to the posts of Sub-Inspector/Sub-Inspectress (Unarmed Branch) and Sergeant in Kolkata Police, after successful completion of verification and Medical Examination, shall be appointed on temporary basis. After successful completion of Basic Training they will be placed in probation for two years.
- (ii) The candidates who have taken Hindi/Urdu/Nepali as a subject in Paper III and selected for any of the posts under this combined competitive examination, shall be required to pass a departmental examination in Bengali as specified in the West Bengal Services (Training and Examination) Rules, 1953 during the period of probation for confirmation in the post read with provisions of the West Bengal Services (Compulsory Requirement of Knowledge in Bengali for Recruitment to any post or Service) Rules, 2002.

**9. Training and Examination :-**

The candidates selected for appointment to the posts of Sub-Inspector/Sub-Inspectress (Unarmed Branch) and Sergeant in Kolkata Police shall be required to undergo a course of training in accordance with the Police Regulation Calcutta and/or such rules and regulations as prescribed from time to time. They shall also be required to pass out of Swami Vivekananda State Police Academy, Subsidiary Training Centre or Police Training School as the case may be after having undergone a prescribed course of training.

**10. Appointing Authority :-**

Deputy Commissioner of Police 1<sup>st</sup> Battalion K.A.P shall be the appointing authority in respect of Sub-Inspector/Sub-Inspectress (Unarmed Branch) and Sergeant in Kolkata Police.

**11. Discharge :-**

- (i) A Sub-Inspector/Sub-Inspectress (Unarmed Branch) and Sergeant in Kolkata Police while undergoing a course of training at Swami Vivekananda State Police Academy, Subsidiary Training Centre or Police Training School as the case may be, or undergoing probation is liable to be discharged by the appointing authority if he or she is considered by the said authority to be unsuitable for the post. The order of discharge shall be given effect to after its confirmation by the next higher authority.
- (ii) No appeal shall lie against the order of discharge.

**12. PERIOD OF APPLICATION :-**

Application window for submitting application through on-line or downloading of off-line application form with printed challan of Punjab National Bank (Erstwhile United Bank of India)/India Post will remain operative for the period from **19.07.2021 (from 00:00 hrs.) to 19.08.2021 (5 P.M.)**. However, the last date of depositing Application and/or Processing Fees only in respect of **on-line applicants** using Punjab National Bank (Erstwhile United Bank of India) challan, will be **21.08.2021**.

**NO APPLICATION SHALL BE RECEIVED AFTER THE LAST DATE AND TIME OF SUBMISSION OF APPLICATIONS. HENCE, 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 FAULTS, INCLUDING POSTAL DELAYS.**

**West Bengal Police Recruitment Board will not take any responsibility for any kind of delays (including postal/applications lost in transit). Hence, applicants should ensure that their applications reach the Board's Office within the last date & time for receipt of applications.**

**13. 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. 250	Rs. 20	Rs. 270
2	Scheduled Caste (West Bengal only)	Nil	Rs. 20	Rs. 20
3	Scheduled Tribe (West Bengal only)	Nil	Rs. 20	Rs. 20

- Candidates 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 during personality test or their candidatures shall *abinitio* be 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.**
- **Neither any claim for refund of the fee will be entertained nor will it be reserved for any other examination under any circumstances whatsoever.**
- **Applications not accompanied with the requisite application and/or processing fees shall be rejected summarily.**

#### 14. HOW TO APPLY: -

West Bengal Police Recruitment Board extends the facilities of both on-line and off-line submission of applications.

##### ❖ OFF-LINE SUBMISSION:-

- The off-line Application Form must be downloaded using the websites of **West Bengal Police (wbpolice.gov.in)** or **Kolkata Police (kolkatapolice.gov.in)** through any available Cyber Cafe or Personal Computer with internet connectivity. Before downloading the application form, the applicant has to click for the post he/she wishes to apply for. The applicant has to fill up the following mandatory fields to download the off-line Application Form :-

i) Post applied for	- Non-Editable
ii) State of Permanent Address	- Select
iii) Permanent Address District	- Select
iv) Gender	- Select
v) SI (KP)/Sergeant with Preference (Post option & preference)	- Select
vi) Marital Status	- Select
vii) Name in full	- Text entry
viii) Mother's Name in full	- Text entry
ix) Father's Name in full	- Text entry
x) Husband's Name in full (for married female applicants)	- Text Entry
xi) Category	- Select
xii) Departmental Employee in KP	- Select
xiii) Date of Birth	- Select (Calendar Control)
xiv) Age as on 01/01/2021	- Auto calculated field*
xv) Mobile No.	- Numeric entry
xvi) Qualification Graduation	- Checkbox
xvii) Should be Able to Speak, Read & Write	-Auto entry based on district selection
xviii) Language Selection for Paper - III of Final Combined Competitive Examination	- Select
xix) E-mail ID.	- Text Entry

- \* **On selecting the date of birth, the age of the applicant as on 01/01/2021 will be displayed automatically. Hence, the applicant need not fill this particular field.**

**Note ::** Each applicant is required to have an individual mobile number and e-mail ID. Sharing of mobile no. between applicants is not permitted. This number needs to remain valid till the entire process of the recruitment is over. 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. of the applicants or other technical reasons.

After filling up the mandatory fields, the applicant has to click on "Save and Download" button. He/She will automatically get the Application Form with the fields already entered in a pre-printed manner and with the Unique Application Sl. No. having 08 digits. The Application Form will also have a bar code printed and an algorithm generated check sum value/number printed at the bottom of the Form. The applicants are advised to note down the Unique Application Serial No. for all future communication with the Board if any.

- ❖ *Sahaj Retail Ltd.* have been authorized by the Board to download these forms along-with the copies of '**Information to Applicants**' at a price of Rs. 10/- per form by directly downloading it from the given websites in front of the applicants and printing thereafter. Applicants may download the form on their own or otherwise also and take a printout strictly following the specifications.
- ❖ The off-line application form as downloaded must be printed on 75 GSM A4 size white paper using Mono-Laser jet, 600 dpi or higher, Normal Print. Any form, not printed as per the specified size type and manner shall be rejected straightway by the Board.
- ❖ During downloading of each Application Form, a unique Application Serial Number with bar code will appear in the form. **No form** without the Application Serial No. and Bar Code shall be accepted by the Board.
- ❖ Applicants shall not use photocopy/typed/hand-written/mass-printed/scanned copy of the application form. Such applications will be rejected summarily.
- ❖ Applicants must take care that the form is downloaded and printed in front of them from the website, as each Form carries a unique Serial No. and Bar Code, if it is not ensured, form carrying same Serial No. and Bar Code, may be used by different applicants which may ultimately lead to cancellation of candidatures of all such applicants.
- ❖ The Board shall not be held responsible for cancellation of any form due to use of the form with the same serial number. Candidature of all such candidates using form bearing same serial number shall be rejected straightway during preliminary scrutiny.
- ❖ In case of submission of applications off-line, the amount of Application Fees may be deposited in the following manner.
  - i. **Payment through Department of Post (DOP):-**
    - Candidates may deposit Application Fees in favour of "West Bengal Police Recruitment Board" in any of the Post Offices having e-payment facility. The facility will be available in **388 post offices** located in the districts of West Bengal [List of Post Offices is available on the websites of **West Bengal Police ([www.wbpolice.gov.in](http://www.wbpolice.gov.in))** and **Kolkata Police ([www.kolkatapolice.gov.in](http://www.kolkatapolice.gov.in))**].
    - The applicants are advised to go to the Post Offices with the pre-printed "India Post Challan Form" containing Application Sl. No., Name of the Applicant etc.
    - The Post Office concerned will provide a receipt containing the above mentioned fields against deposit of Application and/or Processing Fees which must be pasted at the space provided for affixing the receipt in the application form (Page - 2).
    - The applicants will have to pay a sum of Rs. 10/- as Service Charge to the Postal Department against such e-payment of Rs. 270/- (for all categories except Scheduled Caste/Scheduled Tribe of West Bengal only) or Rs. 20/- (for Scheduled Caste/Scheduled Tribe of West Bengal only).
  - ii. **Payment through the Punjab National Bank (erstwhile United Bank of India):-**

The West Bengal Police Recruitment Board extends the facility of paying application and/or processing fees through all the branches of the **Punjab National Bank pan India**.

    - The applicants will have to appear before any of the branches of the PNB located pan India along with a preprinted challan (**in triplicate**) which will be provided during downloading of the off-line application form within **02 (two) Banking Days** to deposit the fees.
    - On production of the challan at the branch counter of PNB, a unique transaction no. will be generated against the payment of Application and/or Processing Fees.
    - The transaction no. will be written by the bank staff on all the copies of the challan. Two copies of the challan (**except Bank's copy**) will be handed over to the applicant as acknowledgement.
    - The applicant in turn will have to affix the **Board's copy** of the challan on the space provided in the Application Form.
    - The applicant will have to pay a sum of **Rs. 36/- (including GST)** to the branch of PNB for every payment of Rs. 270/- or Rs. 20/-.
- Off-line applications *without original e-payment receipts or Board's copy of Bank Challan generated by Postal Department or PNB respectively (to be pasted on page-2 of application form), will not be accepted by the Board for further processing.*

- No other modes of payment like Postal Order/Money Order/Cheque/Bank Draft/Cash etc. shall be accepted for depositing Application Fees. Applications accompanying any of the above instruments shall be rejected summarily and the amount will be forfeited.
- Applicants shall retain a photocopy of their filled-in application form after completion of all the formalities.
- The filled up application form may be sent only by post addressed to the Chairman, West Bengal Police Recruitment Board, Araksha Bhaban, 5th Floor, 6<sup>th</sup> Cross Road, Block - DJ, Sector - II, Salt Lake City, Kolkata - 700 091 superscribing on the envelope NAME OF THE RECRUITMENT, NAME OF THE POST and APPLICATION SL. NO. The same should reach this office positively within the last date and time of submission of application.
- Off-line Applicants are advised to use envelopes of size 32 cm x 22 cm while mailing the form to the Board. Larger envelopes may lead to obliteration of the form by way of folding etc.
- There will be no provision for submission of application forms directly by hand in the office of the West Bengal Police Recruitment Board.
- Applications received after the closing date and time shall be rejected summarily.
- Candidates must paste his/her recent passport photograph (preferably coloured) which has a current likeness of his/her of 4.5 cm. high 3.5 cm. wide size at the given box. He/She shall neither staple the photograph nor get the photo attested. PHOTOGRAPH MUST BE ON WHITE BACKGROUND WITH 75-80% OF THE PHOTO OCCUPYING THE APPLICANT'S FACE. Application shall be rejected summarily without photograph/fuzzy photograph. If the Bar Code and Application Serial No. are obliterated /suppressed /damaged by the applicant due to wrong pasting of photograph or otherwise, the application will be treated as cancelled. **THE PHOTOGRAPH WITH FACE/ HEAD COVERING, SUNGLASS/TINTED GLASSES COVERING THE EYES WILL NOT BE ACCEPTED. PHOTOGRAPHS TAKEN FROM 'SELFIES' SHALL ALSO BE DISALLOWED AT THE SCRUTINY.**
- Candidates shall not submit any documents along with application. Only shortlisted candidates shall have to produce all relevant supporting documents, in original, for verification at the time of Personality Test.
- Off-line candidates should sign at the specified spaces of the Application Form in long hand.

#### 15. OTHER INSTRUCTIONS :-

- i) Defective/incomplete applications/applications with fuzzy photograph of candidate will be summarily rejected.
- ii) 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 fees will be forfeited.**
- iii) 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.
- iv) **Application Forms shall be rejected in case the uploaded signature of the applicant is rendered in block letters/mixed script or is unintelligible/does not match with name of the applicant.**
- v) 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.**
- vi) Candidates must abide by the instructions as may be given by the Examination officers/personnel of the examination venue. If the 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 penalty as the West Bengal Police Recruitment Board may deem fit to impose.
- vii) SC/ST/OBC-A/OBC-B candidates of OTHER States will be treated as UNRESERVED (General) category candidates. The concession of non-payment of Application Fees will NOT be available to SC/ST candidates of OTHER States who shall also be treated as UNRESERVED (General) candidates for the purpose of payment of fees.
- viii) No TA/DA will be paid to the candidates for their journey to attend Preliminary Examination, PMT & PET, Final Combined Competitive Examination & Personality Test. They shall 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 tests.**



- ix) All entries in the Application Form **except religion field** are compulsory. Application submitted keeping any of the fields blank would lead to summary rejection without any intimation to the applicant or recourse to representation.
- x) 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.
- xi) If at any stage even after issue of letter of appointment, a candidate is found ineligible in terms of the advertisement notice and thereof his/her candidature will be cancelled without further reference to him/her.
- 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 **hearing/listening/speak-in devices**, earpiece, smart phones, etc. in the examination hall, will be punished with cancellation of his/her candidature and also be debarred from appearing at future examinations/selection processes as may be decided by the Police Recruitment Board depending on the circumstances/gravity of the case or may be criminally proceeded against.
- xiii) Canvassing in any form will disqualify the candidate immediately.
- xiv) Applicants are advised not to get lured by any unscrupulous touts. The recruitment process done by the Recruitment Board is absolutely transparent.
- xv) The decision of the Selection Board on all matters relating to eligibility, place, date, mode of selection, acceptance or rejection of candidature **shall be final and binding** upon the candidates.
- xvi) Assessment and evaluation of OMR/answer script done by the Board shall be final and shall not be open to scrutiny by any external authority.
- xvii) A candidate who discloses his/her identity by writing his/her name, roll no. etc. or putting any identifying marks inside the OMR/answer script of any of the papers will be disqualified and his/her candidature will summarily be rejected.
- xviii) **Candidates dissatisfied with his/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 his/her test. No appeal in this regard will be entertained in future.** The height of the candidate may be re-measured at any stage including the Personality Test at the discretion of the Board and the decision of the Board shall be final and binding on the candidates.
- xix) Only short listed candidates will be asked to produce all relevant original and valid certificates along with the self attested photocopies for verification at the time of Personality Test, failing which their candidature shall be rejected without any further communication.
- xx) 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).
- xxi) In case of on-line applicants no Admit Card will be issued through the Postal Department for Preliminary, PMT & PET, Final Combined Competitive Examination and Personality Test, if shortlisted. Candidates have to download the e-Admit Cards from the websites and be on the lookout for notices through newspapers and intimation via text message on their registered mobile numbers and email.
- xxii) In case of any difficulties in downloading the off-line application form or in submitting the on-line application form, the 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 Government Holidays) or through e-mail (**wbprbonline@applythrunet.co.in**).

Candidates may visit the websites of **West Bengal Police ([www.wbpolice.gov.in](http://www.wbpolice.gov.in))** or **Kolkata Police ([www.kolkatapolice.gov.in](http://www.kolkatapolice.gov.in))** for ascertaining developments of recruitment process from time to time.