



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

VIDYASAGAR BHAVAN

9/2, BLOCK-DJ, SECTOR-II, SALLAKE,

KOLKATA-700091

No. : Advt./01/2022

Date : 25/05/2022

The West Bengal Council of Higher Secondary Education invites application from bonafide Indian citizens for filling up the following posts

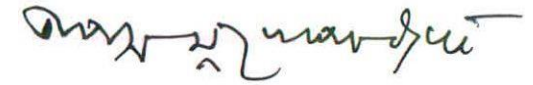
| Sl No. | Name of the post | No of post | Nature of Post | Category | (Pay Band + Grade Pay) Pay Level | Essential Academic and Other Requisite Qualification | Desirable Qualifications | Place of Posting |
|--------|---------------------|------------|----------------|--|--|---|--|---|
| 1 | Deputy Secretary | 02 (Two) | Permanent | Reserved for SC (EC) - 01 Unreserved - 01 | Pay Level 2, Cell 1 of ROPA 2019 of Schedule - II (Part – B) Entry Pay Rs. 67,300/- Plus admissible allowance | a) Master degree of any recognized University b) 5 years experience in administration c) Aptitude for administrative work with proficiency in reading and writing skill in English language as well as fully computerised office management system. | Experience in a responsible capacity with adequate Administrative experience in work of similar nature in any Establishment with knowledge of Accounts, Computer and credentials of serving Govt. /Public organisation | H.O. And its Regional office (Service is transferable). |
| 2 | Assistant Secretary | 02 (Two) | Permanent | Reserved for SC - 01 OBC (B) - 01 | Pay Level 1, Cell 1 of ROPA 2019 of Schedule - II (Part – B) Entry Pay Rs. 56,100/- Plus admissible allowance | a) Master degree of any recognized University b) 5 years experience in administration c) Aptitude for administrative work with proficiency in reading and writing skill in English language as well as fully computerised office management system. | DO | DO |

Maximum age limit is 40 years (Relaxable as per Govt. rules) as on 01/06/2022.

Intending candidates fulfilling the above requirements may apply in the enclosed prescribed format to The Secretary-in-Charge, West Bengal Council of Higher Secondary Education.

Separate application to be used for each post.

The filled in application must reach The Secretary-in-Charge, West Bengal Council of Higher Secondary Education at above address by 10/06/2022 up to 5.00 p.m. through drop box kept in front of the Secretary's chamber 3rd floor of Vidyasagar Bhavan only on week days except Saturday and Sunday. No application will be considered after 10/06/2022. Candidates employed in Govt. /Semi Govt. /Public Sector Undertaking /Statutory Body /Co-operate Body etc. must send their application through proper channel. They should produce no objection certificate at the time of interview, if called for. Incomplete applications are liable to be rejected. The West Bengal Council of Higher Secondary Education reserves the right to reject any application without assigning any reason whatsoever. The envelope containing application must indicate the name of the post in bold letter. Only shortlisted candidates will be called for written test /computer proficiency test (where applicable) /interview. Personal campaign in any form will disqualify the candidature.



Secretary-In-Charge
W.B. Council of H.S. Education