



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE P.O.-CUM-D.W.O., BACKWARD CLASSES WELFARE,  
1 No. Station Road, Rishi Bankim Sarani, Barasat,  
North 24-Parganas, Kolkata-700 124.

E-mail: pbcwnorth24parganas@gmail.com, Ph: (033) 2584 6288

Memo No- 1939(27)BCW/BST

Dated: 05/ 8 /2022

To  
The Sub-Divisional Officer (Barasat, Bongaon, Bidhannagar, Barrackpore, Basirhat Sub Division)  
&  
The Block Development Officer (all),  
District-North 24 Parganas

**Sub: Regarding wide publicity of guidelines for implementation (SOP), for Pre-examination Training of SC/ST Students for JEE/NEET – 2023**

**Ref: Memo No. 3140-18099/18/2018-BCW Dt. 03/08/2022 of the Secretary, BCW Department**

Madam/ Sir,

With reference to the subject mentioned above you are requested to arrange for necessary initiatives for wide publicity of the guidelines related to the Pre-examination Training of SC/ST students for JEE/ NEET -2023.

Encl: Guidelines.

  
P.O.-cum-D.W.O., B.C.W. & T.D  
North 24-Parganas

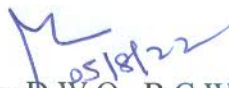
1939(27)/1(5)/BCW/BST

Memo No- /BCW/BST

Dated: 05 / 8 /2022

Copy forwarded for information to:

- 1) The Secretary, North 24 Parganas Zilla Parishad, Barasat, North 24 Parganas, with a request to display the notice on the Zilla Parishad office notice board.
- 2) The NDC, North 24 Parganas, with a request to display the notice on the District Magistrate office notice board.
- 3) The District Information Officer, NIC, North 24 Parganas, with a request to publish the guidelines in the district website.
- 4) The D.I. of Schools, Barasat/ Barrackpore, North 24 Parganas, with a request for publicity of the training at all schools of the district.
- 5) The CA to the Additional District Magistrate (Treasury), North 24 Parganas.

  
P.O.-cum-D.W.O., B.C.W. & T.D  
North 24-Parganas

**Guidelines for implementation (SOP)**  
**Pre-examination Training of SC/ST Students for JEE/NEET – 2023**

1. WB SC ST & OBC Dev & Fin Corporation has been entrusted with implementation of the scheme – “ JEE/ NEET Pre-examination training” for the SC/ST students studying in class XII (Science) or presently pursuing B.Sc. and aspiring for admission in Technical/ Medical education through JEE/ NEET 2023.
2. PO-cum-DWOs/ DWOs shall continue to be nodal officers at district level for implementation of the scheme. Services of District Managers may be utilized also as and when required for implementation, supervision and monitoring of the scheme.
3. Terms of engagement of National Computer Saksharata Mission (NCSM) has been extended for one year for conducting pre-examination training - LOI to be issued to them accordingly.
4. NCSM shall publish an advertisement along with coordinates of 40 designated centers inviting applications in prescribed format in Leading Dailies latest by 5-8-2022. The advertisement is also to be published in “Karmasangsthan” and “Employment News”.
5. The advertisement shall be published on the website of BCW, TD Department, School Education Department, BSK, WBTDCC as well as on the website of the Corporation.
6. A copy of the advertisement and application form shall be sent to all districts for wide publicity through the School Education Department network, in the Notice Boards of Districts, Sub – Division and Block Offices. PO-cum-DWOs/ DWOs may arrange further publicity through local print and audiovisual media.
7. NCSM to visit the designated centres, discuss with school authorities and make necessary arrangements to keep the centre premises/ venue open or accessible during the application process. PO-cum-DWOs/ DWOs shall also cause to pass on necessary instructions to the centre venues through the DI of Schools. The entire process shall be brought into the knowledge of the School Education Department.
8. NCSM shall deploy centre-in-charges and provide a list along with their particulars and report to the concerned PO-cum-DWOs/DWOs about arrangements made by them for receiving applications, scrutiny etc.
9. Centre location, contact nos. and details of centre in charges shall be published in the advertisement for convenience of the interested candidates. In addition, NCSM shall set up a dedicated Call Center to address any issues/queries from the interested candidates.
10. Facility for receiving online applications through <https://wbcbdev.gov.in> has also been created.
11. Application Forms shall be available at the respective centres. Forms can be downloaded from the website and printed.
12. Interested candidates may submit application forms duly filled in along with necessary enclosures to respective centers within the period from 05-08-2022 to 22-08-2022.
13. Application forms are to be scrutinized at the Center Level and list of selected candidates shall be prepared by a committee with composition as follows:-

a. PO-cum-DWO or his/ her representative

- b. Representative of concerned SDOs.
- c. Representative of entrusted Agency.
- d. Representative of District School Inspector.
- e. Representative of School, where the centre is located.

PO-cum-DWO/DWO to ensure constitution of the committee and hold a meeting to discuss about application process, scrutiny, interview if required, selection of eligible candidates and preparing merit list.

14. Criteria for selection shall be:

- a. SC / ST candidates having valid Caste Certificate.
- b. Annual family income within Rs. 3, 00,000.00.
- c. Studying in Class XII (with Science Subjects having Physics, Chemistry, Mathematics, Biology) or students of BSc
- d. Secured at least 60% marks in 10<sup>th</sup> Standard examination for SC candidates and at least 50% marks in 10<sup>th</sup> Standard for ST candidates.

15. The committee is to prepare a merit list of 40 candidates on the basis of marks secured in 10<sup>th</sup> standard examination from the eligible candidates. Two separate Merit Lists, one for SC and other for ST students shall be prepared (32 for SC Category and 8 from ST Category). In case of non-availability of students of a particular category the quota is to be filled in from the other category and the decision of Selection Committee shall be final. The Committee shall prepare a waitlist of additional 10 candidates on the basis of merit as a measure to fill in vacant seat subsequent to publication of the final list.

16. Center wise merit list is to be finalized by 29-08-2022 and to be mailed to: [dm.scstdfc@gmail.com](mailto:dm.scstdfc@gmail.com) for publication in the websites by 30-08-2022.

17. The Selection Committee may call for an interview of eligible candidates, if it is absolutely necessary. In such cases, candidates should be called in batches and strict Covid protocol shall be maintained at respective venues. NCSM shall make necessary infrastructure and hospitality arrangements.

18. Selected candidates shall be called to attend the class on first day physically on 1<sup>st</sup> September, 2022.

19. PO-cum-DWOs/ DWOs to coordinate with DI of Schools and make necessary arrangements for keeping the centers open during application process, selection process and first day of class.

20. The entrusted Agency immediately after advertisement shall make necessary infrastructure arrangements in all the 36 designated centers for holding classes. They will keep the study materials ready along with class plan and test schedule which should be delivered to students preferably on the very first day of the orientation session.

21. The entrusted Agency shall also keep the teachers/trainers ready for holding offline/online classes. Decision for online/offline mode shall be taken on the basis of ground realities prevailing at that point of time. However, the Agency shall keep necessary arrangements to hold online classes and share the schedule.

22. There will be physical monitoring by Government Officials periodically.

23. Offline/online test both monthly and quarterly shall be held and progress of each of the students shall be recorded.

24. NCSM to submit a copy of study materials and all other documents relevant to the training to the Nodal Officer of Corporation for verification and record.



25. NCSM to submit list of teachers/ trainers, subject wise, taken on board for pre-exam training.
26. NCSM to arrange special classes through Google meet/ zoom by expert teachers periodically.
27. NCSM to identify meritorious students to form special group and arrange residential training.



Secretary

Backward Classes Welfare Department