

I/441519/2023

Government of West Bengal  
Irrigation & Waterways Department  
Jalasampad Bhaban, 3rd Floor, Western Block  
Bidhannagar, Salt Lake City, Kolkata-700 091

No.2685-IE

Date:29/09/2023

From: The Assistant Secretary to the Government of West Bengal.

To:

1. The Chief Engineer, South, I & W Directorate.
2. The Chief Engineer, West, I & W Directorate
3. The Chief Engineer, South West, I & W Directorate
4. The Director of Personnel & Ex. Officio Chief Engineer, I & W Directorate
5. The Chief Engineer, North, I & W Directorate
6. The Chief Engineer, (Design & Research), I & W Directorate
7. The Chief Engineer, North East, I & W Directorate
8. The Chief Engineer, Teesta Barrage Project, I & W Directorate
9. The Chief Engineer (Mechanical & Electrical), Irrigation & Waterways Directorate
10. The Chief Engineer ( Project Director, WBMIFMP), Irrigation & Waterways Directorate,

**Subject:** Half-yearly Type Test, 2023 (Phase XVII) and guidelines towards uploading the name(s) of the employees for the examination at NSATI, WB.  
**Ref:** Memo no. 68/ATI-99/2/2019-IT AND D SEC-ATI dated 11.09.2023 and 732-PAR (CCW)/M-19/17 dated 14.09.2023.

The undersigned is directed to enclose the above referred memorandum and request them to circulate the same to their subordinate offices to take necessary actions from their end.

Encl: As stated above.

Sdf

Assistant Secretary to the Government of West Bengal  
No.2685/1(2)-IE Date: 29/09/2023

Copy forwarded for information and necessary action to:

1. P.A to the Secretary, I&W Department.
2. The Executive Engineer, DVC Study Cell, I&W Dte.----With a request to upload the same in this Department's official website.

Bz

Assistant Secretary to the Government of West Bengal

JS(R)M  
12/9/23

AS(E)  
12/9/23



SO(E)  
12/9/23

EA-2535  
13.09.23  
Sambani  
Secretary  
12/9/23

AS/274

NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE  
GOVERNMENT OF WEST BENGAL  
SALT LAKE CITY, SECTOR-III, FC-BLOCK, CALCUTTA - 700106

**Notification: Half-Yearly Type Test, 2023 (Phase XVII)**

Secretary  
12.9.23

No. 68/ATI-99/2/2019-IT AND D SEC-ATI

Date: 11-09-2023

1. Following are the guidelines relating to the conduct of Type Test, 2023 (Phase XVII) by the NSATI, Govt. of West Bengal:

**Type Test, 2023 (Phase XVII) :**

- ❖ Date of commencement of Application is 11<sup>th</sup> September, 2023, 11:00 a.m.
- ❖ All Applicants shall have to fill up the Application Form (can be downloaded from the link provided at the website) and route it through the respective Head of Office/Directorate/Department (as the case may be).
- ❖ Last date of submission of Application to the Head of Office/Directorate/Department is 29<sup>th</sup> September, 2023, 5:00 p.m.
- ❖ Applicants should not apply directly to NSATI.
- ❖ After receiving the application form the concerned applicant, the Head of Office/Directorate/Department will issue a receipt (already provided in the form)
- ❖ The Head of Office/Directorate/Department shall affix his/her signature on the form and also attest the photograph of the candidate.
- ❖ The Head of Office/Directorate/Department shall upload the duly signed and attested form, along with the relevant data, in the link provided in the website. This process should be completed within 6<sup>th</sup> October, 2023, 5:00 pm.
- ❖ Applicants or the concerned Head of Office/Directorate/Department should not send any hard-copy to NSATI.
- ❖ After successful uploading of the form by the concerned Head of Office/Directorate/Department, the status of submission can be viewed from the list of applicants in the website.
- ❖ No communication should be made to any staff of NSATI through phone. NSATI is providing a dedicated grievance portal. For such queries. Our representative will contact you as and when required.
- ❖ Applicants can download their admit cards using their Aadhar Number.
- ❖ Downloading of admit card is to commence from 22<sup>nd</sup> November, 2023, 11 a.m.
- ❖ Dates of Type Test: 12<sup>th</sup> to 22<sup>nd</sup> December, 2023 and two additional consecutive working days for additional candidates if any.

2. Name of Candidates working under the purview of State Secretariat may be sent to Common Cadre Wing of Personnel and Administrative Reforms Department, as mentioned vide No. 118-PAR(CCW)/M-19/17, dtd. 11/04/2019 and 350-PAR(CCW)/M-19/17, dtd. 15/09/2021 of Common Cadre Wing, Personnel and Administrative Reforms Department. **When any department falling under the purview of State Secretariate, uploads the details of any applicant, it will be implied that they have already taken prior approval from P&AR Department.**

3. Submission of Aadhaar Number during online application is compulsory. No two applications shall have the same Aadhaar number. In case Aadhaar number mentioned on the Application does not match with that on the Aadhaar card, the application may be rejected.

1829-PS  
12/9/23

Saikat Chakrabarti, WBCS (Exe)  
Controller of Type Test & ex-officio Joint  
Secretary, Govt. of West Bengal

Copy forwarded for kind information to :-

- 1-5. The Additional Chief Secretary, Personnel & Administrative Reforms Department, Government of West Bengal.
- 2-6. The Commissioner, Medinipur/Malda/Presidency/Burdwan/Jalpaiguri Divisions.
7. Shri Sudip Mitra, IAS, Special Secretary, Personnel and Administrative Reforms & e-Governance Department, Government of West Bengal.
- 8-61. Joint Secretary, ..... (all) Department.
- 62-83. The District Magistrate (All).
84. OSD (Admin), NSATI, WB.
85. The PS to the Principal Secretary, Personnel and Administrative Reforms Department.
86. PS to Director General, NSATI, WB.
87. Sr. PS to ADG, NSATI



Saikat Chakrabarti, WBCS (Exe)  
Controller of Type Test & ex-officio Joint  
Secretary, Govt. of West Bengal

Dm  
9919

HA (E)  
Sarbajit  
19/9/21

F.A-2626  
20.9.23

Government of West Bengal  
Department of Personnel and Administrative Reforms  
(Common Cadre Wing)  
State Secretariat, NABANNA, 7<sup>th</sup> Floor  
325, Sarat Chatterjee Road, Howrah-711102  
(Email id: [paregov.ccw@gmail.com](mailto:paregov.ccw@gmail.com))



No. 732 -PAR(CCW)  
M-19/17

Date- 14/09/2023

From : The OSD & EO Assistant Secretary to the  
Government of West Bengal

To : The Joint/ Deputy/Assistant Secretary,  
I & W. Department  
Government of West Bengal

Sub: Guidelines towards uploading the name(s) of the employees for  
Examination on Computer Operation and Computer Typing at the  
NSATI, WB

Sir,

In reference to Notification No. 68/ATI-99/2/2019-IT AND D SEC-ATI dated 11.09.2023 of NSATI, WB at their official website, all the Administrative Departments/Offices are succinctly informed that the success of the candidates of the State Secretariat whose names have been recommended directly to NSATI, WB bypassing this Department shall not be treated as valid by this Department for consideration of their promotion even if they qualify in the said test in pursuance of letter no. 118-PAR(CCW) dated 11/04/2019 and 350-PAR(CCW) dated 15/09/2021 until and unless the name of the employees concerned have been forwarded to this Department in consonance with letter no. 08-PAR(CCW) dated 11.01.2022.

All Departments/Offices under the purview of State Secretariat are, therefore, requested to upload the details of the applicant only after the process for inclusion of the name(s) of candidate/applicant is completed by this Department and thus correspondences are made to that effect to NSATI, WB for conducting Type Test of the employee(s) concerned. The guidelines regarding Type Test issued by NSATI, WB in their Notification(s) from time to time at <https://atiwb.gov.in/> should strictly be followed by the concerned Head of Department/Office.

Yours faithfully,

OSD & EO Assistant Secretary