



Government of West Bengal
Office of the Chief Engineer (South), Chief Engineer (D &R) and
Director of Personnel & Ex-Officio Chief Engineer
Irrigation & Waterways Directorate,
Jalasampad Bhawan, Bidhannagar (4th floor), Kolkata – 700 091
e-mail: directorofpersonnel@ymail.com

Memo No.: 3137 (120) /3E-03/25

Date: 30 JAN 2025

To,
The Chief Engineer.....
The Superintending Engineer.....
The Executive Engineer.....
The Revenue Officer.....

Sub: Online applications are invited for computer operation and
computer Typing Test 2025

A copy of the I&W Department having Memo No. 162-IW-11011(20)/65/2019 Dtd. 22/01/2025 with all enclosures i.e. Notification issued from the Netaji Subhas Administrative Training Institute vide no. 70-ATI-99/2/2019-IT AND D SEC-ATI Dtd. 14/01/2025 is enclosed herewith with the request to circulate among willing eligible employees under your control for the Half-Yearly Examination on Computer Operation and Computer Typing (Type Test 2025, phase XIX).

Encl: As Stated

Director of Personnel & Ex-Officio Chief Engineer,
Irrigation & Waterways Directorate, Govt. of West Bengal

Handwritten signature
29-01-25

d
22/01/25

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

No. : 162-IW-11011(20)/65/2019 Dated: 22.01.2025

From: Joint secretary to the
Government of West Bengal.

✓ To: Director of Personnel & Ex-Officio Chief Engineer
Irrigation and Waterways Directorate, 4th Floor
Jalasampad Bhavan, Saltlake, Kolkata-700 091

**Sub: Online applications are invited for Computer Operation
and Computer Typing Test 2025**

Madam,

In enclosing herewith a copy of Memo No. 70-ATI-99/2/2019-IT-AND D SEC-ATI dated 14.01.2025, I am directed to request you to take necessary action from your end in this regard and send the names of the willing, eligible employees under your control in the enclosed format along with all the required documents and declaration from the willing candidates in the prescribed format supplied for the aforementioned subject.

This may be sent within 10 days for onward transmission to the NSATI.

Yours sincerely,

Enclo. - As stated.

Joint Secretary to the Govt. of West Bengal

Half-Yearly Examination on Computer Operation and Computer Typing, (Type Test 2025 (Phase XIX))

NOTIFICATION

Online applications are hereby invited from the willing West Bengal Government employees for Half yearly Examination on computer operation and computer Typing (Type Test 2025, Phase XIX).

Details of the examination are given below-

Name of the Examination: Half yearly Examination on Computer Operation and Computer Typing (Type Test 2025, Phase XIX).

Date and time of commencement of application: 14th January, 2025.

Last date of uploading the application in the online portal of NSATI: 10th February, 2025.

Procedure for application:

- I) All Applicants will have to fill up the Application Form downloaded from the link provided at the website <http://atiwb.in/jr?type2/> and submit the same to the respective Head of Office/ Directorate/ Department (as the case may be). Applicants should not apply directly to NSATI.
- II) After receiving the application form the concerned applicant, the Head of Office/Directorate/Department will issue a receipt (already provided in the form).
- III) The Head of Office/Directorate/Department shall affix his/her signature on the form and also attest the photograph of the candidate.
- IV) 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 10th February, 2025, 5:00 pm.
- V) Applicants or the concerned Head of Office/Directorate/Department should not send any hard-copy to NSATI.
- VI) 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.

Information

- I) No communication should be made to any staff of NSATI over phone. NSATI has provided a dedicated grievance portal for any queries. Our representative will contact you as and when required.
- II) Applicants can download their admit cards using their Aadhar Number.
- III) Admit card can be downloaded from 25th February, 2025 at 11:00 am and onward.
- IV) Tentative date for commencement of Type Test: is 05th March, 2025.
- V) 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.**
- VI) Aadhaar Number of the applicant should be mentioned correctly and compulsorily. In case of Aadhaar number mentioned on the Application does not match with that on the Aadhaar card, the application will be rejected. If double applications are submitted, both of them will be rejected.
- VII) For Candidates seeking relaxation (vide No. 2831-F(P2), 11.07.2022 or any amendment thereafter) in Type Test: Letter from the Head of Office should reach at NSATI before the commencement of Type Test, mentioning the relaxed speed as applicable vide No. 2831-F(P2), 11.07.2022 or any amendment thereafter. (in the format attached)

Controller of Type Test &
Additional Director, NSATI

Shirebeni
27.01.25
DS(E)
Pl. inform all
concerned -
27/1/25
SO(E1)
27.1.25