

West Bengal Legislative Assembly Secretariat

“Assembly House”, Kolkata- 700 001

Employment Notification No. **38** LA/Estab.

Dated, Kolkata, the 15th January, 2026

Recruitment Examination of English Reporters on contractual basis in West Bengal Legislative Assembly Secretariat

Information to Candidates

The West Bengal Legislative Assembly Secretariat will hold a competitive examination for recruitment to five (05) posts of English Reporter in West Bengal Legislative Assembly Secretariat on contractual basis at a consolidated pay of Rs. 25000/- per month for a period of one year or till filling up the said posts on regular basis, whichever is earlier. A candidate should verify from the notice that he/she is eligible for appearing in the examination. The conditions prescribed cannot be relaxed.

NO. OF VACANCIES:

English Reporter: 05 (Unreserved)

QUALIFICATION:

- i) Bachelor's Degree in any discipline from any recognised University;
- ii) Minimum speed in shorthand and Computer typing has to be 140 wpm and 30 wpm respectively. If sufficient number of candidates, possessing a minimum speed of 140 wpm in English shorthand, is not available to fill up the vacancies, candidates possessing a minimum speed of 120 wpm may be considered.

AGE:

Not more than 40 years and not less than 21 years as on the date of publication of the Notification. Upper age limit is relaxable as per existing Government norms.

FEE:

Candidates are not required to pay any fee to apply for the given posts.

SCHEME OF EXAMINATION

The examination will be held in a single phase viz., Dictation for 05 minutes, followed by transcription of notes by typing in computer.

APPLICATION:

1. Applications should be submitted by the candidates in online mode through the official website of the West Bengal Legislative Assembly (www.assembly.wb.gov.in or www.wbassembly.gov.in).
2. Before filling in the online application, candidates must keep the following ready:
 - a. Recent colour passport size photograph (i.e. not more than one month old from the date of publication of the Notice of Examination) in JPEG format (20 KB to 100 KB)
 - i. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height).
 - ii. The photograph should be without cap, sunglasses and frontal view of the face should be visible.
 - iii. Blurred or improper photographs will result in rejection of the application.
 - b. A scanned signature in JPEG format (10–50 KB), with approximate dimensions of 4.0 cm x 2.0 cm. Applications with illegible signatures will be rejected.
 - c. Details of qualifying educational qualifications, including year of passing, roll number, percentage/CGPA, and name of the Board.
 - d. Scanned PDF copies of proof of **Date of Birth, Address, Educational Qualifications, Certificate of Shorthand** (if applicable), and **Work Experience Certificate** (if applicable). The maximum size of each PDF file shall not exceed 200 KB.
3. The date of birth entered in the online application must strictly correspond with that recorded in the Matriculation/Secondary Examination Certificate and shall be final for determining age. No request for change will be entertained.
4. **Last Date for Submission of Application:** 05/02/2026.
5. At the time of filling up the online application form, candidates shall be required to sign in using their respective valid email IDs. Each candidate shall be permitted to submit the online application form **only once**.
6. Candidates who submit the online application form are advised to regularly check their valid e-mail IDs, as furnished at the time of submission of the online application for further updates.

**For further announcement, all concerned are requested to follow the website of West Bengal Legislative Assembly Secretariat.


Joint Secretary-cum-Committee Officer
West Bengal Legislative Assembly