



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)

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) :

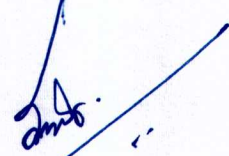
- ❖ Date of commencement of Application is 11th September, 2023, 11:00 a.m.
- ❖ All Applicants shall have to fill up the Application Form (can be downloaded from the link provided at the website) and route it through the respective Head of Office/Directorate/Department (as the case may be).
- ❖ Last date of submission of Application to the Head of Office/Directorate/Department is 29th 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 6th 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 22nd November, 2023, 11 a.m.
- ❖ Dates of Type Test: 12th to 22nd 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.

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



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