

WB Gram Panchayat Recruitment 2026: Eligibility, Pay Scale & Syllabus for All 12 Posts

A Complete, Easy-to-Read Guide for Job Seekers in West Bengal Panchayat Bodies

Recruiting Body: Panchayat Bodies, Government of West Bengal

Recruitment Cycle: 2024–2025

Total Posts Covered: 12 unique posts across GP, PS & ZP level

Selection Mode: MCQ Written Test + Interview

Guide Prepared By: India Job Alertz Editorial Team

Why Trust This Guide?

This guide is compiled and reviewed by the **India Job Alertz** editorial team, which tracks West Bengal Panchayat and government recruitment notifications on a regular basis. Every detail below — eligibility, age limit, pay scale and exam pattern — has been taken directly from the official West Bengal Panchayat Bodies Recruitment notification for 2024–2025 and rewritten in plain language so that every candidate, even first-time applicants, can understand it without confusion. We recommend cross-checking the final details with the official notification before applying.

Quick Summary: All 12 Panchayat Posts at a Glance

Post Name	Level	Pay Scale (₹)	Minimum Qualification
Executive Assistant (GP)	Level 9	28,900 – 74,500	Bachelor's Degree + Diploma in Computer Application
Sahayak (GP)	Level 5	21,000 – 54,000	Madhyamik Pass
Block Informatics Officer (PS)	Level 10	32,100 – 82,900	Bachelor's Degree in Computer Application / Science (IT-related)
Clerk-cum-Typist (PS)	Level 6	22,700 – 58,500	Madhyamik Pass + Typing Speed (Eng. 30 wpm / Beng. 20 wpm)
Data Entry Operator (PS)	Level 6	22,700 – 58,500	Madhyamik Pass + Computer Training + Typing Speed
Panchayat Samiti Peon (PS)	Level 1	17,000 – 43,600	Class VIII Pass
Additional Accountant (ZP)	Level 7	24,700 – 63,900	Bachelor's Degree in Commerce
Data Entry Operator (ZP)	Level 6	22,700 – 58,500	Madhyamik Pass + Computer Training + Typing Speed

Group D Employees (ZP)	Level 1	17,000 – 43,600	Class VIII Pass
Lower Division Assistant (ZP)	Level 6	22,700 – 58,500	Madhyamik Pass (min. 50% marks)
Stenographer (ZP)	Level 9	28,900 – 74,500	Bachelor's Degree + Shorthand & Typing Skills
Work Assistant (ZP)	Level 6	22,700 – 58,500	Madhyamik Pass (min. 50% marks)

Common Age Limit (Applies to All 12 Posts)

The age of every applicant is counted **as on 1st January of the recruitment drive year**. The same age relaxation rules apply across all posts listed in this guide:

Category	Minimum Age	Maximum Age
Unreserved (UR)	18 years	40 years
Economically Weaker Section (EWS)	18 years	40 years
OBC-A	18 years	43 years
OBC-B	18 years	43 years
Scheduled Caste (SC)	18 years	45 years
Scheduled Tribe (ST)	18 years	45 years

Detailed Post-Wise Eligibility, Pay Scale & Syllabus

1. Executive Assistant (Gram Panchayat – GP)

ELIGIBILITY CRITERIA

- **Essential:** Must be an Indian citizen under Part II of the Constitution of India.
- **Essential:** A Bachelor's Degree from a recognised university.
- **Essential:** A Diploma in Computer Application from an institute recognised by the State/Central Government, State Council of Technical Education, or AICTE.
- **Desirable:** A Post-Graduate Degree/Diploma in social work or rural development.
- **Desirable:** Prior experience in social work or rural development.

PAY SCALE

Level 9 | ₹28,900 – ₹74,500

EXAM PATTERN (SYLLABUS)

Subject	Marks
English	25
Bengali	25
Arithmetic	25
General Knowledge (Rural Life & Rural Development focus)	10
Interview	15

2. Sahayak (Gram Panchayat – GP)

ELIGIBILITY CRITERIA

- **Essential:** Must be an Indian citizen under Part II of the Constitution of India.
- **Essential:** Must have passed the Madhyamik examination (West Bengal Board) or an equivalent exam from a recognised Board, Council or University.
- **Preferred:** Candidates who scored 50% or more marks in aggregate in Madhyamik will be given preference.

PAY SCALE

Level 5 | ₹21,000 – ₹54,000

EXAM PATTERN (SYLLABUS)

Subject	Marks
English	25
Bengali	25
Arithmetic	25
General Knowledge (Rural Life & Rural Development focus)	10
Interview	15

3. Block Informatics Officer (Panchayat Samiti – PS)

ELIGIBILITY CRITERIA

- **Essential:** Must be an Indian citizen under Part II of the Constitution of India.
- **Essential:** Any one of the following: Bachelor's Degree in Computer Application; Bachelor's (Honours) in Computer Science; or a Bachelor's degree in any stream with an 'A' Level DOEACC certificate.
- Candidates with a 'B' or 'C' Level DOEACC certificate along with a 3-year Diploma in Computer Science/ Engineering, Information Technology or Electronics & Telecommunication are also eligible.
- Also eligible: B.E./B.Tech in Computer Science & Engineering, B.Sc in Computer Science, Master's/Bachelor's in Computer Application, or B.Sc (General) with M.Sc (IT), including relevant distance-education degrees from Visva Bharati or IGNOU.

PAY SCALE

Level 10 | ₹32,100 – ₹82,900

EXAM PATTERN (SYLLABUS)

Subject	Marks
English (H.S. standard)	10
Bengali (H.S. standard)	10
Arithmetic (Madhyamik standard)	10
General Knowledge (Rural Life & Rural Development focus)	10
Computer Applications (25 theory + 20 practical)	45
Interview	15

4. Clerk-cum-Typist (Panchayat Samiti – PS)

ELIGIBILITY CRITERIA

- **Essential:** Must be an Indian citizen under Part II of the Constitution of India.
- **Essential:** Madhyamik or equivalent pass with a minimum typing speed of 30 words per minute in English and 20 words per minute in Bengali.
- Selected candidates must gain proficiency in MS Word or a similar word-processing application before their service is confirmed.

PAY SCALE

Level 6 | ₹22,700 – ₹58,500

EXAM PATTERN (SYLLABUS)

Subject	Marks
English (Madhyamik standard)	20
Bengali (Madhyamik standard)	20
Arithmetic (Madhyamik standard)	25
General Knowledge (Rural Life & Rural Development focus)	20
Interview	15

5. Data Entry Operator (Panchayat Samiti – PS)

ELIGIBILITY CRITERIA

- **Essential:** Must be an Indian citizen under Part II of the Constitution of India.
- **Essential:** Madhyamik or equivalent pass with typing speed of 30 wpm (English) and 20 wpm (Bengali).
- **Essential:** At least 3 months of formal computer training from a recognised institute.
- **Essential:** Minimum data-entry speed of 6,000 key depressions per hour.
- **Desirable:** One year of data-entry work experience.

PAY SCALE

Level 6 | ₹22,700 – ₹58,500

EXAM PATTERN (SYLLABUS)

Subject	Marks
English (Madhyamik standard)	20
Bengali (Madhyamik standard)	20
Arithmetic (Madhyamik standard)	25
General Knowledge (Rural Life & Rural Development focus)	20
Interview	15

6. Panchayat Samiti Peon (PS)

ELIGIBILITY CRITERIA

- **Essential:** Must be an Indian citizen under Part II of the Constitution of India.
- **Essential:** Must have passed Class VIII from a recognised institution.
- **Essential:** Must be able to read and write in Bengali, or in Nepali for candidates from Hill areas.

PAY SCALE

Level 1 | ₹17,000 – ₹43,600

EXAM PATTERN (SYLLABUS)

Subject	Marks
Bengali	13
English	10
Arithmetic	10
General Knowledge	10
Interview	7

7. Additional Accountant (Zilla Parishad – ZP)

ELIGIBILITY CRITERIA

- **Essential:** Must be an Indian citizen under Part II of the Constitution of India.
- **Essential:** Bachelor's Degree in Commerce from a recognised university.

PAY SCALE

Level 7 | ₹24,700 – ₹63,900

EXAM PATTERN (SYLLABUS)

Subject	Marks
English	20
Bengali	20
General Knowledge	15
Accountancy	30
Interview	15

8. Data Entry Operator (Zilla Parishad – ZP)

ELIGIBILITY CRITERIA

- **Essential:** Must be an Indian citizen under Part II of the Constitution of India.
- **Essential:** Madhyamik or equivalent pass with typing speed of 30 wpm (English) and 20 wpm (Bengali).
- **Essential:** At least 3 months of formal computer training from a recognised institute.
- **Essential:** Minimum data-entry speed of 6,000 key depressions per hour.
- **Desirable:** One year of data-entry work experience.

PAY SCALE

Level 6 | ₹22,700 – ₹58,500

EXAM PATTERN (SYLLABUS)

Subject	Marks
English (Madhyamik standard)	20
Bengali (Madhyamik standard)	20
Arithmetic (Madhyamik standard)	25
General Knowledge (Rural Life & Rural Development focus)	20
Interview	15

9. Group D Employees (Zilla Parishad – ZP)

ELIGIBILITY CRITERIA

- **Essential:** Must be an Indian citizen under Part II of the Constitution of India.
- **Essential:** Must have passed at least Class VIII from a recognised school.

PAY SCALE

Level 1 | ₹17,000 – ₹43,600

EXAM PATTERN (SYLLABUS)

Subject	Marks
Bengali	13
English	10
Arithmetic	10
General Knowledge	10
Interview	7

10. Lower Division Assistant (Zilla Parishad – ZP)

ELIGIBILITY CRITERIA

- **Essential:** Must be an Indian citizen under Part II of the Constitution of India.
- **Essential:** Madhyamik or equivalent pass with a minimum of 50% marks in aggregate.
- **Desirable:** Knowledge of typewriting.

PAY SCALE

Level 6 | ₹22,700 – ₹58,500

EXAM PATTERN (SYLLABUS)

Subject	Marks
Bengali	20
English	20
Arithmetic	25
General Knowledge	20
Interview	15

11. Stenographer (Zilla Parishad – ZP)

ELIGIBILITY CRITERIA

- **Essential:** Must be an Indian citizen under Part II of the Constitution of India.
- **Essential:** Bachelor's Degree from a recognised university.
- **Essential:** Dictation speed of at least 80 wpm with 40 wpm typing in English, **OR** dictation speed of at least 70 wpm with 30 wpm typing in Bengali.

PAY SCALE

Level 9 | ₹28,900 – ₹74,500

EXAM PATTERN (SYLLABUS)

Subject	Marks
Bengali	15
English	15
Arithmetic	15
General Knowledge	10
Dictation	15
Type Test	15
Interview	15

12. Work Assistant (Zilla Parishad – ZP)

ELIGIBILITY CRITERIA

- **Essential:** Must be an Indian citizen under Part II of the Constitution of India.
- **Essential:** Madhyamik or equivalent pass with a minimum of 50% marks in aggregate.

PAY SCALE

Level 6 | ₹22,700 – ₹58,500

EXAM PATTERN (SYLLABUS)

Subject	Marks
Bengali	20
English	20
Arithmetic	25
General Knowledge	20
Interview	15

Frequently Asked Questions (FAQs)

Q1. What is the age limit for WB Gram Panchayat Recruitment 2026?

A. For all 12 posts, the general (UR/EWS) age limit is 18–40 years, OBC-A and OBC-B candidates get up to 43 years, and SC/ST candidates get up to 45 years, calculated as on 1st January of the drive year.

Q2. Is there a common selection process for all posts?

A. Yes. Every post follows a two-stage process: an MCQ-based written examination followed by a personal interview. The total marks for MCQ and interview vary slightly by post.

Q3. Which post has the highest pay scale?

A. The Block Informatics Officer (PS) post offers the highest pay scale among the 12 posts, at Level 10 (₹32,100–₹82,900).

Q4. Can a Madhyamik-pass candidate apply for any of these posts?

A. Yes. Posts such as Sahayak (GP), Clerk-cum-Typist (PS), Data Entry Operator (PS/ZP), Lower Division Assistant (ZP) and Work Assistant (ZP) only require a Madhyamik pass along with the relevant skill requirement.

Disclaimer: This guide is prepared for informational purposes based on the official West Bengal Panchayat Bodies Recruitment notification (2024–2025). Candidates are strongly advised to verify all details — including age, qualification and pay scale — from the official notification before applying.