

OFFICE OF THE DISTRICT JUDGE  
UTTAR DINAJPUR AT RAIGANJ  
ENGLISH DEPARTMENT

EMPLOYMENT NOTIFICATION NO. 01 DATED : 14.02.2013

Notification for recruitment of different categories of posts of staff in Uttar Dinajpur Judgeship .

Applications from the eligible Indian Citizens in the prescribed format appended hereunder are invited for preparation of separate panels to fill up the existing and expected vacancies, mentioned below, in different categories of posts, in the judgeship of Uttar Dinajpur within 5.00 p.m. on or before 8<sup>th</sup> March, 2013.

The examination/test of all categories of posts will be held in a particular date and time as per schedule of programme which shall be fixed and conducted by the District Recruitment Committee of Uttar Dinajpur Judgeship in due course of time, to be notified later on. One can apply for only one vacant post of any particular category. Details of vacancies, Scales of pay, respective applications fees (mentioned below) by I.P.O. (which must be purchased on a date after publication of advertisement) need be drawn and the same is payable at Raiganj in favour of the 'The District Judge, Uttar Dinajpur at Raiganj' and instructions are given below. The application is to be addressed to "The District Judge, Uttar Dinajpur at Raiganj, Pin – 733134".

Vacancies and Scale of Pay

Category : Group- C

Lower Division Clerk : Scale of pay : PB-2 of Rs. 5400/- - 25,200/- plus Grade Pay of Rs. 2600/-  
Vacancy = 01 no.( Scheduled Caste)

English Typist-Copyist : Scale of pay : PB-2 of Rs. 5400/- - 25,200/- plus Grade Pay of Rs. 2600/-  
Vacancy = 02 nos. ( OBC B -1, Unreserved E.C-01)

Category: Group - D

Process Server (Redesignated as Summon Bailiff) : Scale of PB-2 of Rs. 5400/- - 25,200/- plus Grade Pay of Rs. 2300/-  
Vacancy = 02 nos. ( Scheduled Tribe – 01) (Unreserved – 01 no.)

Office Peon : Scale of pay : PB-1 of Rs. 4900/- - 16,200/- plus Grade Pay of Rs. 1700/-  
Vacancy – 01 (OBC-A E.C.)

Night Guard : Scale of pay : PB-1 of Rs. 4900/- - 16,200/- plus Grade Pay of Rs. 1700/-  
Vacancy – 02 ( SC EC – 1 no. ) ( Unreserved – 01 no.)

Eligibility- Age : Not less than 18 years and not more than 40 years as on 1<sup>st</sup> January, 2013 for all categories of posts. Relaxation of age limit for 5 years in case of candidates SC/ST category and for 3 years in case of candidates of OBC Category only, The upper age limit, in case of Physically handicapped Candidate, is 45 years. Relaxation of age limit in case of Ex – Serviceman Category – as per existing Government Rules.

Essential Qualification : For the posts of LDC and English Typist-copyist, the Candidate must have passed Madhyamik or equivalent examination from any recognized Board and at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation, Moreover, for English Typist-Copyist, a minimum typing speed from legible manuscript @ 30 w.p.m. in English is required. In respect of Group – D category (other than Sweeper) : The candidate must have class VIII pass certificate from any recognized School or recognized Madrashah or any other recognized equivalent Institution. For the post of Night Guard, the candidates should be sound health, good physique and free from any organic defect and bodily infirmity.

Mode of Examination :

For the post of LDC : The examination shall consist of two parts namely part-I and part-II. Only the successful candidates of part-I examination shall be called for part-II examination. The part-I examination will carry 100 marks having 100 questions of 1 mark each, comprising of multiple choice, objective type questions on English, General Studies and Arithmetic. The duration of part-I examination shall be 1 & ½ hours. The part-II examination shall consist of conventional type of questions on Group- A English and Group B- Bengali/Hindi/Urdu/Nepali carrying 50 marks each for Group A and Group B. The duration of the part-II examination shall be 1 hr. and the syllabus for which will be fixed by the appropriate authority. The candidates who will take Hindi/Urdu/Nepali as the case may be, in lieu of Bengali of the Group B of part-II examination shall, before confirmation, have to pass a Departmental Examination in Bengali during the period of probation. On the basis of result of part-II examination, a number of candidates will be selected for Personality Test carrying 10 marks when knowledge in Computer Operation shall also be tested and a Final Panel will be prepared on the basis of the result of total marks obtained in part-II examination and Personality Test. The standard of the examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Examination.

For the post of English Typist-Copyist : The candidates shall have to appear for (I) Preliminary Examination (Objective Type) and (II) Main Examination (Type test). The Preliminary Examination will consist of one paper having objective type multiple choice questions on General English (30 marks), Current Affairs (20 marks). The duration of Preliminary Examination shall be one hour. Only the successful candidates of Preliminary Examination shall be called for Main Examination (Type test). Every candidate shall be required to type 450 words in 15 minutes from a manuscript of English Passage. The maximum number of mistakes is allowable is 5 percent. The appropriate authority shall have the discretion to fix qualifying marks for both Preliminary and Main Examination. On the basis of result of the Main Examination (Type test) a number of candidates will be selected for personality test carrying 10 marks when the knowledge in computer operation shall also be tested. A final panel will be prepared on the basis of the result of the total marks obtained in typewriting, computer operation and personality test.

Group – D : (Process Server/ Summon Bailiff, Office Peon, Night Guard except Sweeper) :- The candidates shall have to appear in a written examination to be conducted by the authority. The authority shall determine the syllabus for and scheme and method of the written examination. And on the basis of the result of the written examination, a number of candidates will be selected for the Personality Test and on the basis of the total marks obtained in the written examination and personality test, a final panel will be prepared.

The appropriate authority/authorities shall have the discretion to fix qualifying marks in any or all the test/s for different categories of posts, mentioned above, and to relax such marks in respect of candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes.

How to apply : Eligible candidates may submit legible hand-written or typed ( one side of the paper) single application for any of the aforementioned posts as per format given below addressing to **The District Judge, Uttar Dinajpur at Raiganj, Pin-733134**, accompanied by application fees prescribed below along with self addressed envelope ( size of which prescribed below) with Postal stamp of Rs.5/- ( Rupees Five) only and attested copies of documents mentioned in the application form within 5.00 p.m. on or before 8<sup>th</sup> March, 2013. Self-attestation will not be valid for the purpose.

Application Fees :

Each application must be accompanied by application Fee of Rs. 250/- for the posts under Group-C category and Rs. 150/- for Group-D category ( Rs.75/- and Rs. 50/- for SC/ST candidates in respect of Group C and Group D posts respectively ) by I.P.O. , which must be purchased on a date after publication of advertisement in favour of 'The District Judge, Uttar Dinajpur at Raiganj' payable at Raiganj. Any other mode of payment of Application Fee will not be accepted.

**APPLICATION FORMAT**

POST APPLIED FOR .....CATEGORY.....

(Mention categorically the name of the post and in which category applied post belongs)

To  
 The District Judge,  
 Uttar Dinajpur at Raiganj  
 P.O. Raiganj, Dist – Uttar Dinjpur  
West Bengal, Pin -733134  
 Sir,

|   |
|---|
| One recent passport<br>size photograph duly<br>signed by the candidate<br>to be pasted here |
|---|

I beg to apply for the post of ..... in your judgeship and I beg to submit my particulars as per prescribed format, given below :

|    |  |               |
|----|--|---------------|
| 1  | <b>Full Name (in block letter)</b>   | :             |
| 2  | <b>Name of the Father/Husband</b>  | :             |
| 3  | <b>Date of Birth</b>   | :             |
| 4  | <b>Actual Age as on the date of application (give attested supporting documents)</b>                                   | :             |
| 5  | <b>Sex (Male/Female)</b>   | :             |
| 6  | <b>Nationality &amp; Mother-tongue</b>   | :..... &..... |
| 7  | <b>Religion</b>  | :             |
| 8  | <b>Address (Permanent &amp; Present) with Contact No</b>   | :             |
| 9  | <b>Whether belongs to SC/ST/OBC (give attested supporting documents)</b>   | :             |
| 10 | <b>Physically Handicapped (Say yes/no.) (give attested supporting documents)</b>                                       | :             |
| 11 | <b>Educational Qualification : (give attested supporting documents)</b>  | :             |
| 12 | <b>Have you any knowledge in Computer Operation / Typing? If so. Give details (give attested supporting documents)</b> | :             |
| 13 | <b>Do you know ordinary Type-writing? If so, give details : (give attested supporting documents)</b>                   | :             |
| 14 | <b>Are you a Govt. servant – Yes/No, if yes, Give details</b>  | :             |
| 15 | <b>Other Qualifications, if any : (give attested supporting documents)</b>   | :             |
| 16 | <b>Please state the No. date and Amount of Indian Postal Order :</b>   | :             |

**Declaration**

I, hereby declare that, (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled, (b) [(only for candidates, service under Government) I have obtained “no objection” certificate from my Appointing Authority in writing. {Strike out the portion (b), if not applicable }]

Yours faithfully

Date :  
 Place :  
 Enclos :

(Full signature of the applicant)

(To be enclosed with the application form in a separate sheet)

ADMIT CARD  
Staff Recruitment Examination 2013.

OFFICE OF THE DISTRICT JUDGE, UTTAR DINAJPUR AT RAIGANJ.

|   |
|---|
| One recent passport<br>size photograph duly<br>signed by the candidate<br>to be pasted here |
|---|

(For Office use)

Roll No. :

Date of Examination :

Time of Examination :

Venue :

(To be filled up by the candidate)

Name of the Candidate (in Block Letter) :

Father's / Husband's Name :

Address : .....

.....  
P.O. ...., P.S.....

District : .....

State : ....., Pin:.....

Contact No. ....

Signature and date with stamp of the  
Chairman of the District Selection Committee.

| Other Instruction/information   |   |
|---|---|
| a)  | Two passport size recent photograph duly signed by the candidate should be pasted in the respective places mentioned in the Format and Admit Card;  |
| b)  | Full signature of the candidate with date must be given at the bottom of the application.   |
| c)  | One self-addressed envelope of the size of 25 cm x 11 cm, with postal stamp of Rs. 5/- (Five) affixed thereon should be accompanied with the application.   |
| d)  | Defective/incomplete application/unsigned applications/applications submitted without proper application fee and not according to format will be summarily rejected.  |
| e)  | Admit Cards containing Venue, Date and time of the test/s, as also other information, will be sent to the candidates whose applications will be considered to be in order in all respect, by post. Candidates called for the Test/s shall be required to appear at their own expenses.  |
| f)  | Admission to the test/examination will be deemed provisional, subject to verification and determination of the Candidate's eligibility and suitability in all respect. If at any stage of the process, a Candidate is found to be ineligible for admission to the test/s in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.   |
| g)  | A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and , if appointed, shall be liable for dismissal from service.  |
| h)  | The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place of the judgeship and not according to the preference/option given by an applicant.  |
| i)  | Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in the judgeship where he/she will be appointed.  |
| j)  | In case of any dispute, the decision of the District Recruitment Committee of Uttar Dinajpur Judgeship shall stand final.   |
| k)  | Candidates, whose application will be found not in order, will not be allowed to appear in the test/s and authority will bear no responsibility to inform.  |
| l)  | The Application, by speed post, ordinary post, Registered post (with or without A/D) must be submitted in a closed envelope mentioning the name of post applied for, on the top of the envelope within the date and time mentioned hereunder to the office of The District Judge, Uttar Dinajpur at Raiganj. The applications may also be dropped at the container/box which will be placed in the ground floor at New Court Building of the District Judge, Uttar Dinajpur at Raiganj from 18.02.2013. <u>Applications reaching the office after the last date shall not be considered, even though the same are posted well in advance.</u> |
| m)  | Candidates already in service under Govt./Public Sector Undertakings, and within the prescribed age limit, must submit their application through Proper Channel with the "No Objection" Certificate of the concerned Authority.   |
| n)  | The District Recruitment Committee reserves the right to make short list of successful candidates. The panel/s thus formed shall remain effective till the process of giving appointment against the notified vacancies, is completed. However, the said panel shall remain valid only for a year from the date of its formation.   |
| o)  | The District Recruitment Committee shall also has the full discretion to fix minimum qualifying marks in respect of all categories of post and shall have the full discretion to relax any or part of the norms.  |
| p)  | Attested documents, as mentioned in the application format, above, should be accompanied with the application and self-attestation in this respect will not be valid;   |
| q)  | The application fee is not refundable in any case.  |
| <b>LAST DATE FOR RECEIPT OF APPLICATION IS WITHIN 5.00 P.M. ON OR BEFORE 08.03.2013</b> |   |

Sd/-  
(Dibakar Das)  
District Judge  
Uttar Dinajpur at Raiganj