

**:- IN THE HIGH COURT AT CALCUTTA :-**

Notification for recruitment of different categories of posts of staff in the subordinate courts of West Bengal to be conducted by the Committees of the respective Judgeships under the supervision of the Committee of Registrars of High Court at Calcutta.

**Employment Notification No. 5247 – RG.**

**Dated, Calcutta, the 4.12.2012 .**

Applications from the eligible Indian Citizens in the following prescribed format are invited for preparation of separate panels to fill up the existing and expected vacancies, mentioned below, in different categories of posts, in the respective district / judgeship of the subordinate courts of West Bengal.

The Examination / Text of a particular category of post will be held in a particular day and time throughout the State of West Bengal. One can apply for only one vacant post of any particular District / Judgeship. District / Judgeship-wise details of vacancies, Scales of pay, detail address of the appointing authority to whom the application is to be addressed and in whose favour the respective applications fee ( mentioned below) by I.P.O. (which must be purchased on a date after publication of advertisement) need be drawn and where the same is payable are given hereunder :-

**For The District of Nadia :-**

The application is to be addressed “The District Judge, Nadia, Krishnagar, Pin – 741 101 and Application Fee by I.P.O. To be drawn in favour of “District Judge, Nadia”, Payable at Krishnagar.

**Category of Posts :-**

1. **English Stenographer (Gr. - B) :-** [Scale of Pay- 7100/- - 37,600/- :- Grade Pay – Rs. 3900/-.] Existing Vacancy- 2 , Expected Vacancy- 2. Total- 4 (Gen- 4).
2. **Lower Division Clerk (Gr. - C):-** [ Scale of Pay- 5400/- - 25,200/- :- Grade Pay – Rs. 2600/-]. Existing Vacancy- 3 , Expected Vacancy- 10. Total- 13 (Gen- 8, S.C.- 4, OBC(A)- 1).
3. **Typist – Copyist (Gr. - C) :-** [ Scale of Pay- 5400/- - 25,200/- :- Grade Pay – Rs. 2600/-]. Existing Vacancy- 6 , Expected Vacancy- 5. Total- 11 (Gen- 6, S.C.- 2, OBC(A)- 1, OBC(B)- 1, S.T.- 1).
4. **Process Server (Gr. - C):-** [ Scale of Pay- 5400/- - 25,200/- :- Grade Pay – Rs. 2300/-]. Existing Vacancy- 3 , Expected Vacancy- Nil. Total- 3 (Gen- 3).
5. **Peon (Gr. - D) :-** [ Scale of Pay- 4900/- - 16,200/- :- Grade Pay – Rs. 1700/-]. Existing Vacancy- 6 , Expected Vacancy- Nil. Total- 6 (Gen- 5, S.C.- 1).

The Appointment will initially be made on a purely temporary basis but is like to be made permanent, for all categories of posts.

Eligibility Age , Minimum Qualifying and other qualification required, Scheme of Examination and Syllabus for each examination for each category are given below :-

**Eligibility Age :-** Not less than **18** years and must not be more than **40** years as on **01.01.2013** for all categories of posts, excepting the post of English Stenographer. 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 P.H. Candidate, 48 Years, Relaxation of age limit in case of Ex-Serviceman Category – as per existing Govt. Rules. For English Stenographer, age must not be less than 18 Years and must not be more than **32** years on **01.01.2013** and the upper age limit shall be relaxable up to 5 year for an employee under the State Government holding a permanent post. There shall be no age limit for Permanent Typist, Permanent Steno-Typist and Permanent Clerk cum Typist under the Govt. of W.B. Who will apply for recruitment to the posts of Bengali Stenographer (Basic Grade). For English Stenographer, there shall be no age limit for persons holding permanent posts of Typists or Steno-Typist under the Government.

**Essential Qualification:-** In respect of Group :- For all posts in **Group- B & C** category, 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, (i) for L.D.C., knowledge in typewriting in English is preferable (ii) for English Typist, Typist, Typist-Copyist, Clerk cum Typist, Typist/Copyist/Mapist, a minimum typing speed from legible manuscript @ 30 w.p.m. in English is required (iii) for Stenographer, a minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 30 w.p.m. in typewriting from a legible manuscript in English for 10 minutes and also at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation are required. (iv) for Bengali Stenographer(Basic Grade), a minimum typing speed from a legible manuscript for 10 minutes @ 20 w.p.m. In Bengali a minimum speed @ 60 w.p.m. In Bengali shorthand and also know ledge in computer operation are required.

In respect of **Group – D** category (other than Sweeper):- The candidate must have class VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent institution.

### **Mode of Examination:-**

**1. For English Stenographer :-** Paper – I – Dictation and Transcription (400 marks) (Dictation lasting for 6 minutes followed by Transcription of notes in candidates' own handwriting for an hour); Paper – II – General English (100 marks) (syllabus – Spelling, Correct use of words, Correctness of Sentences, Use of common Phrases, Synonyms and Antonyms and Punctuation - Time limit 1 ½ hour); Paper – III – Typing in Typewriter machine (100 marks) (the candidates are required to type from a manuscript accurately on the typewriter @ not less than 30 w.p.m . The test will be for 10 minutes). On the basis of the result of all the 3 papers a number of successful candidates will be called for Personality Test, when knowledge in Computer Operation shall also be tested. On the basis of the result of all the 3 papers and also Computer Operation and Personality Test, a final panel will be prepared (the number of errors shall be admissible in respect of Paper – I and III and Qualifying Marks in any or all the papers and in the aggregate shall be fixed by the authority).

**2. For Lower Division Clerk :-** The examination shall consist of two parts viz. Part-I and Part-II. Only the successful candidates of Part-I examination who will qualify, the qualifying marks for which will be fixed by the Appropriate Authority, shall be called for Part-II Examination. The Part-I will carry 100 marks having 100 questions of 1 (One) 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 shall consist of conventional type question on (a) Group-A-English and (b) Group- B Bengali / Hindi / Urdu / Nepali carrying 50 marks each for Group-A and Group-B. The duration of Part-II examination shall be 1 Hour and the Syllabus for which will be fixed by the Appropriate Authority. Candidates who will take Hindi or Urdu or 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 the result of the Part-II examination a number of candidates will be selected for personality test carrying 10 marks and final panel will be prepared on the basis of the result of the marks obtain in Part-II Examination and personality test. The Appropriate Authority shall fix the minimum qualifying marks in Part-I Examination. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

### **3. For 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 1(one) paper of having Objective Type M.C.Q. On General English (30 marks). Current Affairs (20 marks). The duration of Preliminary Examination shall be 1 (one) hour. Only the successful candidates of Preliminary Examination shall be called for Main Examination (Type Test). Every candidates shall be required to type 450 wards in 15 minutes from a Manuscript of English passage. The maximum number of mistakes is allowable is 5%. The appropriate authority shall have the discretion to fix qualifying marks for both Preliminary and Main Examination. On the basis of the result of Main Examination 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 result of the total marks obtain in Typewriting, Computer Operation and Personality Test.

**4. For Group – D :-** A written examination to be conducted by the authority. The authority shall determine the syllabus and scheme and mention of the written examination. And the basis of the result of written examination, a number of candidates will be selected for Personality Test on the basis of the total marks obtain 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 tests for different categories of posts, mentioned above, and to relax such marks in respect of candidates belonging to S.C., S.T. And Other Backward Classes, if deemed necessary.

**N.B. 1)** Each application must be accompanied by application fee of Rs. 200/- for the posts of Group B & C category and Rs. 100/- for Group D category (Rs. 50/- and Rs. 25/- respectively for S.C. and S.T. Candidates) only by I.P.O. (which must be purchased on the date after publication of

advertisement); **2)** Attested documents, as mention in the application format, above, should be accompanied with the application (self attestation in this respect will not be valid); **3)** Two passport size recent photograph duly signed by the candidate should be pasted in the respective place mentioned in the Application Form and Admit Card; otherwise the candidature will be cancelled; **4)** One self addressed envelope of the size 25 cm. X 11 cm with postal stamp of Rs. 5 /- affixed thereon should be accompanied with the application. **5)** Full signature of the candidate with date must be given at the bottom of the application. Defective / incomplete application / unsigned applications / applications submitted without proper application fee and according to format will be summarily rejected; **6)** The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place of the respective judgeship and not according to the preference / option given by an applicant; **7)** 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. **8)** The Application, by speed post, ordinarily post, Registered post (with or without A/D) must be submitted in a closed envelope to the appropriate authority **within 5.00 p.m. On or before 8<sup>th</sup> March 2013, addressed to The District Judge, Nadia, At Krishnagar, Pin 741101.** The applications may also be dropped at the respective container / box which will be placed at the head quarter & sub division Courts of this Judgeship. Applications reaching the respective office after the last date shall not be considered, even though the same are posted will in advance; **8)** Candidates already in service under Govt. / Public Sector Undertakings, and within the prescribed age limit, must submit their applications through Proper Channel with the "No Objection" Certificate of the concerned Authority; **9)**The District Recruitment Committees reserves the right to make short lists 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/s shall remain valid only for a year from the date of this formation; **10)** In case of any dispute, the decision of the District Recruitment Committees shall stand final; **11)** The District Recruitment Committees shall also have the full discretion to fix minimum qualifying marks in respect of all categories of post and shall have the full dis creation to relax any or part of the norms; **12)** The application fee is not refundable in any case.

**District Judge, Nadia**  
**-: Cum :-**  
**Chairman of District Recruitment Committee.**

**APPLICATION FOR  
RECRUITMENT OF STAFF IN NADIA JUDGESHIP, 2013**

POST APPLIED FOR .....

CATEGORY.....

**To  
The District Judge, Nadia  
at Krishnagar,  
Pin – 741101**

Pasted one recent  
**Passport** size photo  
duly signed by  
the candidate.

Sir.

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

1. Full Name (In Block Letter) :
2. Name of the Father / Husband :
3. Date of Birth :
4. Actual Age as on 01.01.2013 :  
(Give attested supportive documents)
5. Gender :
6. Nationality :
7. Religion :
8. Permanent Address (Pin code) :
9. Present Address (Pin code) :

10. Whether belongs SC/ST/OBC :
11. Whether PH (Y/N) :
12. Educational Qualification :
13. Have you any knowledge in Computer (Give attested supportive documents) :
14. Have you any knowledge in Manual Typewriting (if any, give details) :
15. Do you know English Stenography :
16. Are you a Govt. Employee (Y/N) (give details) :
17. Other qualification (if any) :
18. Please mention the number, date & amount of IPO :

I, ..... hereby declare that, (a) All the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the even 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.**

Date :

Place :

Yours faithfully,

# **ADMIT CARD**

## **Staff Recruitment Examination, 2013**

**Judgeship : Nadia  
(For Office Use only)**

Roll No. :  
Date of Examination :  
Time of Examination :  
Venue of Examination :

Pasted one recent  
**Passport** size photo  
duly signed by  
the candidate.

**Signature of Invigilator with date**

(To be retained by the Invigilator in time of examination)

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**(To be filled by the candidate in BLOCK letters)**

1. Post applied for :
2. Roll No. (**For Office Use**) :
3. Name of the candidate :
4. Father's Name :

**Chairman,  
District Recruitment Committee, Nadia.**