

**Office of the District Judge, Cooch-Behar  
(English Department)**

Employment Notice for recruitment of different categories of posts under the Judgeship of Cooch-Behar to be conducted by the District Recruitment Committee, Cooch-Behar as per guidelines of the Hon'ble High Court, Calcutta vide letter No. 304-RG, Dated, 18-01-2013.

**Memo. No. 230 (Recruitment) /E, Dated, Cooch-Behar, the 8th February, 2013**

**EMPLOYMENT NOTICE**

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 Judgeship of Cooch-Behar.

The examination/test of all categories of post will be held at Sadar, Cooch-Behar. 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 fees (mentioned below) by I.P.O. (which must be purchased on a date after publication of advertisement) need to be drawn and where the same is payable are given hereunder :-

The application is to be addressed to **"The District Judge, Cooch-Behar, Pin-736101"** and the application fee by **I.P.O. to be drawn in favour of District Judge, Cooch-Behar, Payable at Cooch-Behar.**

- (1) **English Stenographer (Group-B)** : Scale of Pay : Rs. 7100/- - 37,600/-, Grade Pay Rs. 3900/- :: Existing Vacancy – 01, Total Vacancy – 01 (OBC- Category B).
- (2) **Bengali Translator (Group-B)** : Scale of Pay : Rs. 7100/- - 37,600/-, Grade Pay Rs. 3600/- :: Existing Vacancy- 01, Total Vacancy – 01 (S.T).
- (3) **Bengali Typist (Group – C)** : Scale of Pay : Rs. 5400/- - 25,200/-, Grade Pay Rs. 2600/- :: Existing Vacancy- 02, Total Vacancy– 02 (S.C-01; Unreserved – 01).
- (4) **Night Guard (Group – D) (Women are not eligible)** :: Scale of Pay : Rs. 4,900/- - 16,200/-, Grade Pay Rs. 1700/- :: Existing Vacancy- 01 and Expected Vacancy– 08; Total Vacancy- 09 (S.C-01; Unreserved - 02 ; Unreserved (EC) -01 ; S.T – 01 ; Unreserved (Ex-Serviceman) – 01 ; SC(EC) 01 ; OBC (A) -01 ; and OBC (B) - 01 ).

**The appointment will initially be made on a purely temporary basis but is likely to be made permanent for all categories of Posts.**

**Eligibility Age :** Not less than 18 years and not more than 37 years as on 1st January, 2013 for the posts of Group-B categories and for the posts of Group-C and D categories not less than 18 years and not more than 40 years as on 1st January, 2013. Relaxation of age limit for 5 (five) years in case of candidates SC/ST category and for 3 (three) years for the candidates of OBC (A) and (B) Categories. 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. The upper age limit shall be relaxable up to 5 years for an employee under the State Government holding a permanent post. For English Stenographer, there shall be no age limit for persons holding permanent posts of Typists or Steno-Typists under the Government.

**Essential Qualification :**

**For all posts in Group –B and C category** (excepting the post of Bengali Translator), 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 Bengali Typist, a minimum typing speed from legible manuscript @ 20 w.p.m. in Bengali is required.

**Bengali Translator** : ; The candidate must have the proficiency in translating English to Bengali and Bengali to English and must be a graduate of any recognized University with Honours preferably in English, Bengali or Linguistics and also must have knowledge in Computer operation.

**For the post of Night Guard** ; The candidates must have Class-VIII pass certificate from any recognized School or Madrasah or any other recognized equivalent Institution. Moreover, the candidates should be sound health, good physique and free from any organic defect and bodily infirmity.

**Mode of Examination** :

**For English Stenographer** : Paper – I : Dictation & 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 1½ hours) : Paper – III ; Typing in Type-writer machine (100 marks) (The candidates are required to type from a manuscript accurately on the Type writer @ not less than 30 words per minute. The test will be for 10 minutes). On the basis of the result of the all the three 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 three 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).

**For Bengali Translator** : Paper – I : English Précis & Essay Writing and (2) Bengali Précis and Essay Writing ( 100 Marks) ( Time : two hours) ; Paper- II : (a) A written translation into Bengali of a selected passage from Classical English author extending to not less than 30 lines of an octave page. (b) A written Translation into English of a passage in Bengali taken from the file of some decided cases. (c) A written Translation into English of passage in Bengali from some eminent Bengali Author (100 Marks) (Time : two hours) On the basis of the result of the all the two papers a number of successful candidates will be called for Personality test when knowledge in computer operation shall also be tested and a final panel will be prepared on the basis of the result of the total marks obtained by the candidate.

**For Bengali Typist** : 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) and Current affairs (20 Marks) (Time : 1 hour). Only the successful candidates of Preliminary Examination shall be called for Main Examination (Type Test). Every candidate shall be required to type 300 words in 15 minutes from a manuscript of Bengali passage, i.e. @ 20 words per minute. The maximum number of mistake allowable is 5 per cent. On the basis of the result of the Main Examination (Type Test) 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 the total marks obtained in Type writing, Computer operation and personality test.

The Recruitment Authority 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 Backwards classes, if deemed necessary.

Eligible candidates may submit legible hand-written or typed (one side of the paper) application for any of the aforementioned posts addressed to the District Judge and Chairman, District Recruitment Committee, District Judge's Office, Cooch-Behar **within 5:00 p.m. on or before 08th March, 2013** as per format given below :

No application will be entertained after the last date.

## APPLICATION FORMAT

POST APPLIED FOR .....

CATEGORY .....

(Mention categorically the name of the post and the category to which you belong)

To : The District Judge and Chairman,  
District Recruitment Committee,  
District Judge's Office, Cooch-Bihar  
P.o. + Dist : Cooch-Bihar.  
Pin – 736101.

One recent passport size photograph duly signed by the candidate to be passed here
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Sir,

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) Full Name (In block Letter) :
- 2) Name of Father / Husband :
- 3) Date of birth : dd mm yyyy
- 4) Actual Age as on the date of Application (Give attested supporting documents) : Year Month Days
- 5) Sex (Male/Female) :
- 6) Nationality :
- 7) Religion :
- 8) Address (Permanent & Present) :
  - (a) Present address :
  - (b) Permanent address :
  - (c) Telephone / Mobile No., if any :
- 9) Whether belongs to SC/ST/OBC (Give attested supporting documents) :
- 10) Physically Handicapped (Yes / No) (Give attested supporting documents) :
- 11) Educational Qualification (Give attested supporting documents) :
- 12) Have you any knowledge in Computer Operation/Typing / If so, give details (Give attested supporting documents) :
- 13) Do you know ordinary Type-Writing ? If so, give details (Give attested supporting documents) :
- 14) Do you know Shorthand (English) ? If so, give details (Give attested supporting documents) :
- 15) Are you a Govt. Servant (Yes / No) If yes, give details :

- 16) Other Qualification if any ? :  
(Give attested supporting documents)
- 17) Please state the Number and Date and :  
amount of Indian Postal Order.

### 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, serving under Government ) I have obtained "No objection" certificate from my Appointing Authority in writing. [ Strike out the portion (b), if not applicable ]

Date :  
Place :  
Enclos :

Yours faithfully,

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

### Staff Recruitment Examination – 2013

JUDGESHIP OF COOCH-BEHAR

## ADMIT CARD

(For Office Use)

One recent  
passport size  
photograph  
duly signed by  
the candidate  
to be passed  
here

Roll Number :  
Date of Examination :  
Time of Examination :  
Venue :

( To be filled up by the Candidate )

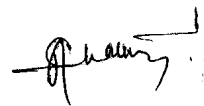
- 1) Name of the Candidate :  
(In Block Letters)
- 2) Father's / Husband's Name :
- 3) Address :

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

**Note :** *Instruction is enclosed in separate sheet.*

**N.B.** (1) Sl. Nos. 1-12 and 15-17 are required to be filled up by all the candidates applying for any category of post and in addition to that other relevant particulars in respect of Sl. No. 13-14 to be filled up by the candidates applying for the post of Stenographer, Typist etc. (2) SC/ST/OBC candidates of other States will be treated as General Candidates. (3) **Each application must be accompanied by application Fee of Rs. 200/- for the posts under Group-B and C category and Rs. 100/- for Group-D category [ Rs. 50/- (Group-B & C) and Rs. 25/- (Group-D) respectively for SC/ST candidates only]** by I.P.O. which must be purchased on a date after publication of advertisement. (4) Attested documents, as mentioned in the application format, above, should be accompanied with the application (5) Two passport size recent photograph duly signed by the candidate should be pasted in the respective places mentioned in the Format and Admit Card; (6) **One self-addressed envelope** of the size of 25 cm X 11 cm, **with postal stamp of Rs.5/- affixed thereon should be accompanied with the application.** (7) Full signature of the candidate with the 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.** (8) **The application fee is not refundable in any case.** (9) 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 respects, by post. Candidates called for the Test/s shall be required to appear at their own expense. (10) 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. (11) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service. (12) The District Recruitment Committees reserves the right to offer appointment to the selected candidate at any place of the Judgeship of Cooch-Bihar and not according to the preference/option given by an applicant. (13) Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship. (14) In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final. (15) Candidates, whose applications will be found not in order, will not be allowed to appear before the test/s and authority will bear no responsibility to inform. (16) The Application, by speed post, ordinary 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 08.03.2013.** The applications may also be dropped at the respective container/box which will be placed in the office of the District Judge, Cooch-Bihar. Applications reaching this office after the last date shall not be considered, even though the same are posted well in advance. (17) 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. (18) 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/s shall remain valid only for a year from the date of its formation. (19) In case of any dispute, the decision of the District Recruitment Committees shall stand final. (20) The District Recruitment Committee shall also have 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. (21) Other information / instruction, if any, which will be taken by the District Recruitment Committee, Cooch-Bihar time to time in respect of this recruitment Process/ Examination /Corrigendum if any, will be published in the website of the Hon'ble High Court, Calcutta as well as in the Government website of Cooch-Bihar District. Candidates are therefore, requested to visit : <http://www.calcuttahighcourt.nic.in> or <http://www.coochbihar.gov.in> or <http://www.coochbihar.nic.in> in " **Latest News** for up to date information.

Dated, Cooch-Bihar  
The 8th February, 2013.

  
District Judge and Chairman  
District Recruitment Committee  
District Judge's Office, Cooch-Bihar  
Dist. Recruitment Committee  
Dist. Judge's Office, Cooch Bihar