

## OFFICE OF THE DISTRICT JUDGE, JALPAIGURI

Notification for recruitment of different categories of posts of staff in the Judgeship of Jalpaiguri of West Bengal vide Employment Notification No. 18(M) dated 14.02.2013 arising out Hon'ble Court's No. 304-RG Dated, Calcutta, the January 18<sup>th</sup>, 2013 to be conducted by the Committee of the Jalpaiguri Judgeship under the supervision of the Committee of Registrars of High Court at Calcutta.

### **Employment Notification No. 304-RG. Dated, Calcutta, the 18<sup>th</sup> January, 2013**

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 Jalpaiguri District of West Bengal.

The examination/test of a particular category of post will be held on a particular day and time. One can apply for only one vacant post. Details of vacancies, Scale of pay, details of address of the appointing authority to whom the application is to be addressed and in whose favour the application 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 :-

The application is to be addressed to **"The District Judge, Jalpaiguri, PIN – 735101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Jalpaiguri,. Payable at Jalpaiguri. **(1) English Stenographer**(Group-B) – Scale of Pay Rs. 7100/- - 37600/-, Grade Pay Rs. 3900/- :: Existing Vacancy -3, Total Vacancy – 3 (Gen-2, S.C-1). **(2) Bengali Stenographer** (Group-B) – Scale of Pay Rs. 7100/- - 37600/-, Grade Pay Rs. 3900/- :: Existing Vacancy -1, Total Vacancy – 1 (S.C-1). **(3) Lower Division Assistant** (Group-C):: Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Expected Vacancy 1; Total Vacancy – 1 (OBC(B)-1) **(4) Typist-Copyist (English)** (Group-C):: Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 1; Total Vacancy – 1 (Gen.-1). **(5) Bailiff/Seal Bailiff** (Group-D):: Scale of Pay –Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 1; Total Vacancy – 1 (SC-1). **(6) Office Peon/Night Guard/Sweeper** (Group-D):: Scale of Pay –Rs. 4900/- - 16200/- Grade Pay – Rs. 1700/-:: Existing Vacancy –10 and Expected Vacancy –6; Total Vacancy – 16 (Office Peon-Gen-4; Office Peon - SC-4; Night Guard- Gen-5; Sweeper- S.C-3).

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, 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 not more than 40 years as on 1<sup>st</sup> January, 2013 for all categories of posts, excepting the post of Bengali Stenographer. Relaxation of age limit for five(5) years in case of candidates SC/ST category and for 3(three) years in case of candidates of OBC Category only. Relaxation of age limit in case of Ex-Serviceman Category – as per existing Government Rules. For Bengali Stenographer (Basic Grade), age must not be less than 18 years and must not be more than 32 years on 1<sup>st</sup> January, 2013 and the upper age limit shall be relaxable up to 5 years for an employee under the State Government holding a permanent post. There shall be no age limit for permanent Typists, Permanent Steno-Typist and Permanent Clerk-cum-Typist under the Government of West Bengal 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-Typists 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 type-writing in English is preferable (ii) for English Typist-Copyist, a minimum typing speed from legible manuscript @ 30 w.p.m. in English is required (iii) for English 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 and a minimum speed @ 60 w.p.m. in Bengali shorthand and also knowledge 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.

**For the post of Night Guard,** the candidates should be sound health, good physique and free from any organic defect and bodily infirmity.

**For the post of Sweeper**, the applicants must have ability to read and write Bengali.

**Mode of Examination: -**

(1) For Lower Division Clerk/Assistant: - 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 a final panel will be prepared on the basis of the result of the total marks obtained in Part-II Examination and personality test. The Appropriate Authority shall fix the minimum qualifying marks in Part-II Examination. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

(2) 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 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 allowable is 5 per cent. The appropriate authority shall have the discretion to fix qualifying marks for both Preliminary and Main Examination. 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 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.

(3) Group-D (excepting Sweeper):- 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 the basis of the result of the written examination, a number of candidates will be selected for personality test and on the basis of the total marks obtained in the written examination and personality test; a final panel will be prepared.

(4) For Sweeper: - The selection shall be made on the basis of an interview.

(5) For Bengali Stenographer: - The examination for Paper-I – Bengali – 100 marks (time 1 ½ hours)- syllabus – drafting of a report from points or materials – Translation from English into Bengali-condensing of a prose passage and grammar; Paper-II – Typing in Bengali – 100 marks; Paper-III –Dictation of a Bengali passage to be written in shorthand and transcription (in Bengali) – 400 marks will be held in a single process or, if the number of applications is large, in two parts, Part-I – Bengali (Paper-I) and Part-II – Typing in Bengali (Paper-II) and Dictation (Paper-III). On the basis of the result of the Part-I and Part-II Examination a number of successful Candidates will be selected for personality test when the knowledge in computer operation shall also be tested. On the basis of the result of Part-I, Part-II, Personality test and knowledge in computer operation, a final panel will be prepared.

(6) 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 1 ½ hours); Paper –III-Typing in typewriter 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).

Last date of receipt of application within 5.00 p.m. on 08.03.2013.

Applicants are requested to go through and read the detailed instructions, mentioned or captioned as N.B.

The appropriate 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 Scheduled Castes and Other Backward Classes, if deemed necessary.

Eligible candidates may submit legible hand-written or typed (one side of the paper) single application for any the aforementioned post and for any of the above-noted judgeships, as per format given below:-

**APPLICATION FORMAT**

**POST APPLIED FOR** \_\_\_\_\_ **CATEGORY** \_\_\_\_\_

**(Mention categorically the name of the post and in which category do you belong)**

To

\_\_\_\_\_ ,

\_\_\_\_\_ ,

PIN \_\_\_\_\_ .

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 the Father/Husband :
3. Date of Birth :
4. Actual Age as on the date of application :  
(give attested supporting documents)
5. Sex (Male/Female) :
6. Nationality :
7. Religion :
8. Address (Permanent & Present) with Tel. :  
No., if any. :
9. Whether belongs to SC/OBC/ :  
(give attested supporting documents)
10. Physically Handicapped (say 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/Bengali)? :  
If so, give details. :  
(give attested supporting documents)

15. Are you a Govt. servant – Yes/No, If yes, :  
Give details. :

16. Other Qualifications, if any. :  
(give attested supporting documents)

17. Please state the No. 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 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 :

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

**ADMIT CARD**

Staff Recruitment Examination 2013.

Judgeship (write the name of the District) .....

**(For Office use)**

**Roll No.** : \_\_\_\_\_

**Date of Examination** : \_\_\_\_\_

**Time of Examination** : \_\_\_\_\_

**Venue** : \_\_\_\_\_

**(To be filled up by the candidate)**

**1. Name of the Candidate (in Block Letter)** : \_\_\_\_\_

**2. Father's/Husband's Name** :  
\_\_\_\_\_

**3. Address** : \_\_\_\_\_

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

**Note :- Instruction is enclosed in separate Sheet.**

**N.B. :-** (1) Sl. Nos. 1 -12 and 15, 16 & 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. Nos. 13 & 14 to be filled up by the candidates applying for the post of Stenographer and Sl.13 to be filled up by the candidates applying for the post of Typist-Copyist. (2) Self attestation will not be valid for the purpose; (3) SC/ST/OBC candidates of other States will be treated as General Candidates; (4) each application must be accompanied by application Fee of Rs. 200/- for the posts under Group B & C category and Rs. 100 for Group-D category (Rs. 50/- & Rs. 25/- respectively for SC candidates only) by I.P.O., which must be purchased on a date after publication of advertisement. Any other mode of payment of Application Fee will not be accepted. (5) Attested documents, as mentioned in the application format, above, should be accompanied with the application and self-attestation in the this respect will not be valid; (6) Two passport size recent photograph duly signed by the candidate should be pasted in the respective places mentioned in the Format and Admit Card; (7) One self-addressed envelope of the size of 25cm X 11 cm, with postal stamp of Rs. 5/- affixed thereon should be accompanied with the application. (8) 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. (9) The application fee is not refundable in any case. (10) 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 expense. (11) 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. (12) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service. (13) 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. (14) 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. (15) In case of any dispute, the decision of the District Recruitment Committee of the Jalpaiguri Judgeship shall stand final. (16) Candidates, whose application will found not in order, will not be allowed to appear before the test/s and authority will bear no responsibility to inform. (17) 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 container/box which will be placed at the head quarter of Jalpaiguri district Court. Applications reaching the respective office after the last date shall not be considered, even though the same are posted well in advance. (18) 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. (19) The District Recruitment Committee 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 its formation. (20) In case of any dispute, the decision of the District Recruitment Committee shall stand final. (21) 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.

Sd/-

**Chairman of the District  
Recruitment Committee, Jalpaiguri**