

**Office of the District Judge, Paschim Medinipur.**  
**Employment Notification No. 01 / February / 2013**  
**Dated, Midnapur, the 13 th February, 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 Paschim Medinipur.

The application is to be addressed to the “The District Judge, Paschim Medinipur, PIN 721101 and application fee be deposited in any branch of State Bank of India for the posts mentioned below;

1. English Stenographer(Group-B) : Scale of Pay-PB-3- Rs. 7,100/- - 37,600/- + Grade Pay Rs. 3,900/- [Total Vacancy – 18{Gen -6, Gen. (EC) – 2, Gen(Ex-Serviceman) – 2, SC – 4, SC(EC) – 1, OBC-A – 2, OBC-B – 1}].
2. Lower Division Clerk (Group-C) : Scale of Pay-PB-2-Rs. 5,400/- - Rs. 25,200/- + Grade Pay Rs. 2,600/- + One advance increment. [Total Vacancy – 22 { Gen – 4, Gen(EC) – 5, Gen (Ex serviceman) – 3, SC – 2, SC(EC) – 2, SC(Ex serviceman) – 1, ST-1, ST(EC) – 1, PH – 1, OBC-A – 1, OBC-A-(EC) – 1}].
3. Process Server(Summons Bailiff)(Group-C) : Scale of Pay-PB-2 - Rs. 5,400/- - 25,200/- + Grade Pay Rs. 2,300/- [Total Vacancy -2 { Gen(Ex serviceman) – 1, SC-1}].
4. Group-D : Scale of Pay-PB-1, Rs. 4,900/- - Rs. 16,200/- + Grade Pay Rs. 1,700/- + One advance increment. [Total Vacancy – 9 {Gen(Ex serviceman) – 3, PH – 1, Gen(sportsman) – 1, ST(Ex serviceman) – 1, OBC-A – 1, OBC-A(EC) – 1, OBC-A(Ex serviceman) – 1}].

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 Qualification 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. Relaxation of age limit for five 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 43 years. Relaxation of age limit in case of Ex-serviceman Category as per existing government Rules.

Essential Qualification : In respect of Groups: For all posts in Group-B & C categories, the Candidate must have passed Madhyamik or equivalent examination from any recognized Board and 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 Stenographer, a minimum speed @ 80 w.p.m in Shorthand for six minutes and followed by transcription in own handwriting with one hour 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.

In case of Process Server/Group-D category : The candidate must have class VIII passed certificate from any recognized School or recognized Madrasah or any other recognized equivalent institution.

## **Mode of Examination:**

(1) For English Stenographer and Process Server: Paper-I-Dictation & Transcription, Paper-II- General English, Paper-III-Typing in typewriter machine. On the basis of the result of 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 result of Paper-I, Paper-II and Paper -III and also computer operation and personality test a final panel will be prepared.

(2) For Lower Division Clerk: The examination shall consist of two parts, viz. Part-1 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 50 marks having 50 questions of 1(one) mark each, comprising of multiple choice objective type questions on English, General Studies and Arithmetic and another 50 marks on conventional type question on English and Bengali. The duration of Part-I examination shall be 1 and ½ hours. On the basis of result of Part-I examination, a number of candidates will be selected for Part-II examination (personality Test/ Viva Voce) and a final list will be prepared on the basis of result of total marks obtained in Part-I examination and Part-II examination (personality Test). The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

(3) For Process Server, a written examination to be conducted by the authority. The Authority shall determine the syllabus for and scheme and method of the written examination. On 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 Group-D: A written examination to be conducted by the Authority. The Authority shall determine the syllabus for and scheme and method of the written examination. On 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.

Eligible candidates may submit legible hand written or typed single application for any of the aforementioned categories of posts, as per format given in separate sheet.

Chairman,  
District Recruitment Committee,  
Paschim Medinipur at Midnapur.

## **Instruction**

Nota Bene :- Sl. Nos. 1 to 12 and 15 of the application format 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 and 14 are to be filled up by the candidates applying for the post of Stenographer (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 categories and Rs 100/- for Group – D category (Rs. 50/- for Group B & C category and Rs.25/- for Group D category for SC/ST candidates only).

### **Mode of Payment:**

(1) In case of submission of application through online, the applicant is to visit [www.paschimmedinipur.gov.in](http://www.paschimmedinipur.gov.in) and the applicant is instructed to deposit the necessary fees in A/C of “District Judge, Paschim Medinipur”, State Bank of India, SB Bank A/c No.31278887992. The applicant is also instructed to obtain Bank deposit form first from Website i.e. [www.paschimmedinipur.gov.in](http://www.paschimmedinipur.gov.in)

The Bank charges if any shall be borne by the applicant himself/herself.

(2) In case of direct submission of application form, the applicant is to deposit necessary fees in ordinary Bank deposit form but the candidate is instructed to write his/her full name in the depositors' column. The amount shall be deposited in A/C of “District Judge, Paschim Medinipur”, State Bank of India, SB Bank A/c No.31278887992. The applicant should enclose the Bank Deposit Slip with the application.

The Bank charges if any shall be borne by the applicant himself/herself.

(5) 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 (6) Two passport size recent photographs 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 11cm with postal stamp of Rs. 5/- affixed thereon should be accompanied with the application in case of direct submission of the application form. In case of submission of form through online they will collect the Admit Card from website for the period from 15<sup>th</sup> June to 30<sup>th</sup> June, 2013. In case of non received of the Admit Card within the stipulated period, they may collect the Admit Card from the office from 1<sup>st</sup> July to 10<sup>th</sup> July, 2013 after submitting necessary identification.(8) Full signature of the candidate with date must be given at the bottom of the application. Defective / incomplete application / unsigned application / 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/online. 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 candidates' eligibility and suitability in all respect. If at any stage of the process, a candidate is found to be illegible for admission to the test(s) in terms of the Notice, his/her candidature shall be canceled 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 candidates 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. (15) In case of any dispute, the decision of the District Recruitment Committee of the Judgeship shall stand final. (16) Candidates, whose application will be found not in order, will not be allowed to appear before the test(s) and authority will bear no responsibility to inform. (17)The applications may also be dropped at respective container /box which will be place at the headquarter of District Court. The applications, by speed post, ordinary post, registered post(with or without AD) must be submitted in a closed envelop to the appropriate authority within 5:00PM on or before 8<sup>th</sup> March, 2013. Application reaching the office after the last date shall not be considered, even though the same are posted well in advance. (18) Candidates already in service under Government/ 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 thus form shall remain effective till the process of giving appointment against the notified vacancies, is completed. (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 posts and shall have the full discretion to relax any or part of the norms.

Chairman,  
District Recruitment Committee,  
Paschim Medinipur at Midnapur.

Application for the post of Group B(English Stenographer) or Group C(Lower Division Clerk /Process- Server ) or Group D.

POST APPLIED FOR ..... CATEGORY .....  
(Mention categorically the name of the post and in which category do you belong)

To .....  
.....  
PIN .....

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

Sir,

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

1. Full Name (in block letters) :
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/ST/OBC :  
(give attested supporting documents)
10. Physically Handicapped (say yes/no) :  
(give attested supporting documents)
11. Educational Qualification :
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. :
14. Do you know Shorthand (English/Bengali)? :  
(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 SBI Branch name, date and Amount:

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 canceled (b) {in case of candidates serving 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 :

Candidate's Signature.

**ADMIT CARD**

**Staff Recruitment Examination, 2013  
Paschim Medinipur Judgeship**

**(For Office use)**

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

**Roll No. :**

**Date of Examination :**

**Time of Examination:**

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

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

**Signature and date with stamp of the  
Chairman, District Recruitment Committee.  
Paschim Medinipur Judgeship at Midnapur.**