

**OFFICE OF THE DISTRICT JUDGE OF PURULIA.**

**ENGLISH DEPARTMENT.**

Notification No. 1 /2013, dated Purulia, the 12th day of February, 2013.

Applications from the eligible Indian citizens in the following prescribed format are invited for preparation of panel to fill up the existing and expected vacancies for the post of Lower Division Clerk in the Judgeship of Purulia.

The application is to be addressed to the "District Judge, Purulia", Pin-Code No.723101. Each application must be accompanied by application fee of Rs.200/- for General category and Rs.50/- for SC/ST 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. The I.P.O. to be drawn in favour of the District Judge, Purulia payable at Purulia Head Post Office.

Scale of Pay- Rs.5400- Rs.25200/-, Grade Pay- Rs.2600/-.

**Number of vacancies:-** Existing- 23, expected-6, in total- 29 including the 6 posts of Typist-Copyist converted to L.D.C.in terms of Finance Department Notification No. 1583-F(P) dated 21.02.2012.

**Category-wise vacancies :-**

Scheduled Caste- 6, Scheduled Caste (E.C)- 2, Scheduled Tribe-1, Scheduled Tribe (E.C)-1, Unreserved -6, Unreserved (E.C.)-5, Unreserved (sports man)-1, Unreserved (disabled person)-1, Unreserved (Ex-Service Man)-1, O.B.C(A)-2. O.B.C-A(E.C.)-1, O.B.C(B)-2.

Note:- Out of total 29 vacancies, 2 vacancies shall be filled up by the candidates to be recruited on compassionate ground and 3 vacancies shall be filled up from the promotees from Group-'D' employees as per recommendation of the Shetty Commission.

The appointment will initially be made on a purely temporary basis but is likely to be made permanent.

**Eligibility Age:-** Not less than 18 years and not more than 40 years as on 1<sup>st</sup> January, 2013. Relaxation of age limit for five years in case of candidates belonging to SC/ST category and for three years in case of candidates belonging to OBC Category only. The upper age limit, in case of Physically Handicapped Candidates is 45 years and the upper age limit shall be relaxable up to five years for an employee under the State Government holding a permanent post.

**Essential Qualification:-** The candidate must have passed Madhyamik or equivalent examination from any recognized board and at least have a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation. Knowledge in Type writing in English is preferable.

**Mode of Examination:-**

(1) 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 which will be fixed by the Appropriate Authority, shall be called for Part-II Examination. The Part-I Examination will carry 100 marks having 100 questions of 1(one) mark each, comprising multiple choice objective type questions on English, General Studies and Arithmetic. The duration of Part-I examination shall be one and half hours. The part-II examination shall consist of conventional type question on (a) Group-A-English and (b) Group-B-Bengali carrying 50 marks each for Group-A and Group-B. The duration of Part-II examination shall be 1 hour and the syllabus will be fixed by the Appropriate Authority. 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.

Last date for receipt of application is 08th March 2013.

Eligible candidates may submit legible hand-written or typed (one side of the paper) single application as per format given below:-

( S. Niyogi )  
District Judge, Purulia  
and  
Chairman of the Recruitment Committee.

N.B. :- (1) Application must be filled up and signed by the candidate. (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) 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; (5) Two passport size recent photograph duly signed by the candidate should be pasted in the respective place mentioned in the Format and Admit Card; (6) 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. (7) Full signature of the candidate with date must be given at the bottom of the application. Defective/incomplete /unsigned applications submitted without proper application fee and not 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, and 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. (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 Committee reserves the right to offer appointment to the selected candidate at any court under this Judgeship and not according to the preference/option given by applicant. (13) Once appointed, the matter 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; (14) In case of any dispute, the decision of the District Recruitment Committee shall stand final. (15) 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. (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 any working day on or before 08.03.2013. The applications may also be dropped at the respective container/box which will be placed in front of the door of the Office of the District Judge, Purulia. Applications reaching the respective 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 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 one year from the date of its formation. (19) 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.

( S. Niyogi )  
District Judge, Purulia  
and  
The Chairman of the Recruitment Committee.

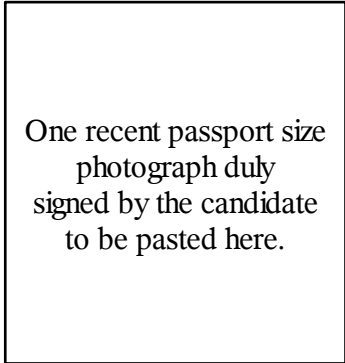
**APPLICATION FORMAT**

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 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  
(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. Are you a Govt. servant- Yes/No, If yes,

Give details.

:-.....

15. Other Qualification, if any.

(give attested supporting documents)

:-.....

16. Please state the No. date and Amount of Indian Postal Order :-.....

**DECLARATION**

I hereby declare that, (a) all the 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.]

Date :-

Yours faithfully,

Place :-

Enclos:-

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

**ADMIT CARD**

Staff Recruitment Examination 2013.

JUDGESHIP OF PURULIA

(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 LETTERS) :- .....
  - 2) Father's/Husband' Name :-.....
  - 3) Address :-.....
- .....

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

Note :- Instruction is enclosed in separate Sheet.