

OFFICE OF THE DISTRICT & SESSIONS JUDGE, SOUTH 24 – PARGANAS ALIPORE

Notification for recruitment of different categories of staff in the Judgeship of South 24 – Parganas

Employment Notification No. 1, dated, Alipore, the 12 th day of February, 2013

Applications are invited from eligible Indian Citizen in the prescribed proforma for preparation of panel to fill up the existing and expected vacancies mentioned below, in different categories of posts in respect of the Judgeship of South 24 – Parganas. The details of vacancies, Scales of Pay, detail address of the Appointing Authority to whom the application is to addressed and in whose favour the application fees by IPO / Demand Draft / Banker's Cheque need be drawn and where the same is payable are given hereunder :

The application is to be addressed to ` **The District Judge, South 24 – Parganas, 18 Judges'Court Road, Alipore, Kolkata – 700 027** ` and Application fee by IPO payable at G.P.O., Kolkata / Demand Draft / Banker's Cheque to be drawn in favour of ` **District Judge, South 24 – Parganas** `

Vacancies :

(a) ***Stenographer Grade III (Grade – C)*** :: Pay Band No. 3 of Rs. 7100 – 37600/ with Grade Pay of Rs. 3900.00 :: Existing Vacancy - 8 & Expected Vacancy - 2 ; Total Vacancy - 10 [UR – 4, SC - 1, ST - 3, OBC(A) - 1, OBC(B) – 1]

(b) ***Lower Division Clerk*** :: Pay Band No. 2 of Rs. 5400 – 25200/ with Grade Pay of Rs. 2600.00 :: Existing Vacancy - 39 & Expected Vacancy - 1 ; Total Vacancy - 40 [UR – 19, SC - 7, ST - 5, OBC(A) - 4, OBC(B) – 2, PH – 1, Ex-Serviceman - 2]

(c) ***Summon Bailiff*** :: Pay Band No. 2 of Rs. 5400 – 25200/ with Grade Pay of Rs. 2300.00 :: Existing Vacancy - 39 & Expected Vacancy - Nil ; Total Vacancy - 39 [UR – 20, SC - 8, ST - 2, OBC(A) - 4, OBC(B) – 2, PH – 1, Ex-Serviceman - 2]

(d) ***Duftry (Book-Binder)*** :: Pay Band No. 1 of Rs. 4900 - 16200/ with Grade Pay of Rs. 1800.00 :: Existing Vacancy : 2, Expected Vacancy : 0, Total Vacancy : 2 [UR – 1, ST – 1]

(d) ***Peon*** :: Pay Band No. 1 of Rs. 4900 - 16200/ with Grade Pay of Rs. 1700.00 :: Existing Vacancy - 30 & Expected Vacancy - 10 ; Total Vacancy - 40 [UR – 21, SC - 8, ST - 2, OBC(A) - 1, OBC(B) – 3, PH – 1, Ex-Serviceman - 4]

(e) ***Night Guard*** :: Pay Band No. 1 of Rs. 4900 - 16200/ with Grade Pay of Rs. 1700.00 :: Existing Vacancy : 10, Expected Vacancy : 0, Total Vacancy : 10 [UR – 3, SC – 2, ST – 1, OBC(A) – 1, OBC(B) – 1, PH – 1, Ex-Serviceman - 1]

(f) ***Farash*** :: Pay Band No. 1 of Rs. 4900 - 16200/ with Grade Pay of Rs. 1700.00 :: Existing Vacancy : 5, Expected Vacancy : 0, Total Vacancy : 5 [UR – 2, SC – 1, OBC(A) – 1, OBC(B) – 1]

(g) ***Sweeper*** :: Pay Band No. 1 of Rs. 4900 - 16200/ with Grade Pay of Rs. 1700.00 :: Existing Vacancy : 1, Expected Vacancy : 0, Total Vacancy : 1 [ST – 1]

The appointment will initially be made on temporary basis but is likely to be made permanent as per relevant Rules for all categories of posts.

Eligibility age, Minimum Qualification & other Qualification required, Scheme of Examination & Syllabus for examination for each category of post are given below :

1. **Eligibility age :**

Not less than 18 years and not more than 40 years as on 01.01.2013 for all categories of posts excepting Stenographer Grade III (Grade C) for whom maximum age limit is 37 years as on 01.01.2013. Relaxation of age limit for five years in case of candidates belonging to SC & ST Category and 3 years in case of OBC(A) & OBC(B) category. The upper age limit in case of Physically Handicapped candidate is 45 years. Relaxation of age limit in case of Ex-serviceman category is as per existing Government Rules. There shall be no upper age limit for persons

holding permanent posts of Typists or Steno-Typists under the Government applying for the post of Stenographer Grade III (Grade C).

2. Essential Qualification :

Candidates applying for the post of Stenographer Grade III (Grade C) & Lower Division Clerk must have passed Madhyamik or equivalent examination from any recognised Board and must possess at least a Certificate in Computer Training from recognised Institution and a satisfactory fingering speed in computer operation. Moreover, for Stenographer Grade III (Grade C), a minimum speed @ 80 w.p.m. in Shorthand and typing speed @ 30 w.p.m. is required.

Candidates applying for the post of Summon Bailiff, Duftry (Book-binder), Peon, Night Guard & Farash must have Class VIII passed Certificate from any recognised School or recognised Madrasah or any other recognised Institution. In addition to the above qualification for the post of Night Guard, the candidates applying for the said post should be of sound health, good physique and free from any organic defect and body infirmity. For the post of Sweeper, candidates applying must have the ability to read and write in Bengali.

3. Mode of Examination :

(a) Stenographer Grade III (Grade C) : – Paper I – Dictation & Transcription (400 marks) comprising of 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 & antonyms and Punctuation. Time limit – 1½ hours. Paper III – Typing (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 of 10 minutes. On the basis of the result of all three papers a number of successful candidates will be called for Personality test when knowledge in computer operation will be tested. On the basis of the three papers and also computer operation & personality test, a final panel will be prepared.

** The number of errors shall be admissible in respect of Paper I & Paper III and qualifying marks in any or all the papers and in aggregate shall be fixed by the Authority

(b) Lower Division Clerk : - The examination shall consist of two parts viz. Part I & Part II. Only the successful candidates of Part I examination who will qualify, the qualifying marks for which will be fixed by this Authority, shall be called for Part II Examination. The Part I 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 of 1½ hours. The Part II Examination comprising two Groups of conventional type question on English (Group A) and Bengali / Hindi / Urdu / Nepali (Group B) carrying 50 marks each for Group A & Group B. The duration of Part II examination shall be of 1 hour and the syllabus will be fixed by this Authority subsequently. Candidates who will opt for Hindi / Urdu / Nepali, as the case may be, in lieu of Bengali in the Part II examination shall, before confirmation, have to pass Departmental Examination in Bengali during the period of probation. On the basis of result of 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 & Personality test. This Authority has the right to fix the minimum qualifying marks in Part II examination. The standard of examination shall be similar to that of Madhyamik examination of the West Bengal Board of Secondary Education.

(c) Summon Bailiff / Duftry (Book-binder) / Peon / Night Guard / Farash : - A written examination to be conducted by the Authority and the standard of examination will be of Class VIII. 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 total marks obtained in the written examination and Personality test, a final panel will be prepared.

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

The Authority shall have the discretion to fix qualifying marks in any or all of the tests for different categories of posts mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Caste, Scheduled Tribe, OBC(A) & OBC(B), if deemed necessary.

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

Sd. /

Chairman
District Recruitment Committee
Judgeship of South 24 - Parganas

APPLICATION FORMAT

DISTRICT JUDGE'S COURT, SOUTH 24 – PARGANAS

Staff Recruitment Examination, 2013 for the Judgeship of South 24 – Parganas

(To be addressed to the District Judge, South 24 – Parganas, Alipur, 18 Judges' Court Road, Kolkata – 700 027 in the prescribed proforma, typed / handwritten)

Employment Notification No. 1 of 2013

To

The District Judge, South 24 – Parganas, Alipur

18, Judges' Court Road, Kolkata – 700 027

Affix one recent
Passport size
photograph duly
signed by the
candidate

1) Post Applied for : _____

2) Name in full (In block letters) : _____

3) Father's / Husband's name : _____

4) Date of Birth : _____

(According to the Admit Card of Madhyamik or equivalent in case of Stenographer & L.D.C. and according to the School leaving certificate in case of others – give attested supporting documents)

5) Age as on 01.01.2013 : _____

6) Present Address with pin code : _____

7) Permanent Address : _____

8) Sex : _____ 9) Nationality : _____ 10) Religion : _____

11) Phone No. : _____ (R) _____ (M)

12) E-mail : _____

13) Caste (General / S. C. / S. T. / O.B.C / Physically Handicapped / Ex – Servicemen) : _____
(** give attested supporting documents)

14) Educational Qualification : (Name of the Institution alongwith Year of passing – give attested supporting documents)

Educational Qualification	Name of the Institution	Year of passing

15) Knowledge of computer operation and typing : _____
(if so, give details & attested supporting documents)

16) Knowledge in ordinary type-writing, if so give details : _____
(give attested supporting documents)

17) Knowledge in Shorthand, if so, give details : _____
(give attested supporting documents)

- 18) Whether applicant is already in Govt. service, yes / no : _____
19) If ` Yes ` Give details _____
20) Other Qualifications, if any : _____
(give attested supporting documents)
21) No. & date of IPO / Demand Draft / Banker's Cheque : _____

DECLARATION

I do hereby declare that (a) the particulars furnished as above by me in the application format are true, complete and correct to the best of my knowledge and belief and in case any information is found to be incorrect, my candidature shall be liable to be rejected. (b) I am in Government service and have obtained ` No Objection ` Certificate from my Appointing Authority in writing. [Strike out the portion (b), if not applicable]

Yours faithfully,

Signature of the candidate

Date : _____
Place : _____
Enclosures : _____

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

ADMIT CARD

Staff Recruitment Examination, 2013
District Judge's Court, South 24 – Parganas, Alipore

Affix one recent
Passport size
photograph duly
signed by the
candidate

ROLL NO. : _____ / 2013

DATE OF EXAMINATION : _____

TIME OF EXAMINATION : _____

VENUE : _____

(To be filled up by the Candidate)

1. Name of the Candidate : _____

2. Father's / Husband's Name : _____

3. Address : _____

CHAIRMAN
DISTRICT RECRUITMENT COMMITTEE
JUDGESHIP OF SOUTH 24 – PARGANAS

:: INSTRUCTIONS ::

1. All the items in the Application Form are to be filled up by the candidate. In case, the item is not applicable, then the candidate must write 'Not Applicable'.
2. Self attestation of documents are not valid and the application is liable to be cancelled.
3. SC / ST / OBC candidates belonging to States other than West Bengal will be treated as General Candidate.
4. Each Application must be accompanied by Application Fee of Rs. 250.00 for the posts of Stenographer Grade III (Grade C) & Lower Division Clerk (Rs. 100.00 for SC / ST Candidates) and Rs. 150.00 for all other posts (Rs. 50.00 for SC / ST candidates) by way of IPO / Demand Draft / Banker's Cheque purchased on or after the date of publication of the Notification for Employment.
5. Attested documents, as mentioned in the Application format, above, must be accompanied with the application and self-attestation in this respect will not be valid and will be subject to rejection of application.
6. Two passport size recent photograph duly signed by the candidate should be pasted in the respective places mentioned in the Application Format and Admit Card.
7. One self addressed envelope of the size of 25 cm x 11 cm must be accompanied with the application form.
8. Full signature of the candidate with date must be given at the bottom of the application form. Defective / incomplete applications / unsigned applications / applications submitted without proper application fee and format will be summarily rejected.
9. The application fee is non-refundable.
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 order in all respect, by post. Candidates called for test(s) shall be required to appear at their own expense and no T.A. / D.A. is admissible.
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 judgship and not according to the preference / option given by the applicant.
14. Once appointed, the matters regarding service, seniority, promotion etc. In respect of an appointee will be regulated by the Rules followed in this Judgship.
15. In case of any dispute, the decision of the District Recruitment Committee shall stand final.
16. Candidates whose applications will be found not in order, will not be allowed to appear in the examination and authority will bear no responsibility to inform the candidates.
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 box placed at the Headquarter of the Judgship of South 24 – Parganas. 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 Government / Public Sector Undertakings, and within the prescribed age limit, must submit their application through proper Channel with 'No Objection' Certificate of the concerned Authority.
19. The District Recruitment Authority 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 complete. However, the panel(s) shall remain in force for a period of 1 (one) year from its date of formation.
20. In case of any dispute, the decision of the District Recruitment Committee shall stand final.
21. The District Recruitment Committee shall 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.