

**OFFICE OF THE DISTRICT JUDGE, NADIA AT KRISHNAGAR**

**Employment Notification No. 01 dated Krishnagar, the 18<sup>th</sup> April, 2019.**

Applications are invited from the eligible Indian citizens in the prescribed form for preparation of panel to fill up the existing and expected vacancies, mentioned below, in different categories of Posts in the Judgeship of Nadia, West Bengal.

The Examination/Test/Viva of particular post will be held on a date and time, to be notified later. Examinations for different posts shall be held on different dates fixed, to be notified later. A candidate is allowed to make application more than one for different posts – provided that he submits requisite fees separately for each post applied. He has to specify in the application format regarding the names of all the posts he has applied for. It is notified that for 1 post, only 1 application from a candidate is acceptable.

Post-wise details of vacancies, scales of pay, detail address as regards submission of application on-line are given hereunder:

DISTRICT COURT NADIA WEB SITE -

<http://www.districts.ecourts.gov.in/india/wb/nadia/recruit> or

<https://www.nadiacourtrecruit.in>

CALCUTTA HIGH COURT WEB SITE -

<http://www.calcuttahighcourt.gov.in/Notices/district-recruitment-notice>

**Vacancies :**

**A. English Stenographer (Grade – III) :** Pay Band No.3 of Rs.7,100/– Rs. 37,600/- with Grade Pay of Rs.3,900/-. Existing vacancies **5**, expected vacancies **1**, [**UR-2, SC-2, OBC/A-1, UR/EC-1**].

**B. Lower Division Clerk :** Pay Band No.2 of Rs.5,400/- – Rs.25,200/- with Grade Pay of Rs.2,600/-. Existing vacancies **28**, expected vacancies **8**, [**UR-11, UR/EC-6, UR/PH-1, UR/Ex Serviceman-1, UR/Meritorious Sports Person-1, ST-2, SC-5, OBC/A-2, OBC/B-2, SC/EC-2, SC/Ex Serviceman-1, OBC/A/EC- 1, OBC/B/EC- 1**].

**C. Process Server :** Pay Band No.2 of Rs.5,400/- – Rs.25,200/- with Grade Pay of Rs.2,300/-. Existing vacancies **2**, expected vacancies **2**, [**UR-2, OBC/B-1, SC-1**].

**D. Group - 'D'** (Sweeper, Night Guard, Farash) : Pay Band No.1 of Rs.4,900/- – Rs.16,200/- with Grade Pay of Rs.1,800/-.

**(i) Group - 'D'** (Sweeper) : Existing vacancies **3**, expected vacancies **0**, [ **UR-1, UR/EC-1, SC-1**].

**(ii) Group - 'D'** (Night Guard) : Existing vacancies **0**, expected vacancies **11**, [ **UR-5, UR/Ex Serviceman-1, OBC/A-1, OBC/B-1, SC-1, SC/EC-1, ST/EC-1**].

**(iii) Group - 'D'** (Farash) : Existing vacancies **0**, expected vacancies **9**, [ **UR-4, UR/PH-1, UR/Ex Serviceman-1, SC-1, SC/EC-1, OBC/A-1** ].

Appointment shall be made initially on temporary basis, but is likely to be made permanent, as per relevant rules for all posts and categories.

Dates of examination for each posts shall be notified subsequently. Candidates are advised to follow the web sites for this.

**Eligibility : Age, Minimum Qualification and other qualification required,**

**Scheme and Syllabus for examination for each post are given below:**

**1. Eligibility Age :**

Not less than 18 years and not more than 37 years as on 1<sup>st</sup> day of January, 2019 for all categories of posts. Relaxation of age limit for five years in case of candidates belonging to S.C. & S.T. Category and three 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.

**2. Essential Qualification :**

For all posts in Group- B & C categories, 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 shall be necessary. 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 (ten) minutes are compulsory.

For Lower Division Clerk – Knowledge in typewriting in English and computer knowledge and also at least a certificate in Computer Training from recognized Institution are compulsory.

For Process Server/Group 'D' - The candidate must have class VIII passed certificate from any recognized school or Madrasah or any other equivalent Institution. Those possessing basic knowledge of computer operation, may be given preference, as and in a way the DRC thinks it fit and proper.

For Group 'D' (Sweeper) – The candidate should possess knowledge and working experience in the concerned field and should be capable of reading and writing preferably possessing class-VIII pass certificate

### **3. Mode of Examination :**

#### **(a) For Lower Division Clerk :**

The Examination shall consist of two parts, i.e. Part-I and Part-II. Only the successful candidates of part-I Examination, who will obtain the qualifying marks (to be fixed by the District Recruitment Committee) shall be called for Part-II Examination. The Part-I examination will carry 100 marks having 100 questions of 1 (one) mark each, comprising of multiple choice objective type questions in English on General Studies and Mathematics. For answering the questions, OMR Sheets shall be provided and the candidates have to mention their "application registration number" and the "roll number" on such OMR Sheets. There shall not be any negative marking for wrong answer. Duration of Part-I Examination shall be one and half hours. The Part-II shall consist of conventional type question designed to test writing skills, grammatical accuracy and comprehensive knowledge of English and Bengali carrying 45 marks each for the group of question in English and Bengali respectively. The duration of Part-II examination shall be one hour. On the basis of the result of the Part-II examination, a number of candidates will be selected for personality test carrying 10 (ten ) marks and then a final panel will be prepared on the basis of the result of total marks obtained in Part-II examination and Personality Test.

The District Recruitment Committee 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.

#### **(b) For English Stenographer (Grade -III) :**

Paper – 1 – Dictation and Transcription (400 marks) (dictation lasting for ten minutes followed by transcription of notes in Candidates' own hand writing 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 and questions designed to test writing skills, grammatical accuracy and comprehensive knowledge of English) (time limit one and half hours).

Paper – III – Typing in typewriter machine ( 100 marks) (The candidates are required to type from a manuscript accurately on the Typewriter @ not less than 30 words per minute. The test will be for ten minutes. The candidates are required to bring their "Typewriter

Machines" and no candidate will be provided with Typewriter by the District Recruitment Committee.

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/typing shall also be tested. On the basis of result of all the three papers, computer operation/typing test and personality test, a final panel will be prepared. (Qualifying marks for all the papers – 1, 2 and 3 and qualifying aggregate marks shall be fixed by the authority).

**(c) For Process server/ night guard/ farash (Group-D) :**

The written examination shall be of 90 marks having 90 questions of 1 (one) mark each, comprising of multiple choice objective type questions in English on General Studies and Mathematics. For answering the questions, OMR Sheets shall be provided and the candidates have to mention their "application registration number" and the "roll number" on such OMR Sheets. There shall not be any negative marking for wrong answer. Duration of Examination shall be one & half hours. On the basis of the result of the examination, a number of candidates will be selected for personality test carrying 10 (ten ) marks and then a final panel will be prepared on the basis of the result of total marks obtained in written examination and Personality Test.

The District Recruitment Committee shall fix the minimum qualifying marks in written examination. The standard of Examination shall be similar to that of Class VIII of the West Bengal Board of Secondary Education.

**(d) For Sweeper (Group-D):**

Viva-Voce and practical test of 50 marks in a manner as would be deemed fit and proper by the Committee. Date of such test shall be declared by the District Recruitment Committee subsequently.

**For all posts** - General knowledge includes knowledge of current events and of such matters of every day observation and experience. The paper may also include questions on Indian History, Geography, the Constitution of India and General Principals of Public Administration, basic mathematics, basic knowledge in computer operation. The object of viva-voce test will be to assess the suitability of the candidates for appointment and their calibre including intellectual, social and moral traits of personality such as powers of assimilation, clear and logical exposition and depth of interests.

The District Recruitment Committee shall have the absolute discretion to fix qualifying marks in all the tests (written/viva/computer operation/transcription/ typing/short hand) for different posts, mentioned above.

Eligible candidates are mandatorily required to submit on-line all the documents, as called for, and also he is mandatorily required to bring original of all the said documents uploaded by him with the application, **(i)** at the examination hall for scrutiny by the invigilator, **(ii)** for scrutiny by the authority before the interview of the eligible candidates,

(ii) for scrutiny by the authority in case he is found eligible and empanelled after results of the examinations. Date of such production of original documents and scrutiny thereof shall be informed by the District Recruitment Committee in due course of time.

### **INSTRUCTIONS**

1. All the fields of online Application Form are to be filled up by the candidate.
  
2. Documents, as mentioned in the Application format, must be uploaded with the application along with a passport size photo. The same photo (& no other photo) is required to be pasted on the Admit Card too. (Refer to Instructions No.5, 22 & 23). Any wrong declaration in form may render the form liable to be cancelled at any stage of recruitment process, without any reference being made to the candidate & without assigning him any reason.
  
3. SC/ST/OBC candidates belonging to State other than West Bengal will be treated as General Candidate. The benefits of reservation of vacancies and age concession for SC,ST and BC candidates are admissible only to SC,ST & BC candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above. Before final selection, successful candidates must furnish original certificate from a competent authority of West Bengal as laid down in the West Bengal Scheduled Castes and Scheduled Tribes (identification) Act, 1994 and SC & TW Department Order No. 261-TW/EC/MR/-103/94 dated 06.04.1995 for checking of testimonials in support of their claim. Before final selection of persons with Disabilities (PH), successful candidates must furnish original certificate in prescribed form in support of their claim from a competent authority vide. W.B. Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. The benefits of reservation are also available for the Meritorious Sports persons. Such candidates are required to furnish certificates in original in support of their claim from a competent authority as laid down in the Notification No.49-EMP/1M-25/98 dated 01.03.2011 of Labour Department, Government of West Bengal for checking.

No claim for being a member of SC, ST or BC or a person with Disability or a Meritorious Sports person or Exempted Category (C.C.) will be entertained any time after submission of the application.

**\* Particulars and Certificates Required** : A candidate claiming to be SC, ST, OBC (A), OBC(B), Physically Handicapped, Exempted Category or Meritorious Sports person must have a certificate in support of his/her claim from a competent Authority s specified below :

**\* For S.C, ST & OBC(A), OBC(B)** : Candidates (Vide the W.B.S.C.s and S.Ts. (identification) Act, 1994 and S.Cs & T.W. Department order No. 261-TW/EC/MR-103/94 dated 06.04.95)

(i) In the district, the Sub-Divisional Officer of the Sub-Division concerned, and

(ii) In Kolkata, the District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas, on his behalf.

\* **For Physically Handicapped candidates/Persons with Disabilities** (Vide. West Bengal Persons with Disabilities [Equal Opportunities, Protection of Rights and Full Participation] Rules, 1999) : A Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-divisional hospitals. The disabled persons should have physical disability of 40%.

\* **For Meritorious Sports persons** : Meritorious Sports persons in the areas of International Competition, National Competition, inter-University Tournament and National Sports/Games for School Education in Athletics (including Track and Field events), Weightlifting, Badminton, Wrestling, Basket Ball, Boxing, Cricket, Cycling, Football, Gymnastics, Hockey, Judo, Swimming, Rifle Shooting, Table Tennis, Kabaddi, Volley Ball, Kho-Kho and Tennis will be entertained to avail the benefit of availing the Sports Quota.

Competent Authorities for issuing Certificate of Meritorious Sports persons are as follows :

<b>Area</b>	<b>Competent Authority</b>
International competition	Secretary of the National Federation/National Association of the Sports concerned,
National Competition	Secretary of the State Association of the Sports concerned
Inter-University Tournament	Dean/Director of Sports or other Officer in overall charge of Sports of the University concerned.
National Sports/ Games for School Education	Director or Deputy Director in overall charge of Sports in the Directorate of School Education, West Bengal.

\*For Exempted Category:- Certificate issued by the Competent authority, in terms of Government of West Bengal, Labour Department, Notification No.301-EMP/1M-10/2000 dated 21<sup>st</sup> August, 2002.

4. A candidate has to submit fees for examination at the rate mentioned bellow:

a) For the posts of "Stenographer" & "Lower Division Clerk" - **Rs.300/-** for the candidates belonging to SC/ST categories and **Rs.400/-** for others.

b) For the posts of "Group - D" (i.e, Process Server, Sweeper, Night Guard and Farash) – **Rs.200/-** for the candidates belonging to SC/ST categories and **Rs. 300/-** for others.

**5.** One passport size (coloured) photo may be uploaded with the online application form and only same another photo and no other photo shall be pasted on the Admit Card. (Refer to Instructions No. 22 & 23). This is mandatory and in case of any failure/deviation his candidature shall be liable to be cancelled without making any reference to him and without assigning any reason.

**6. The application fee is non-refundable.**

**7.** After due notification, "Admit card" shall be downloaded by candidate himself. (Refer to Instructions No. 22 & 23). Candidates called for test(s) shall be required to appear at their own expense and no T.A./D.A. is admissible.

**8.** Admission to the test/examination will be deemed provisional, subject to verification and determination of the candidate's eligibility and suitability in all respect and also verification of his credentials/photos. If at any stage of the process, a candidate is found to be ineligible for admission or the test(s) in terms of this Notice, or any irregularity is found as regards his credentials and photo, his candidature shall be liable to be cancelled without making any reference to him and without assigning any reason.

**9.** District Recruitment Committee reserves unfettered and absolute right to cancel candidature of person in view of any exigency or emergent situation from the date of receipt of application till appointment of the candidate, if at all, without making any reference to him and without assigning any reason.

**10.** 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 the applicant.

**11.** Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.

**12.** In case of any dispute, the decision of the District Recruitment Committee shall stand final. The documents shall be subjected to scrutiny at every and/or any stage of the recruitment process and till appointment and the District Recruitment Committee reserves the right to cancel the candidature, if any disparity or mis-representation transpires, without making any reference to him and without assigning any reason.

**13.** Candidates whose applications will be found not in order, will not be allowed to appear in the examination and authority will not be responsible to inform the candidates.

**14.** Candidates already in service under Government/Public Sector Undertakings, and within the prescribed age limit, must submit their application(s) with "No Objection Certificate" of the concerned Authority. This is mandatory and in case of any failure/deviation, his candidature shall be liable to be cancelled without making any reference to him and without assigning any reason.

**15.** The District Recruitment Committee reserves the right to make a short list of the successful candidates. The said panel shall remain valid for one year from the date of its formation and the District Recruitment Committee deserves the right to cancel the panel, if circumstances so demand after resolution.

**16.** In case of any dispute, the decision of the District Recruitment Committee shall stand final.

**17.** 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.

**18.** No candidate shall be allowed to take Mobile Phone, either in switch on or switch off mode and/or any other electronically communicable device, in the examination hall.

**19.** Any candidate if found with a Mobile Phone, either in switch on or switch off mode, and/or any other electronically communicable device, in the examination hall or anywhere in the examination centre, after entering in the centre and/or hall, his candidature shall be liable to be cancelled, without making any reference to him and without assigning any reason.

**20.** Under no circumstances any form shall be available or allowed to be submitted manually.

**21.** There shall not be any edit option as regards any entry made in the form on-line. So candidates should take all necessary safeguards before finally submitting the form on-line. No prayer for any correction whatsoever, either in an application form finally submitted, or as



regards the documents uploaded, is entertainable in any form. Any disparity of the spelling of name and / or father's name, address, in the application form and the supporting documents may render the application liable to be cancelled at any stage without making any reference to him and without assigning any reason.

**22.** Each candidate is required to download 2 (two) copies of "Admit Card" in prescribed format and affix on each of those one same passport size (coloured) photograph of himself (and no other photo) which was earlier uploaded by him at the time of submission of online application. He should carry both "Admit Cards" to the examination hall along with the original of the documents earlier uploaded by him with his application form. He should also carry the downloaded copy of application submitted online. These are mandatory and non-fulfillment of any or all may result into cancellation of his candidature without making any reference to him and without assigning any reason.

**23.** Each candidate has to submit the downloaded copy of his application form and 1(one) copy of "Admit Card" with his self attested (coloured) photo affixed thereon (photo should be same as uploaded at the time of submission of application online), to the invigilator at the time of registration of his attendance at the examination hall.

**S/d:-**

**Chairman,**

**District Recruitment Committee,**

**Nadia Judgeship, Krishnagar, Nadia.**

**For Online Application Click**

**HERE**

**Online Application will be Available on & from**

**25/04/2019 at 10:00AM and will be closed on 12/05/2019 at 5:00PM**