

OFFICE OF THE DISTRICT JUDGE OF HOOGHLY

ENGLISH DEPARTMENT

Employment Notification No. 01

Dated 04.02.2013

Applications are invited from eligible Indian citizen for the following categories of posts in the Judgeship of Hooghly, West Bengal along attested with copies of testimonials to be submitted within 08.03.2013 (5 P.M.).

Sl No.	Name of Post and Scale of Pay	Total vacancy category wise	Essential qualification
1	English Stenographer, (Group-'B') Rs. 7100/- - Rs. 37,600/- + Grade Pay Rs. 3900/-	Total -3 (General (PH) = 1, S.T. =1, OBC(A) = 1)	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. 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
2	Lower Division Clerk (Group-'C') Rs. 5400/- - Rs. 25,200/- + Grade Pay Rs. 2600/-	Total= 19 (General - 6, General (Meritorious Sports Man)=1, General (EC) = 1, General (PH) = 1, S.C. = 3, S.T. = 1, S.T. (EC) = 2, OBC(A) = 2, OBC(B) = 1, OBC(B) (EC) = 1)	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
3	English Typist- Copyist (Group-'C') Rs. 5400/- - Rs. 25,200/- + Grade Pay Rs. 2600/-	Total=5 (General (EC) = 1, General (Ex. Serviceman) = 1, S.C. =1, S.C.(EC) - 1, O.B.C.(B) - 1)	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. A Minimum typing speed from legible manuscript @ 30 w.p.m in English is required.
4	Process Server (Group-'D') (Rs. 5400/- - Rs. 25,200/- + Grade Pay Rs. 2300/-)	Total=5 (General-1, General (EC) =1, General (Ex. Serviceman) = 1, S.C. = 2)	The candidate must have Class-VIII pass certificate from any recognized school or Madrasah or any other recognized equivalent Institution
5	Peon (Group-'D') (Rs. 4900/- - Rs. 16,200/- + Grade Pay Rs.1700/-)	Total=14 General = 5, General (EC) = 2, S.C. = 1, S.C.(EC) = 1, S.T. (EC)= 1, S.T. (Ex. Serviceman) = 1, OBC(A) = 1, OBC(A) (EC) = 1, OBC(B) (Ex. Serviceman) = 1	The candidate must have Class-VIII pass certificate from any recognized school or Madrasah or any other recognized equivalent Institution

APPLICATION FORMAT

POST APPLIED FOR

CATEGORY.....

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

<u>For Office Use</u>
Serial No.
Roll No.

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

**The Chairman,
District Recruitment Committee, Hooghly,
District Judge's Office,
P.O.-Chinsurah, Dist-Hooghly, Pin-712101**

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/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)

