

OFFICE OF THE DISTRICT JUDGE OF BANKURA
ENGLISH DEPARTMENT

Employment Notification No.01

Dated : 26-02-2013

Applications are invited from eligible Indian citizen for the following categories of posts in the Judgeship of Bankura, West Bengal along with attested copies of testimonials to be submitted within 22-03-2013 (5 P.M.)

Sl. No.	Name of post and Scale of Pay	Total vacancy category wise	Essential qualification
1	English Stenographer (Group "B") Rs. 7100-37600/-PB-3, Gr. Pay Rs.3600/-	Total : 5 S. C =3 O.B.C (A)=1 PH. =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 for 6 minutes and a minimum speed at 30 w.p.m. in Type-writing from a legible manuscript in English for 10 minutes.
2	Bengali Stenographer (Group "B") Rs. 7100-37600/-PB-3, Gr. Pay Rs.3600/-	Total : 1 S.T. =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 Typing speed from a legible manuscript for 10 minutes @ 20 w.p.m.in Bengali and a minimum speed @ 60 w.p.m. In Bengali short hand.
3	Lower Division Clerk (Group-"C") Rs. 5400-25,200/-PB-2, Gr. Pay Rs.2600/-	Total : 12 Gen. =3 Gen. (E.C)=3 OBC-A =1 OBC-B =1 S.C =3 S.C.(E.C) =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 . Knowledge in Type-writing in English is preferable.
4	Typist-Copyist (Group-"C") Rs. 5400-25,200/-PB-2, Gr. Pay Rs.2600/-	Total : 1 S.C.(E.C) =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 Typing speed from a legible manuscript @ 40 w.p.m. in English is required .
5	Process-Server (Group-"D") Rs. 5400-25,200/-PB-2, Gr. Pay Rs.2300/-	Total : 7 Gen =2 Gen(E.C) =1 Gen. (PH) =1 S. C. =2 OBC-A (EC)=1	Candidate must have class VIII passed certificate from any recognized school or Madrasa or any other equivalent recognized institution.
6	Peon and Night watchman, Group "D"(Group-"D") Rs. 4900-16,200/-PB-1, Gr. Pay Rs.1700/-	Total : 10 Gen =3 Gen (E.C) =2 OBC(A) =1 OBC(B) =1 S.C.(E.C) =1 S.C.(Ex. Serviceman) =1 S.T. =1	Candidate must have class VIII passed certificate from any recognized school or Madrasa or any other equivalent recognized institution.

APPLICATION FORMAT

POST APPLIED FOR.....

CATEGORY.....

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

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

For office Use

Serial No.

Roll No.

To

The Chairman,
District Recruitment Committee, Bankura.
District Judge's Office, Bankura
P. O. Bankura, Dist. Bankura, PIN-722101.

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 S.C../S.T/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. Do you know Shorthand (English/
Bengali)(give attested supporting documents) :
15. Are you a Govt. Servant-Yes/No., if yes give details. :
16. Other qualification, if any. :
17. Driving License No. Date of
issue(give attested supporting documents) :
18. Please state the No. date and amount
of Indian Postal Order :

I, hereby declare that (a) all statements made in this application are true, complete and correct to the best of knowledge and belief. 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 :

Signature of the Candidate

Place :

Enclos :

ADMIT CARD

Staff Recruitment Examination, 2013 of Bankura 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

Venue

(To be filled up by the candidate)

1. Name of the Candidate (in block letter) :
2. Father's / Husband's Name :
3. Address :

Signature and date with stamp of the Chairman,
District Recruitment Committee, District Judgeship,
Bankura

ADMIT CARD

Staff Recruitment Examination, 2013 of Bankura 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

Venue

(To be filled up by the candidate)

1. Name of the Candidate (in block letter) :
2. Father's / Husband's Name :
3. Address :

Full Signature of the candidate (In presence of Invigilator)	Signature of the Invigilator

**Candidate should sign exactly in the same style as in the Application Form.

N.B : (1) Sl. No. 1-12 and 15, 16 & 18 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, 14 & 17 are to be filled up by the candidates applying for the post of English Stenographer, Bengali Stenographer, Lower Division Clerk, English Typist-Copyist, Process-Server & Group "D". (2) Eligibility of age :- Not less than 18 years and not more than 37 years as on 1st January, 2013 for all categories of posts, excepting the post of Bengali Stenographer. Relaxation of age limit for five years in case of candidates S.C./S.T. Categories and for 3 years in case of candidates of OBC category only. The upper age limit, in case of physically handicapped candidate, 45 years. Relaxation of age limit in case of Ex-serviceman categories as per existing Government rules. For Bengali stenographer age must not be less than 18 years and must not be more than 32 years of 1st January, 2013 and the upper age limit shall be relaxable upto 5 years for an employee under the State Government holding a permanent post. Moreover, due consideration of E.D. Notification No. 11653-F(P) dated 30.12.2011 is to be made for fixation of upper age limit for the candidates. (3) An applicant must not submit application for more than 1 post. An applicant's candidature will be liable for rejection if he/she submit 2 or more application against 1 or more than 1 post. (4) Self attestation will not be valid for the purpose. (5) S.C/S.T./OBC candidates of other state will be treated as General Candidates. (6) Each application must be accompanied by application fees of Rs.200/- for the post under Group- "B" and Group- "C" category and Rs.100/- for Group- "D" category (Rs. 50/- and Rs.25/- respectively for S.C. /S.T. Candidates only) by I.P.O. Which must be purchased on a date after publication of Advertisement. The Application fees by I.P.O. to be drawn in favour of "**Chairman, District Recruitment Committee, District Judgeship, Bankura**", Payable at Bankura. Any other mode of payment of application fee will not be accepted. (7) 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. (8) three passport size photograph duly signed by the candidate should be pasted in respective places mentioned in the formate and Admit Card. (9) One self address envelop of the size of 25 cm. X 11cm. With postal stamp of Rs. 5/- affixed thereon should be accompanied with the application. (10) Full signature of the candidate with date must be given at the bottom of the application. Defective / incomplete application / unsigned application/ application submitted without proper application fee and not according to prescribed format will be summarily rejected. (11) The application fee is not refundable in any case. (12) Admit Card containing Venue, Date and Time of the tests, as also other information, will be sent to the candidates whose applications will considered to be in order in all respect by post. Candidates called for the Tests shall be required to appear at their own expenses. (13) 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 ineligible for admission to the test in terms of the Notice, his/her candidature shall be cancelled without make any reference to him/ her and without assigning any reason. (14) A candidate furnishing incorrect or false particular or suppressing material information, will be disqualified and if, appointed shall be liable for dismissal form service. (15) The District Recruitment Committee reserves the right to appointment to the selected candidate at any place of the Judgeship and not according to the performance/option given by an applicant.

(16) **Mode of Examination:-** (a) For **Lower division clerk and typist-copyist** the candidates shall have to appear in a written examination of 100 marks consisting of multiple choice objective type questions on English, General studies, arithmetic, General Knowledge and current affairs (total 50 marks) and subjective questions paper (conventional type question) of 50 marks consisting of English, Bengali/Hindi/Urdu/Nepali (total 50 marks) of composition, grammar, translation, within a time of two and half hours. Candidates who will take Hindi or Urdu or Nepali, as the case may be, in lieu of Bengali, shall before confirmation, have to pass a departmental examination in Bengali during the period of probation. On the basis of the result of the above written examination, a number of candidate will be selected for personality test and test for computer operation carrying 10 marks and a final panel will be prepared on the basis of result of the total marks obtained in the written examination, Personality test and test Computer Operation. The committee may fix the minimum qualifying marks for the written examination as aforesaid. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education. The candidates who appear for the post of typist-copyist have to appear in the written examination as stated above, and only the successful candidates of the written examination shall be called for type writing test. Every candidates shall be required to type 450 words in 15 minutes from a manuscript of English passage. The maximum number of mistakes is allowable 5 %. The appropriate authority shall have the authority to fix up qualifying marks for type test. On the basis of the result of the type writing test a number of candidates will be selected for Personality test when the knowledge in computer operation shall also be tested and thereafter a final panel will be prepared on the basis of the result of the total marks obtained in the type-writing, computer operation and Personality test.

(b) for **Bengali Stenographer** :- The examination for paper-1 – 100 marks (time 1 and ½ hours) – syllabus-drafting of a report from points or materials- Translation from English into Bengali-condensing of a prose passage and grammar ; Paper -II- Typing in Bengali – 100 Marks; Paper-III – Dictation of a Bengali Passage to be written in short hand and transcription (Bengali)-400 marks will be held in a single process or, if the number of application is large, two parts, part-I -Bengali (Paper-I)and part -II – Typing in Bengali (Paper -II)and Dictation (paper-III). On the basis of the result of the part -I and Part -II Examination a number of successful Candidates will be selected for personality test when the knowledge of computer Operation shall also be tasted . On the basis of the result of Part-I ,Part-II, Personality test and knowledge in computer in computer operation, a final panel will be prepared.

(c) for **English Stenographer** :-Paper-I Dictation & Transcription (400 marks)(Dictation lasting for 6 minutes followed by transcription of notes in candidates' in own hand writing for an hour) : Paper-II= General English (100 marks) (Syllabus -Spelling correct use of words, correctness of sentences, use of common phrase, synonyms, antonyms and punctuation (Time limit 1½ hours) : Paper -III – Typing in type writer machine (100 marks) (the candidates are required to type from a manuscript accurately on the type writer @ not less than 30 words per minute. The test will be for 10 minutes. On the basis of the result of the Paper-I, Paper-II and Paper-III and also computer operation and Personality test, a final panel will be prepared.

(d) for **Process-Server, Peon & Night-watchman** The candidates have to appear for a written examination and the standard of such examination shall be similar to the standard of Class-VIII. On the basis of the result of written examination a number of candidate is to 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.

(17) Once appointed , the matter regarding services, seniority, promotion etc. in respect of an appointee will be regulated by the rules followed in this Judgeship.(18) In case of any dispute the decision of the District Recruitment Committee, Bankura shall be final. (19) candidates whose application will not be found in order, will not be allowed to appear before the test and authority will bear no responsibility to inform. (20) The application may be submitted in closed envelope(mentioning the post applied for on the envelope) either personally dropped in the box 10-30 a.m. to 5 p.m. On all working days at Head Quarter of District Court (English Deptt.), Bankura or by speed post, ordinary Post, Registered Post (with or without A/D) addressed to the Chairman, District Recruitment Committee, District Judgeship, Bankura, P.O. Bankura, District Bankura, PIN-722101 on or before **22-03-2013**. Applications reaching the respective office after the last date shall not be considered, even though the same are posted well in advance. (21) Candidate already in service under Government/Public Sector under taking should submit application with "No objection " certificate to the concerned Authority.(22) The District Recruitment Committee reserves the right to make short lists of successful candidates. The panel thus formed shall remain effective till the process of giving appointment against the notified vacancies, is complete. However, the said panel shall remain valid only for a year from the date of its formation .(23) in case of any dispute, the decision of the District Recruitment Committee shall stand final .(24) The District Recruitment Committee shall have full discretion to fix minimum qualifying marks in all respect of categories of post shall have full discretion to relax any part of the norms.

****Back log vacancies of 5 posts of L.D.C. and 9 posts of Group "D" for the year 2007 are to be filled up amongst 1249 applicants and 3484 applicants (who have already applied for the above post in the year 2007) respectively and as such the above applicants need not apply for the post of Group 'C' and Group'D' of the vacancies for the year 2012-2013.The above applicants have to appear in the L.D.C. Examination 2013 and examination of Group 'D' 2013, as mentioned above respectively. The Admit Card will be sent to them in due course.**


Chairman, District Recruitment Committee,
District Judgeship , Bankura