

**OFFICE OF THE DISTRICT JUDGE
DAKSHIN DIANJPUR AT BALURGHAT**

ENGLISH DEPARTMENT

Notification for recruitment of two categories of posts of staff in the Judgeship of Dakshin Dinajpur.

Employment Notification No. 01/DRC-G Dated, Dakshin Dinajpur, the 25 th February, 2013.

Applications from the eligible Indian Citizens in the prescribed format appended hereunder are invited for preparation of panels to fill up the existing and expected vacancies, in two categories of posts, in the Judgeship of Dakshin Dinajpur.

The examination/ test of two categories of posts will be held in a particular date and time as per schedule of programme which shall be fixed and conducted by the District Recruitment Committee of Dakshin Dianjpur Judgeship in due course of time. **One can apply for only one vacant post of any particular category.** Vacancy position, Scale of pay, application fees and other details are given hereunder :

1. Post wise and category wise vacancy position :

Sl. No.	Name of the post.	Category wise number of vacancies								
		Gen.	Gen (EC)	S.C (Ex-Serviceman)	SC (EC)	ST	OBC-(A)	OBC-(B)	Total	
1	English Stenographer (Grade-III)	2	1	1	1	1	1	1	8	
2	Process Server					1			1	
Grand Total :									9	

2. Scale of pay :

Sl No	Name of the Post	Scale of pay
1	English Stenographer (Grade- III)	PB-3 of Rs.7,100-37,600/- plus Grade pay of Rs.3,900/-
2	Process Server	PB- 2 of Rs.5,400- 25,200/- plus Grade pay of Rs.2,300/-

3. The appointment will initially be made on a purely temporary basis but is likely to be made permanent, for all categories of posts.

4. Eligibility of Age :

Not less than 18 years and not more than 40 years as on 1st January, 2013 as per Finance Department's Notification No. 11653-F(P) dated 30.12.2011 for all categories of post. Relaxation of age limit for five years in case of SC/ST. and for three years for OBC candidates. The upper age limit for Physically handicapped candidates, is 45 years. Relaxation of age limit in case of Ex-Serviceman Category - as per existing Government Rules. For the post of English Stenographer, there shall be no age limit for persons holding permanent posts of Typist or Steno-Typist under the Government.

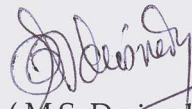
5. Essential Qualification :

a) For the posts of English Stenographer, the candidate must have passed Madhyamik or Equivalent examination from any recognized Board and at least a certificate in computer training ,shorthand and typewriting from a recognized institutions and a satisfactory fingering speed in computer operation. For English Stenographer, 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 minutes.	
b)	For the posts of Process Server, the candidate must have Madhyamik passed certificate from any recognized board.	
6.	Mode of Examination :	
a)	<p>For English Stenographer : Paper - I - Dictation & Transcription (400 marks) (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 and antonyms and Punctuation (Time limit 1 & ½ hours) ; Paper -III- Typing in Typewriter 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 last for 10 minutes). On the basis of the result of the all the three papers, a number of successful candidates will be called for Personality test where knowledge in computer operation shall also be tested. On the basis of the result of all three papers and also computer operation and personality test, a final panel will be prepared. (The number of errors shall be admissible in respect of Paper -I and III and qualifying marks in any or all the papers and in aggregate shall be fixed by the authority)</p>	
b)	<p>For the posts of Process Server :- The candidates shall have to appear in a written examination to be conducted by the Authority. The Authority shall determine the syllabus for the scheme and method of the written examination. On the basis of result of the written examination, a number of candidates will be selected for personality test and on the basis of the total marks obtained in the Written examination and personality test, a final panel will be prepared.</p>	
7.	<p>The appropriate authority/authorities shall have the discretion to fix qualifying marks in any or all the tests for different categories of posts, mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Casts, Scheduled Tribe and Other Backward Classes, if deemed necessary.</p>	
8.	How to Apply :	
	<p>Eligible candidates may submit legible handwritten or typed (one side of the paper) single application for any of the aforementioned post as per format given below, addressing to the Chairman, District Recruitment Committee, Dakshin Dinajpur Judgeship, P.o+P.s- Balurghat, Dakshin Dinajpur accompanied by application fees prescribed below along with two self-addressed envelop specified below with postal stamp of Rs.5/- (Five) and attested copies of documents mentioned in the application form within 5.00 p.m. on or before 25-03-2013. Self attestation will not be valid for the purpose.</p>	
9.	Checklist :	
	Stenographer	Process Server
a)	Attested copy of Madhyamik Pass Certificate.	Attested copy of Madhyamik Pass Certificate.
b)	Attested copy of Admit Card of Madhyamik Examination.	Attested copy Madhyamik Pass Admit Card.
c)	Attested copy of Shorthand, Typewriting and Computer Certificate.	Caste Certificate.
d)	Caste Certificate.	I.P.Os
e)	I.P.Os	Two Self Addressed Envelope with requisite postal stamp of Rs. 5/- each.
f)	Two Self Addressed Envelope with requisite postal stamp of Rs. 5/- each.	Two Self-Signed recent photograph.
g)	Two Self-Signed recent photograph.	

9. Application Fees :			
Categories of candidates and amount of application fees.			
Categories of post	General & others excluding S.C./S.T.	Scheduled Caste	Scheduled Tribe.
English Stenographer	Rs. 200/-	Rs. 50/-	Rs. 50/-
Process Server	Rs. 100/-	Rs. 25/-	Rs. 25/-
S.C./S.T./O.B.C. candidates of other State will be treated as General Candidates.			
10. Mode of payment of application fee :			
Mode of payment of application fee by I.P.O issued by Indian Postal Department on a date after publication of the advertisement, in favour of the Chairman of District Recruitment Committee of Dakshin Dinajpur Judgeship payable at Dakshin Dinajpur. Any other mode of payment of application fee will not be accepted. Application fee is not refundable in any case.			
11. Other Instruction / information :			
a)	Two passport size recent photograph duly signed the candidate should be pasted in the respective place in the application format and admit card.		
b)	Full signature of the Candidate with date must be given at the bottom of the application		
c)	Two Self-addressed envelop of the size of 25 cm X 11 cm affixing postal stamp of Rs.5/- (Five) thereon on both of it should be accompanied with the application.		
d)	Defective, incomplete, unsigned, lacking proper fees applications submitted and not according to the format will summarily be rejected.		
e)	Admit cards containing venue, date and time of examination / test as also other information, will be sent to the candidates whose application will be considered to be in order in all respect, by post. Candidates call for the examination / test shall be required to appear at their own expenses		
f)	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/s, in terms of the notice his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.		
g)	A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified and if appointed, shall be liable for dismissal from service.		
h)	The District Recruitment Committee reserves the right to offer appointment to the selected candidates at any place of the Judgeship and not according to the preference / option given by the applicant.		
i)	Once appointed the matters 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.		
j)	In case of any dispute, the decision of the District Recruitment Committee of Dakshin Dinajpur Judgeship shall stand final.		
k)	Candidates, whose application will be found not in order, will not be allowed to appear in the test/s and authority will bear no responsibility to inform.		
l)	The application, by speed post, ordinary post, (with or without A/D) (No registered application will be accepted) must be submitted in a closed envelope mentioning the name of the post applied for, on the top of the envelop within the date and time mentioned hereunder to the office of District Judge, Dakshin Dinajpur. The applications may also be dropped at the respective container / box which will be placed at a conspicuous place of District Judges Court Premises at Dakshin Dinajpur.		
m)	Application reaching the office of the District Judge, Dakshin Dinajpur after the last date shall not be considered, even though the same are posted well in advance.		
n)	The Candidates already in service under Govt./Public Sector undertaking and within the prescribed		

	age limit must submit their applications through proper channel with "no objection certificate" of the concerned authority.
o)	The District recruitment Committee reserves the right to make shortlist of the 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 for a year from the date of its formation.
p)	The District Recruitment Committee shall have the full desecration to fix the minimum qualifying marks in respect of all categories of post notified above and shall have full desecration to relax any or part of the norms.
LAST DATE FOR RECEIPT OF APPLICATION IS WITHIN 5 P.M ON OR BEFORE 25-03-2013	

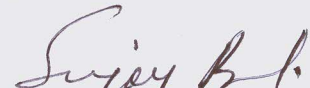


(M.S. Dwivedy) 25/2/13

Chairman, District Judge,
District Recruitment Committee



Sri Anupam Bhattacharyya 25/2/13
Member, ADJ 3rd,
District Recruitment Committee.



Sri Sujay Bal
Member, CJM- in charge,
District Recruitment Committee.

25/2/13

APPLICATION FORMAT

POST APPLIED FOR.....

CATEGORY.....

To
The Chairman,
District Recruitment committee,
Dakshin Dinajpur Judgeship,
Dakshin Dinajpur at Balurghat,
Pin- 733101.

One recent
passport size
photograph duly
signed by the
canddate to be
posted here

Sir,

In response to your Employment Notification No 01/DRC-G dated 25/02/2013 , I beg to apply for the post ofin your Judgeship and I beg to submit 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 01.02.2013 :
(Give attested supporting documents)
5. Sex (Male/Female) :
6. Nationality :
7. Religion :
8. Address (Permanent) with Mobile No, :
if any.
9. Address (Present) with Mobile No, :
if any
10. Whether belongs to SC/ST/OBC etc :
(Specify)

11. Educational Qualification :
(Give attested supporting documents)

Qualification	Name of the Board/university	Year of Passing	Division	Percentage

12. Have you any knowledge in Computer :
Operation/Typing? If so, give details
(Give attested supporting documents)

13. Do you know Shorthand (English) ? :
If so, give details.
(give attested supporting documents)

14. Do you know ordinary type-writing ? :
If so, give details.

15. Are you a Govt. Serviceman- Yes/No :
If Yes, give details.

16. Are you a Ex-Serviceman- Yes/No :
If Yes, give details

17. Other Qualifications, if any. :
Give attested supporting documents

18. Please state the No., date and amount :
of Indian Postal Order

I.P.O No.	Date	Amount

Delaration

I, hereby declare that, (A) all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false and incorrect, my candidature will liable to be cancelled, (B) { only for candidates, servicer under Government } I have obtain " no objection " certificate from my Appointing Authority in writing.[strike out the portion (B), if not applicable.]

Yours faithfully,

Date :.....

Place :.....

(Signature of the Candidate)

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

ADMIT CARD

Staff Recruitment Examination, 2013 of Judgeship of Dakshin Dinajpur.

(For Office use)

Roll No. :
Date of Examination :
Time of Examination :
Venue :

One recent
passport size
photograph duly
signed by the
canddate to be
posted here

(To be filled up by the candidate)

Name of the Candidate
(In block letter) :
Father's/Husband's Name :
Address :

Signature and date with stamp of
the Chairman of District Recruitment committee.

Note : Instruction is enclosed in separate sheet.