

## IN THE DISTRICT COURT AT HOWRAH

Notification for recruitment of different categories of posts of staff in the Howrah district court of West Bengal to be conducted by the Recruitment Committees of the District Judges' Court, Howrah under supervision of the District Judge, Howrah.

Employment Notification No- 392-Recruitment

Dated, Howrah, 8<sup>th</sup> February, 2013

Application for the eligible Indian Citizens in the following prescribed format are invited for preparation of separate panel to fill up the existing and expected vacancies, mentioned below, in different categories of posts in this Judgeship of Howrah.

The examination /test of a particular category of post will be held in a particular day and time. One can apply for only one vacant post under this of judgeship of Howrah. Details of vacancies , Scale of pay, detail address of the appointing authority to whom the application is to be addressed and in whose favour the respective application fees (mentioned below) by I.P.O ( Which must be purchased on a date after publication of advertisement) need be drawn and where the same is payable are given hereunder.

The application is to be addressed to "The District Judge, Howrah, PIN-711101 and Application Fee by I.P.O to be drawn in favour of District Judge, Howrah, payable at Howrah.

1. English Stenographer (Group-B) Scale of pay -Rs-7100/- to 37,600/-Grade Pay- Rs-3900/- Existing Vacancy -08 [ General-01, General (EC)-01, ST-02, SC(EC)- 02, SC-02]
2. Lower Division Clerk (Group-C) Scale of Pay- 5400/- to Rs-25,200/-, Grade Pay- Rs-2600/- Existing Vacancy -24 [ General-02, General(EC)-05, General(EC)(Ex-Servicemen)-01, General (PH)-01, OBC(A)-03, OBC(B) -03, OBC(B)(EC)-01, ST-02, ST(EC)-01, SC-03 SC(EC)-02]
3. Peon/Day Guard/Night Guard/ Farash (Group-D) Scale of Pay- Rs4900/- to Rs-16,200/- Grade Pay- 1700/- Existing Vacancy-34 [General -08, General(EC)-08, General (EC)(Ex-servicemen)-02, General(PH)-01, OBC(A)-03, OBC(B)-04, ST-02, SC-04, SC(EC)-02]

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

Eligibility Age, Minimum Qualifying and other qualification required, Examination Fees, Scheme of examination and Syllabus for each examination for each category are given below:-

**Eligibility Age:** Not less than 18 years and not more than 37 years for the post of English Stenographer and 40 years for the post of Lower Division Clerk and Group D post as on 1<sup>st</sup> January, 2013. The relaxation of age limit for five years in case of candidates SC/ST category and for 3 years in case of candidates of OBC category only. The upper age limit, in case of physically handicapped Candidate, is 45 years. Relaxation of age limit in case of Ex-Service man category -as per existing Government Rules. For English Stenographer there shall be no age limit for persons holding permanent posts of Typist and Steno -Typists under the Government.

**Essential Qualification:** In respect of all posts in Group B & C category, 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. Moreover, i) for L.D.C, knowledge in type writing in English is preferable.  
ii) for English Stenographer a minimum speed @ 80w.p.m. in Shorthand and a minimum Speed @ 30 w.p.m in typewriting from a legible manuscript in English for 10 minutes and also at least a Certificate in Computer Training from a recognized institution and a satisfactory fingering speed in Computer Operation are required.

In respect of Group-D category (other than Sweeper) : The Candidate must have class VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent Institution.

**Fees of Examination:-** For the post of English Stenographer & for the post of Lower Division Clerk the I.P.O of Rs-200/- (Two hundred) and for the post of Group-D I.P.O of Rs-100/- (One hundred) must be paid. The I.P.O must be drawn in favour of District Judge, Howrah, payable at Howrah and purchased after the date of publication of this Advertisement. In case of SC & ST Candidates fees of examination is Rs-50/- & Rs-25/- respectively and must be in form of I.P.O drawn in favour of District Judge, Howrah, payable at Howrah and purchased after the date of publication of this Advertisement

**Mode of Examination:** 1. For English Stenographer : Paper -I - Dictation & Transcription(200 marks) dictation lasting for 6 minutes followed by transcription of notes in candidates' own handwriting for an hour) Paper-II-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 be 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 when 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 Paper-II and qualifying marks in any or all the papers and in the aggregate shall be fixed by the authority).

2. For Lower Division Clerk: The examination shall consist of 200 marks having 100 question of 2 (two) mark each, comprising of multiple choice objective type question on English, General Knowledge and Arithmetic. The duration of examination shall be 1 & ½ hours. On the basis of the result of the written test 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 written test and personality test. The Appropriate Authority shall fix the minimum qualifying marks in written test.

3. Group-D( Except Sweeper/Mali) A Written examination to be conducted by the Authority . The Authority shall determine the syllabus for and scheme and method of the written examination. And the basis of the 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.

**Last Date of Submission of Application:-**

Application in legible hand written (One side of the paper) or neatly typed along with attested Xerox of requisite documents proving age, caste, qualification etc. (must be submitted in the English Department, Office of the District Judge, Howrah within 08.03.2013 ( 5 . 00 pm).

N.B.- 1) SC/ST/OBC candidates of other states will be considered as a General category in all categories of posts. 2) Self attestation shall not be valid. 3) Full signature of the Candidate with date must be given in the bottom of the application.4) Two pass port size recent photograph duly signed by the candidate should be pasted in the respective place mentioned in the application and Admit Card. 5) One self addressed envelope of the size 25cmX 11cm, with postal stamp of Rs-5/- affixed thereon should be accompanied with the application. 6) Defective /incomplete application/unsigned application/applications submitted without proper application fee and not as per format will be summarily rejected. 7) The application fees/Examination fees must not be refundable. 8) Admit Cards containing Venue, Date and time of the tests 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 called for the Test/s shall be required to appear at their own expense. 9) 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.10) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service. 11) The District Recruitment Committee reserves the right to offer appointment to the selected candidate any subdivisions of Howrah.12) Once appointed, the matters regarding service, seniority promotion etc. in respect of any appointee will be regulated by the Rules followed in the Judgeship of Howrah. 13) In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final. 14) Candidates, whose application will found not in order, will not be allowed to appear before the test/s and authority will bear no responsibility to inform. 15) The application by speed post, ordinary post, Registered post ( with or without AD) must be submitted in a closed envelope to the English Department, Office of the District Judge, Howrah within 08.03.2013 (5.00 pm). The application may be dropped at the respective container /box which will be placed at English Department, Office of the District Judge, Howrah 16) Application reaching the respective office after the last date shall

not be considered, even though the same are posted well in advance. 17) The candidate already in service under Govt. / Public Sector Undertakings and within the prescribed age limit must submit their applications through Proper Channel with the No Objection Certificate of the Concerned Authority. The District Recruitment Committee 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 completed. However, the said panel/s shall remain valid only for a year from the date of its formation.18) In case of any dispute, the decision of the District Recruitment Committee shall stand final. 19) The District Recruitment committees shall have 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.

**( Samaresh Prasad Chowdhury)**  
**District & Sessions Judge, Howrah**  
**&**  
**Chairman,**  
**Recruitment Committee,**  
**District Judges' Court, Howrah.**

**APPLICATION FORMAT**

POST APPLIED FOR .....

CATEGORY.....

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

To  
The District Judge,  
Howrah  
1, M. G. Road, P.O- Howrah  
PIN- 711101

Affix  
One recent  
passport size  
**recent**  
photograph duly  
signed by the  
candidate

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 01.01.2013 :-
5. Sex( Male /Female) :-
6. Nationality :-
7. Religion- :-
8. Address (Permanent & Present) :-  
with telephone if any
9. Whether belong to SC/ST/OBC :-  
( if yes, give attested supporting documents)
10. Physically Handicapped (Say Yes or No) :-  
(give attested supporting document)
11. Mother tounge :-
12. Educational Qualification :-
13. Have you any knowledge in Computer :-  
Operating/ Typing? If so, give details and  
attested documents
14. Do you know Ordinary Type Writing? :-  
If so, give details
15. Do you know shorthand (English )? :-  
If yes, Give details and attested  
supporting documents
16. Are you a Govt. Servant-Yes/ No :-  
if yes.Give details and attested supporting  
documents
17. Other Quallfications, If any :-  
Please State the No. and  
amount of Indian Postal Order

**Declaration**

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

Yours faithfully,

Place:-  
Enclo:-

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

**ADMIT CARD**

(For office use)

**Affix  
One recent Pass  
port size  
Photograph duly  
signed by the  
candidate.**

Post-

Roll No-

Date of Examination-

Time of Examination-

Venue-

**( To be filled up by candidate)**

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

**Signature and date with stamp  
Of  
Chairman, District Recruitment Committee, Howrah.**

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**Note: Applicant should bring Pencil, eraser, ball point Pen etc with them.  
Applicant should not bring with them Mobile /Pager or any electronic gadgets.  
Applicant should report 30 minutes before the commencement of examination and take his /her  
allotted seat in the examination hall .  
Any type of taking unfair means liable for cancellation of candidature.**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, HOWRAH  
ENGLISH DEPARTMENT**

**From : Shri Samaresh Prasad Chowdhury,  
District & Sessions Judge,  
Howrah.**

**To : The Registrar General  
High Court, Calcutta**

**No-.....-Recruitment, Dated, Howrah,11.02.13**

**Sir,**

With reference to your No-304-RG dated- 18<sup>th</sup> January,2013 I am forwarding herewith Employment Notice which has been published under this Office Notification No-392-Recruitment, dated-08.02.13 to fill up the vacant posts of Stenographer, Lower Division Clerk and Group-D under this Judgeship of Howrah, for your information and for uploading the same in the web site of the Hon'ble High Court, Calcutta i.e. in [www.calcuttahighcourt.nic.in](http://www.calcuttahighcourt.nic.in)

**Enclo:- The said**

**Employment Notice/**

**Yours faithfully,**

**( Samaresh Prasad Chowdhury)  
District & Sessions Judge, Howrah.**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, HOWRAH  
ENGLISH DEPARTMENT**

**From : Shri Samaresh Prasad Chowdhury,  
District & Sessions Judge,  
Howrah.**

**To : The Editor,  
The Statesman  
Statesman House,  
4, Chowrangee Square,  
Kolkata-1**

No-.....-Recruitment, Dated, Howrah,11.02.13

Sir,

I am enclose herewith an Advertisement for employment of Stenographer, Lower Division Clerk, & Group-D staff under this Judgeship of Howrah for publishing the same in English in your daily Newspaper dated-14.02.13 with out any modification/alteration.

**Enclo:- The said  
Advertisement/**

**Yours faithfully,**

**( Samaresh Prasad Chowdhury)  
District & Sessions Judge, Howrah.**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, HOWRAH**  
**ENGLISH DEPARTMENT**

**From : Shri Samaresh Prasad Chowdhury,  
District & Sessions Judge,  
Howrah.**

**To : The Editor,  
The Sangbad Pratidin,  
20, Prafulla Sarkar Street,  
Kolkata-72**

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**Yours faithfully,**

**( Samaresh Prasad Chowdhury)  
District & Sessions Judge, Howrah.**