

## IN THE COURT OF DISTRICT JUDGE OF BIRBHUM

Notification for recruitment of different categories of posts of staff in the Judgeship of Birbhum, West Bengal to be conducted by the District Recruitment Committee of Birbhum Judgeships under the supervision of the Committee of Registrars of High Court at Calcutta.

**Employment Notification No.01 dated Suri, the 13th. February,2013.**

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

The examination /test of a particular category of post will be held in a particular day. One can apply for only one vacant post. Details of vacancies, scales of pay, details address of the appointing authority to whom the application is to be addressed and in whose favour the respective applications fees ( mentioned below) by demand draft need be drawn and where the same is payable are given here under:-

The application is to be address to " **The District Judge, Birbhum, PIN-731101**" and Application Fees by Demand Draft to be drawn in favour of **District Judge, Birbhum**, payable at State Bank of India, Suri,

**(1) English Stenographer (Gr.-B) : Scale of Pay Rs.7100/- - 37,600/-, Grade Pay -Rs.3900/- : Existing Vacancy -05 and Expected Vacancy -- 01 :: Total Vacancy--06 ( UR-2,SC-02,SC-EC-01,S.T.-01)**

**(2) Lower Division Clerk (Gr.-C) :: Scale of Pay Rs.5400/- - Rs.25,200/-, Grade Pay -Rs.2600/- : Existing Vacancy - 07 and Expected Vacancy --06 :: Total Vacancy-- 13 ( UR-03,UR(Ex.Ser)-01, UR (EC)-02,S.C- 02,S.C(EC)-02, S.T.-01,OBC-A-01, OBC-B-01)**

**(3) English Typists- Copyist (Gr.C) :: Scale of Pay Rs.5400/- - Rs.25,200/-, Grade Pay - Rs.2600/- : Existing Vacancy -03 and Expected Vacancy -- 04 :: Total Vacancy-- 07 ( UR-02,UREC-01,SCEC-01,ST-02,OBC-A-1)**

**(4)Process Server (Gr.C) :: Scale of Pay Rs.5400/- - Rs.25,200/-, Grade Pay -Rs.2300/- : Existing Vacancy - Nil and Expected Vacancy -- 02 :: Total Vacancy-- 02 ( UR-02),**

**(5) Sweeper (Gr.-D) :: Scale of Pay Rs.4900/- - Rs.16,200/-, Grade Pay -Rs.1700/- : Existing Vacancy - 01 and Expected Vacancy -- Nil :: Total Vacancy-- 01 ( SC-01)**

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, Scheme of examination and Syllabus for each examination for each category are given below:-**

**1.Eligibility age:** Not less than 18 years and not more than 40 years as on 1<sup>st</sup>. January, 2013 for all categories of posts . 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 Physical Handicapped Candidate, is 45 years. Relaxation of age limit in case of Ex-Serviceman Category -as per existing Government Rules.

**2.Essential Qualification:** In respect of Group -: For all post 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 recognized Institution and a satisfactory fingering speed in Computer operation. More over, (i) for LDC knowledge in type-writing in English is preferable (ii) for English Typist-Copyist a minimum typing speed from legible manuscript @ 30 w.p.m in English is required (iii) for Stenographer, 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 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 (For Sweeper): For the post of Sweeper, the applicants must have ability to read and write in Bendali.

Contd.....P/2.

**3.Mode of Examination:- (1) For Lower Division Clerk:-** The examination shall consist of two parts viz. Part-I and Part-II. Only the successful candidates of Part-I examination shall be called for Part-II Examination. The qualifying marks of Part-I Examination will be fixed by the Appropriate Authority. The Part-I will carry 100 marks having 100 questions of 1 (one) mark each, comprising of multiple choice objective type questions on English, General Studies and Arithmetic. The duration of Part-I examination shall be 1 and ½ hour. The part-II shall consist of conventional type question on (a) Group-A, English and (b) Group-B Bengali /Hindi /Urdu /Nepali carrying 50 marks each for Group-A and Group-B. The duration of Part-II examination shall be 1 hour and the Syllabus will be fixed by the Appropriate authority. Candidates who will take Hindi or Urdu or Nepali, as the case may be, in lieu of Bengali of the Group-B of Part-II Examination shall, before confirmation, have to pass a Departmental Examination in Bengali during the period of probation. On the basis of the result of the Part-II examination 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 Part-II Examination and personality test. The appropriate Authority 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.

**(2) For English Typist-Copyist:-** The candidates shall have to appear for (1) Preliminary Examination (Objective Type) and (ii) Main Examination (Type test). The preliminary Examination will consist of one paper having objective type multiple choice questions on General English (30 marks). Current Affairs (20 marks). The duration of Preliminary Examination shall be one hour. Only the successful candidates of Preliminary Examination shall be called for Main Examination (Type test). Every candidate shall be required to type 450 words in 15 minutes from a manuscript of English passage. The maximum number of mistake is allowable is 5 percent. The appropriate authority shall have the discretion to fix qualifying marks for both Preliminary and Main Examination. On the basis of the result of the Main Examination (Type test) a number of candidates will be selected for personality test carrying 10 marks when the knowledge in computer operation shall also be tested, a final panel will be prepared on the basis of the result of the total marks obtained in typewriting, computer operation and personality test.

**For Sweeper:-** The selection shall be made on the basis of an interview.

**For English Stenographer:-** Paper-I –Dictation & Transcription (400 marks) (Dictation lasting for 10 minutes followed by transcription of notes in candidates' own handwriting for an hour); Paper-II General English (100 marks) (Syllabus- Translation from Bengali to English and English to Bengali, Spelling, Correct use of words, Correctness of sentence, 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 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 the 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 the aggregate shall be fixed by the authority).

The appropriate authority shall have the discretion to fix qualifying marks in any or all the tests for different categories of posts, mentioned above, and to re-fix such marks in respect of candidates belonging to Schedule Castes, Scheduled Tribe and Other Backward Classes, if deemed necessary.

Eligible candidates may submit legible hand written or typed (one side of the paper) single application for any of the aforementioned post in the judgeship of Birbhum as per format given below:-

**APPLICATION FORMAT**

**POST APPLIED FOR.....**

**CATEGORY.....**

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

**To  
The District Judge,  
Birbhum at Suri.  
PIN No.731101(W.B).**

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

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 :  
(give attested supporting documents)
5. Sex (Male /Female) :
6. Nationality :
7. Religion :
8. Address (Permanent & Present) :  
with Tel No., if any.
9. Whether belong to SC/ST/OBC/ Ex-serviceman :  
(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.
14. Do you know Shorthand (English)? :  
If so, give details. (give attested supporting documents)
15. Are you a Govt. Servant – Yes/No, if yes :  
Give details.
16. Other Qualifications, if any.  
(give attested supporting documents)
17. Please state the No. date and Amount of :  
Demand Draft

**Declaration**

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, 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

Place:

Enclos:

Yours faithfully,

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

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

## ADMIT CARD

### Staff Recruitment Examination 2013

#### JUDGESHIP OF BIRBHUM (For Office use)

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 of the District Selection Committee, Birbhum,

Note:- Instruction is enclosed in separate sheet.

## **INSTRUCTION**

- N.B.(1) Sl. No. 1 – 12 and 15, 16 & 17 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 to be filled up by the candidates applying for the post of Stenographer, Typist-copyist.
- (2) Self attestation will not be valid for the purpose;
- (3) SC/ST/OBC candidates of other state will be treated as General candidates ;
- (4) Each application must be accompanied by the application Fee of Rs.200/- for the posts under Group B and C category and Rs.100/- for Group-'D' category (Rs.50/- and Rs.25 respectively for SC/ST candidates only) by Demand Draft to be drawn in favour of **District Judge, Birbhum**, payable at **State Bank of India, Suri** . Any other mode of payment of Application fee will not be accepted.
- (5) 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;
- (6) Two passport size recent photograph duly signed by the candidate should be pasted in the respective places mentioned in the Format and Admit Card;
- (7) One self addressed envelope of the size of 25 cm X 11 cm with postal stamp of Rs.5/- affixed thereon should be accompanied with the application.
- (8) Full signature of the candidate with date must be given at the bottom of the application. Defective /incomplete application/unsigned applications / applications submitted without proper application fee and not according to format will be summarily rejected.
- (9) The application fee is not refundable in any case.
- (10) Admit cards containing Venue, Date and time of the test/s, as also other information, will be sent to the candidates whose applications will be considered to be in order in all respect, by ordinary post. Candidates called for the Test/s shall be required to appear at their own expense.
- (11) 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 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.
- (12) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and , if appointed, shall be liable for dismissal from service.
- (13) The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place in this Judgeship and not according to the preference / option given by an applicant.
- (14) 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.
- (15) In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final.
- (16) Candidates, whose application will be found not in order, will not be allowed to appear before the test/s and authority will bear no responsibility to inform.
- (17) The application, by speed post, ordinary post, Registered post (with or without A/D) must be submitted in a closed envelope to the appropriate authority with 5.00 p.m. on or before **08.03.2013** The applications may also be dropped at the respective container /box which will be placed at the **head quarter of district court at Suri**. Applications reaching the respective office after the last date shall not be considered, even though the same are posted well in advance. (18) Candidates 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.
- (19) The District Recruitment Committees reserves the right to make short list of successful candidates. The panel/s thus formed shall remain effective till the process of giving appointment against the notified vacancies, is completed or till one year from the date of publication of Final Panel which is earlier.
- (20) In case of any dispute, the decision of the District Recruitment Committee shall stand final (21) The District Recruitment Committee, shall also 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.

*S. Sanyal*

**Chairman  
District Recruitment Committee  
Suri, Birbhum,**