

## IN THE HIGH COURT AT CALCUTTA

Notification for recruitment of different categories of posts of staff in the subordinate courts of West Bengal to be conducted by the Committees of the respective Judgeships under the supervision of the Committee of Registrars of High Court at Calcutta.

**Employment Notification No. 6256–RG. Dated, Calcutta, the 6<sup>th</sup> July, 2011**

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 the respective district/judgeship of the subordinate courts of West Bengal.

The examination/test of a particular category of post will be held in a particular day and time throughout the State of West Bengal. One can apply for only one vacant post of any particular district/judgeship. District/Judgeship-wise details of vacancies, Scales of pay, detail address of the appointing authority to whom the application is to be addressed and in whose favour the respective applications 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 :-

**For Darjeeling :-** The application is to be addressed to “**The District Judge, Darjeeling, PIN – 734 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Darjeeling. Payable at Darjeeling. **(1) English Stenographer** (Gr.-C) :: Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay – Rs. 3900/- :: Existing Vacancy – 9 and Expected Vacancy – 2; Total Vacancy – 11 (SC-2; ST-1; OBC -2; Gen. – 6). **(2) Lower Division Clerk** (Gr.-C):: Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2900/- :: Existing Vacancy – 7 and Expected Vacancy – 4; Total Vacancy – 11 (SC-2; ST-1; OBC-2; Gen. -6). **(3) Office Peon/Orderly/Night Guard** (Group-D):: Scale of Pay – Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 8 and Expected Vacancy – 2; Total Vacancy – 10 (SC-2; ST-1; OBC-1; Gen. -6).

**For North 24-Paraganas:-** The application is to be addressed to “**The District Judge, North 24-Paraganas, Barasat, PIN – 700 124** and Application Fee by I.P.O. to be drawn in favour of District Judge, North 24-Paraganas. Payable at Barasat. **(1) English Stenographer** (Basic Grade in Schedule -B) :: Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay – Rs. 3900/- :: Existing Vacancy – 17; Total Vacancy – 17 (SC-3; ST-1; OBC(A) -1; OBC(B) -1; PH -1; Gen. – 5; EC Gen. – 3; EC SC -1, EC (OBC) -1). **(2) Lower Division Clerk** (Group-C):: Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Expected Vacancy – 15; Total Vacancy – 15 (SC-1; ST-1; OBC(A)-1; OBC(B) – 2; Ex. Serviceman -1; Gen. -4; EC Gen. – 3; EC SC - 2). **(3) Typist/Copyist/Mapist** :: Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 13; Total Vacancy – 13 (SC-4; OBC(A)-1; OBC(B) -1; Gen. -4; EC Gen. -3). **(4) Process Server** :: Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2300/- :: Existing Vacancy – 21 and Expected Vacancy – 1; Total Vacancy – 22 (SC-5; ST -1; OBC(A)-2; OBC(B) -2; PH – 1; Gen. -6; EC Gen. -4; EC SC-1). **(5) Peon/Farash/Night Guard** (Group-D):: Scale of Pay – Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: **Peon** Existing Vacancy – 19 and Expected Vacancy – 3; Total Vacancy – 22 (SC-5; OBC(A)-2; OBC(B) -2; Ex. Serviceman -1; Gen. -6; EC Gen. -5; EC SC-1). **Farash-** Existing Vacancy – 4 ; Total Vacancy – 4 (SC-1; OBC(A)-1; Gen. -1; EC Gen. -1). **Night Guard -** Existing Vacancy – 7; Total Vacancy – 7 (SC-2; OBC(A)-1; OBC(B) -1; Ex. Serviceman -1; Gen. -1; EC Gen. -1). **(6) Sweeper** (Group-D) :: Scale of Pay – Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 1; Total Vacancy – 1 (OBC(A)-1).

**For Purulia:-** The application is to be addressed to “**The District Judge, Purulia, PIN – 723 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Purulia. Payable at Purulia. **(1) English Stenographer** (Group-B) :: Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay – Rs. 3600/- :: Existing Vacancy – 3 and Expected Vacancy – 6; Total Vacancy – 9 (SC-2; OBC-2; Gen. – 5). **(2) Peon** (Group-D):: Scale of Pay – Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 12 and Expected Vacancy – 3; Total Vacancy – 15 (SC-4; ST-1; Gen. -10).

**For Uttar Dinajpur:-** The application is to be addressed to “**The District Judge, Uttar Dinajpur, Raiganj, PIN – 733 134** and Application Fee by I.P.O. to be drawn in favour of District Judge, Uttar Dinajpur. Payable at Raiganj. **(1) English Stenographer (Group-B)** :: Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay – Rs. 3900/- :: Existing Vacancy – 7; Total Vacancy – 7 (Gen. -4; Gen (PH) – 1; Gen. (EC) – 1; SC-1). **(2) Clerk-cum-Typist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 12 and Expected Vacancy – 4; Total Vacancy – 16 (Gen. 14; SC-2). **(3) Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 1; Total Vacancy – 1 (OBC(B)-1). **(4) Process Server** :: Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2300/- :: Existing Vacancy – 3; Total Vacancy – 3 (SC-1; ST -1; Gen. -1). **(5) Office Peon (Group-D)::** Scale of Pay – Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 22 and Expected Vacancy – 2; Total Vacancy – 24 (SC-4; SC (EC) – 2; ST – 1; OBC(A)-2; OBC(B) -2; Gen. -9; EC Gen. -4). **(6) Night Guard (Group-D)::** Scale of Pay – Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- ::Existing Vacancy – 1; Total Vacancy – 1 (SC-1).

**For Burdwan:-** The application is to be addressed to “**The District Judge, Burdwan, PIN – 713 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Burdwan. Payable at Burdwan. **(1) English Stenographer (Group-B)** :: Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay – **Rs. 3600/-**:: Existing Vacancy – 25 and Expected Vacancy – 1; Total Vacancy – 26 (SC-5; SC (EC) – 1; ST-2; OBC(A)-2; OBC(B)-2; PH -1; Gen. – 7; EC Gen. – 6). **(2) Lower Division Clerk (Group-C)** :: Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 77 and Expected Vacancy – 8; Total Vacancy – 85 (SC-12; SC(EC)-6; ST-3; ST(EC) -2; OBC(A)-9; OBC(B)-5; Ex. Serviceman -4; PH-3; Gen. -26; EC Gen. – 15). **(3) Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 16 and Expected Vacancy – 3; Total Vacancy – 19 (SC-4; SC(EC)-1; ST-1; OBC(A)-2; OBC(B)-2; Ex. Serviceman – 3, Gen. -4; EC Gen. -3). **(4) Day Guard/Night Guard/Peon/Farash/Gardener (Group-D)::** Scale of Pay –Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: **Peon** :: Existing Vacancy – 13 and Expected Vacancy – 67; Total Vacancy – 80 (SC-9; SC(EC)-6; ST-3; ST(EC)-2; OBC(A)-8; OBC(B)-5; PH-3; Ex. Serviceman -8; Gen. -25; EC Gen. -11). **Farash** :: Expected Vacancy- 5; Total Vacancy – 5 (SC-1; OBC(A)-1; Gen-2; EC Gen -1). **Night Guard** :: Existing Vacancy – 2 and Expected vacancy –9 Total Vacancy – 11 (SC-1, SC(EC)-1, ST-1, OBC(A)-1, Ex. Serviceman-1, Gen-4, EC Gen-2). **Day Guard** :: Existing Vacancy – 1 and Expected vacancy –1, Total Vacancy – 2 (SC-1, EC Gen-1). **Gardener** :: Expected vacancy –1, Total Vacancy – 1 (OBC(A)-1). **(5) Sweeper (Group-D) )::** Scale of Pay – Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 4; Total Vacancy – 4 (SC(EC)-1; OBC(B)-1; Gen. -1, EC Gen.-1).

**For Hooghly:-** The application is to be addressed to “**The District Judge, Hooghly, PIN – 712 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Hooghly. Payable at Chinsurah. **(1) English Stenographer (Group-B)** :: Scale of pay – Rs. 7,100/- - 37,600/-, Grade Pay –Rs. 3,900/-:: Expected Vacancy – 1; Total Vacancy – 1 (Gen.-1). **(2) Bengali Stenographer (Group-B)** :: Scale of pay – Rs. 7,100/- - 37,600/-, Grade Pay –Rs. 3900/-:: Existing Vacancy – 6; Total Vacancy – 6 (Gen.-3; OBC-2; SC-1). **(3) Lower Division Clerk (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 3 and Expected Vacancy – 6; Total Vacancy – 9 (SC-3; Gen. – 6). **(4) Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Expected Vacancy – 2; Total Vacancy – 2 ( Gen. -2). **(4) Process Server** :: Scale of Pay – Rs. 5400/- - 25200/-, Grade Pay – Rs. 2300/- :: Expected Vacancy –1; Total Vacancy – 1 (Gen. -1). **(5) Peon (Group-D)::** Scale of Pay – Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Expected Vacancy – 3; Total Vacancy – 3 (SC-1; Gen. –2).

**For Purba Medinipur:-** The application is to be addressed to “**The District Judge, Purba Medinipur, PIN – 721 636** and Application Fee by I.P.O. to be drawn in favour of District Judge, Purba Medinipur. Payable at Tamluk. **(1) English Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3900/-:: Existing Vacancy – 2; Total Vacancy – 2 (Gen.-1; SC-1). **(2) Lower Division Clerk (Group-C)::**

Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 17 and Expected Vacancy – 3; Total Vacancy – 20 (SC-6; SC(EC)-2; ST-2; ST(EC)-1; PH-1; OBC(A)-2; OBC(B)-2; Gen.(EC) – 1; Gen. -3). **(3) Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 6; Total Vacancy – 6 ( Gen. -2; Gen.(EC)-1; SC-1; OBC(A)-1; OBC(B)-1). **(4) Process Server (Summon Bailiff) ::** Scale of Pay – Rs. 5400/- - Rs. 25,200/-, Grade Pay – Rs. 1900/- :: Existing Vacancy – 16; Total Vacancy – 16 (SC-4; OBC(A)-1; OBC(B)-1; PH-1; Gen. -3; Gen.(EC)-6) **(5) Peon/Night Guard/Farash (Group-D)::** Scale of Pay –Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 17 and Expected Vacancy – 1; Total Vacancy – 18 (ST(EC)-1; SC(EC)-2; OBC(B)-2; PH-2; Gen. -2; Gen.(EC) - 9). **(5) Sweeper (Group-D) ::** Scale of Pay – Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Expected Vacancy –4; Total Vacancy – 4 (SC-2; Gen.-2).

**For Murshidabad:-** The application is to be addressed to “**The District Judge, Murshidabad, PIN – 742 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Murshidabad. Payable at Berhampore. **(1) Bengali Translator (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3600/- :: Existing Vacancy – 1; Total Vacancy – 1 (SC-1). **(2) English Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3900:: Existing Vacancy – 5 and Expected Vacancy - 14; Total Vacancy – 19 ( SC-5; ST-1; OBC(A)-2; OBC(B)-2; Gen.-9). **(3) Bengali Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3600/- :: Existing Vacancy – 4; Total Vacancy – 4 (SC-1; ST-1; Gen.-2). **(4) Lower Division Clerk (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 34 and Expected Vacancy – 2; Total Vacancy – 36 (SC-9; ST-2; OBC(A)-3; OBC(B)-3; Gen. – 19). **(5) English Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 4 and Expected Vacancy-1; Total Vacancy – 5 ( SC-1, ST-1, Gen. -3). **(6) Bengali Typist-Copyist (Group-C)::** Scale of pay – Rs. 5400/- - 25,200/-, Grade Pay –Rs. 2600/-:: Existing Vacancy – 1 and Expected-2; Total Vacancy – 3 (SC-1; Gen.-2). **(7) Process Server ::** Scale of Pay – Rs. 5400/- - Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 8 and Expected Vacancy –1 ; Total Vacancy – 9 (SC-2; ST-1; OBC(A)-2; Gen. -4) **(8) Peon/Night Guard/Farash (Group-D)::** Scale of Pay –Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 45 and Expected Vacancy – 7; Total Vacancy – 52 (ST-3; SC-12; OBC(A)-6; OBC(B)-4; Gen. -27).

**For Malda:-** The application is to be addressed to “**The District Judge, Malda, PIN – 732 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Malda. Payable at Malda. **(1) Lower Division Clerk (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Expected Vacancy – 1; Total Vacancy – 1 (Gen. (PH)-1). **(2) English Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Expected Vacancy-1; Total Vacancy – 1 (Gen. (EC)- 1). **(3) Peon (Group-D)::** Scale of Pay –Rs. 4900 – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Expected Vacancy – 2; Total Vacancy – 2 (Gen. -1; Gen. (EC)- 1).

**For Presidency Small Causes Court, Calcutta:-** The application is to be addressed to “**The Chief Judge, Presidency Small Causes Court, Calcutta, PIN – 700 001** and Application Fee by I.P.O. to be drawn in favour of Chief Judge, Presidency Small Causes Court, Calcutta. Payable at G.P.O., Kolkata. **(1) English Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3900/-:: Existing Vacancy – 2 and Expected Vacancy -1; Total Vacancy – 3 ( SC-1; Gen.-2). **(2) Lower Division Clerk (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 23; Total Vacancy – 23 (SC-4, ST-2, Gen.-17). **(3) English Typist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 2; Total Vacancy – 2 (Gen. -2). **(4) Peon/Orderly (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 24 and Expected Vacancy – 2; Total Vacancy – 26 (SC-5; ST-2; Gen. -19).

**For City Sessions Court, Calcutta:-** The application is to be addressed to “**The Chief Judge, City Sessions Court, Calcutta, Bichar Bhawan, 2 & 3, Bankshall Street, Kolkata, PIN – 700 001** and Application Fee by I.P.O. to be drawn in favour of Chief Judge, City Sessions Court, Calcutta. Payable at G.P.O., Kolkata. **(1) English**

**Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3600/-:: Existing Vacancy – 21, Expected Vacancy -1, Total Vacancy – 22 ( SC-6; ST-1; OBC-1; Gen.-14). **(2) Copyist-Typist/Typist (Group-C)::** Scale of pay – Rs. 5400/- - 25,200/-, Grade Pay –Rs. 2600/-:: Existing Vacancy – 5 and Expected Vacancy -1; Total Vacancy – 6 (SC-1, Gen.-5). **(3) Lower Division Clerk/Assistant (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 47 and Expected Vacancy -2; Total Vacancy – 49 (SC-11, ST-4, OBC-3; PH – 2; Gen.-29). **(4) Peon/Farah (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 21 and Expected Vacancy – 1; Total Vacancy – 22 (ST-2; OBC-1; Gen. -19). **(5) Sweeper (Group-D) ::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 3; Total Vacancy – 3 (SC-3). **(6) Process Server ::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1800/- :: Existing Vacancy – 13; Total Vacancy – 13 (SC-4; ST-1; Gen. -8).

**For Dakshin Dinajpur:-** The application is to be addressed to “**The District Judge, Dakshin Dinajpur, Balurghat, PIN – 733 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Dakshin Dinajpur, Balurghat. Payable at Balurghat. **(1) English Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3900/-:: Expected Vacancy -4; Total Vacancy – 4 ( OBC(A)-1; OBC(B)-1; SC-1; Gen.-1). **(2) Lower Division Clerk (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 5 and Expected Vacancy -9; Total Vacancy – 14 (SC-3; OBC(A)-2; OBC(B)-1; Gen.-8). **(3) Translator (Bengali to English) (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Expected Vacancy-1; Total Vacancy – 1 (SC -1). **(4) Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 1 and Expected Vacancy-1; Total Vacancy – 2 (SC-1; Gen. -1). **(5) Process Server ::** Scale of Pay –Rs. Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2300/- :: Existing Vacancy – 3; Total Vacancy – 3(SC-1; ST -2). **(6) Peon/Farash/Night Guard (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 9 and Expected Vacancy – 7; Total Vacancy – 16 (SC-2; ST-2; OBC(A)-2; OBC(B)-1; Gen. -9). **(7) Duftry (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1800/- :: Existing Vacancy – 1 and Expected Vacancy – 1; Total Vacancy – 2 (Gen. -2). **(8) Sweeper (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Expected Vacancy – 2; Total Vacancy – 2 (SC -2). **(9) Driver (Group-C)::** Scale of Pay –Rs. Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 1; Total Vacancy – 1(Gen. -1).

**For Jalpaiguri:-** The application is to be addressed to “**The District Judge, Jalpaiguri, PIN – 735 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Jalpaiguri,. Payable at Jalpaiguri. **(1) Bengali Stenographer –** Scale of Pay Rs. 7100/- - 37600/-, Grade Pay Rs. 3900/- :: Existing Vacancy -1, Total Vacancy – 1 (Gen-1). **(2) Lower Division Assistant (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 39 and Expected Vacancy 3; Total Vacancy – 42 (SC-9, ST-4, Gen-23, OBC(A)-3, OBC(B)-2, PH-1) **(2) Typist-Copyist (English) (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 3; Total Vacancy – 3 (SC-1, Gen.-2). **(3) Process Server::** Scale of Pay –Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 6; Total Vacancy – 6 (SC-1; OBC(A)-1; OBC(B)-1; Gen.-3). **(4) Office Peon/Farash/Night Guard (Group-D)::** Scale of Pay –Rs. 4900/- - 16200/- Grade Pay – Rs. 1700/-:: Existing Vacancy – 38 and Expected Vacancy –2; Total Vacancy – 40 (SC-10; ST-2;OBC(A)-3; OBC(B)-3; Gen.-21; PH.-1).

**For Howrah:-** The application is to be addressed to “**The District Judge, Howrah, PIN – 711 101** 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/- - 37,600/-, Grade Pay –Rs. 3900/-:: Expected Vacancy -1; Total Vacancy – 1 (Gen.(EC)-1). **(2) Lower Division Clerk (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 2 and Expected Vacancy -7; Total Vacancy – 9 (SC-1; SC(EC)-1; ST-1; Gen.-4; Gen. (EC)-2). **(3) Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 15; Total Vacancy – 15 (SC-3; SC(EC)-1; OBC-1; Gen. -6; Gen.(EC) - 4). **(4) Process Server ::**

Scale of Pay –Rs. Rs. 5400/- – Rs. 25,200/-, Grade Pay – Rs. 2300/- :: Existing Vacancy – 6 and Expected Vacancy – 2; Total Vacancy – 8 (SC-2; SC(EC)-1; Gen. -5). **(5) Peon/Day Guard/Night Guard/Farash (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 4 and Expected Vacancy – 3; Total Vacancy – 7 (SC(EC)-1; ST-1; Gen. -4; Gen.(EC)-1).

**For City Civil Court, Calcutta :-** The application is to be addressed to “**The Chief Judge, City Civil Court, Calcutta, PIN – 700 001** and Application Fee by I.P.O. to be drawn in favour of Chief Judge, City Civil Court, Calcutta. Payable at G.P.O, Kolkata. **(1) Lower Division Assistant (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 14 and Expected Vacancy -2; Total Vacancy – 16 (SC-3; ST-1; Gen.-12). **(2) Typist-Copying (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Expected Vacancy- 1; Total Vacancy – 1 (ST-1). **(3) Peon (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 3 and Expected Vacancy – 1; Total Vacancy – 4 (SC-1; OBC-1; Gen.-2). **(4) Farash (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 5; Total Vacancy – 5 (SC-1; Gen. - 4). **(5) Visti (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 1; Total Vacancy – 1 (Gen. - 1). **(6) Sweeper (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 1; Total Vacancy – 1 (SC-1). **(7) Night Guard (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 1; Total Vacancy – 1 (ST-1).**(8) Summon Bailiff ::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1800/- :: Existing Vacancy – 4; Total Vacancy – 4 (SC-1; Gen. - 3). ). **(9) English Stenographer ::** Scale of Pay –Rs. 7100/- – Rs. 37,600/-, Grade Pay – Rs. 3600/- :: Expected Vacancy – 1; Total Vacancy – 1 (SC-1). ). **(9) Seal Bailiff ::** Scale of Pay –Rs. 5400/- – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 1; Total Vacancy – 1(ST-1).

**For Nadia:-** The application is to be addressed to “**The District Judge, Nadia, Krishnagore, PIN – 741 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Nadia, Payable at Krishnagore. **(1) English Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3900/-:: Existing Vacancy – 21; Total Vacancy – 21 (SC-5; ST-1; OBC(A)-2; OBC(B)-2; Gen-6; Gen (EC)-4; SC(EC)-1). **(2) Bengali Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3900/-:: Existing Vacancy – 5; Total Vacancy – 5 (SC-1; ST-1; Gen-2, Gen(EC)-1). **(3) Lower Division Clerk (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 23 and Expected Vacancy -19; Total Vacancy – 42 (SC-5; ST-2; OBC(A)-4; OBC(B)-5; Gen.-14; Gen(EC)-7; SC(EC)-3; ST(EC)-1; Gen(PH)-1). **(4) Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 17 and Expected Vacancy-1; Total Vacancy – 18 (SC-4; ST-1; OBC(A)-2; OBC(B)-1; Gen. -6; Gen(EC)-3; SC(EC)-1). **(5) Process Server::** Scale of Pay –Rs. Rs. 5400/- – Rs. 25,200/-, Grade Pay – Rs. 2300/- :: Existing Vacancy – 8 and Expected Vacancy – 1; Total Vacancy – 9 (SC-1; ST-1; SC(EC)-1; OBC(A)-1; OBC(B)-1; Gen. -3; Gen(EC)-1). **(5) Peon/Farash/Night Guard (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 10 and Expected Vacancy – 12; Total Vacancy – 22 (SC-3; OBC(A)-3; OBC(B)-2; Gen. -6; Gen(EC)-5; Gen(PH)-1; ST(EC)-1; SC(EC)-1).

**For Bankura:-** The application is to be addressed to “**The District Judge, Bankura, PIN – 722 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Bankura, Payable at Bankura. **(1) English Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3900/-:: Existing Vacancy – 15 and Expected Vacancy -1; Total Vacancy – 16 (SC-3; SC(EC)-1; OBC(A)-1; OBC(B)-2; PH-1; Gen-5; Gen.(EC)-3). **(2) Bengali Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3600/-:: Existing Vacancy – 4; Total Vacancy – 4 (SC-1; ST-1; Gen-1; Gen (EC)-1). **(3) Lower Division Clerk (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 27 and Expected Vacancy -4; Total Vacancy – 31 (SC-7; SC(EC)-2; ST-1; OBC(A)-3; OBC(B)-3; PH-1; Gen-10; Gen. (EC)-4). **(4) Typist, Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 6; Total Vacancy – 6 (SC-1; SC(EC)-1);

ST-1; OBC(A)-1; Gen. -2). **(5) Process Server** :: Scale of Pay –Rs. Rs. 5400/- – Rs. 25,200/-, Grade Pay – Rs. 2300/- :: Existing Vacancy – 9 and Expected Vacancy – 1; Total Vacancy – 10 (SC-3; OBC(B)-1; Gen. PH -1; Gen.-3; Gen.(EC)-2). **(6) Peon/Orderly/Night Watchman (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 16 and Expected Vacancy – 3; Total Vacancy – 19 (SC-3; SC(EC)-1; ST-1; OBC(A)-1; OBC(B)-2; Gen. -7; Gen. (EC)-4).

**For Birbhum:-** The application is to be addressed to “**The District Judge, Birbhum, PIN – 731 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Birbhum, Payable at Birbhum. **(1) English Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3900/-:: Existing Vacancy – 12 and Expected Vacancy -1; Total Vacancy – 13 (Gen-4; SC-2; ST-1; OBC(A)-1; OBC(B)-1; Gen(EC)-2; SC(EC)-1; OBC(A)(EC)-1). **(2) Bengali Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3900/-:: Expected Vacancy -1; Total Vacancy – 1(SC-1). **(3) Bengali Translator (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3600/-:: Existing Vacancy – 3; Total Vacancy – 3(SC-1; Gen.-1; Gen(EC)-1). **(4) Lower Division Clerk (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 31 and Expected Vacancy -6; Total Vacancy – 37 (SC-7; ST-2; OBC(A)-2; OBC(B)-3; Gen. -12; Gen(EC)-8; SC(EC)-2; OBC(A)(EC)-1). **(5) English Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 7 and Expected Vacancy-1; Total Vacancy – 8 (SC-1; ST-1; OBC(A)-1; Gen(EC)-1; SC(EC)-1; Gen. - 3). **(6) Peon/Farash/Night Guard (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 43 and Expected Vacancy – 12, Total Vacancy – 55 (SC-9; SC(EC)-3; ST-3; ST(EC)-1; OBC(A)-5; OBC(B)-4; OBC(A)(EC)-1; Gen. -17; Gen. (EC)-11; PH. – 1).

**For Cooch Behar:-** The application is to be addressed to “**The District Judge, Cooch Behar, PIN – 736 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Cooch Behar, Payable at Cooch Behar. **(1) English Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3900/-:: Existing Vacancy – 7 and Expected Vacancy -1; Total Vacancy – 8 (SC-2; ST-1; OBC(A)-1; Gen-4). **(2) Bengali Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3900/-:: Existing Vacancy – 2 and Expected Vacancy -1; Total Vacancy – 3 (SC-1; Gen. -2). **(3) Bengali Translator (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3600/-:: Existing Vacancy – 4; Total Vacancy – 4 (SC-1; ST-1; Gen.-2). **(4) Lower Division Clerk (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 16 and Expected Vacancy -4; Total Vacancy – 20 (SC-5; ST-1; OBC(A)-2; OBC(B)-1; Gen. -11). **(5) English Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 1 and Expected Vacancy-1; Total Vacancy – 2 (SC-1; Gen-1). **(6) Process Server** :: Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2300/- (Group-C) :: Existing Vacancy – 1; Total Vacancy – 1 (SC-1). **(7) Office Peon (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 14; Total Vacancy – 14 (SC-3; ST-1; OBC(A)-2; OBC(B)-1; Gen. -7).**(8) Sweeper (Group-D)::** Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 2 and Expected Vacancy – 1; Total Vacancy – 3 (SC-1; Gen. -2). **(9) Driver (Group-C) ::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2300/- :: Existing Vacancy – 1, Total Vacancy-1 (Gen-1).

**For Paschim Medinipur:-** The application is to be addressed to “**The District Judge, Paschim Medinipur, PIN – 721 101** and Application Fee by I.P.O. to be drawn in favour of District Judge, Paschim Medinipur, Payable at Paschim Medinipur. **(1) English Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3900/-:: Existing Vacancy – 1; Total Vacancy – 1 (Gen-1). **(2) Lower Division Clerk (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 29 and Expected Vacancy –8; Total Vacancy – 37 (Gen.-17; SC-6; ST-1; OBC-2; SC(EC)-2; ST(EC)-1; OBC(EC)-1; Gen(EC)-7). **(3) English Typist-Copyist (Group-C)::** Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 7 and Expected Vacancy-2; Total Vacancy – 9 (Gen. – 07; SC-2). **(4) Process Server** :: Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/-:: Existing Vacancy – 9

and Expected Vacancy- 4; Total Vacancy – 13 (SC-2; SC(EC)-1; ST-1; OBC-1; Gen(EC)-3; Gen-5). **(5) Peon/Farash/Night Guard** (Group-D):: Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 32 and Expected Vacancy – 26, Total Vacancy – 58 (SC-6; ST-3; ST(EC)-1; OBC-3; OBC(EC)-1; Gen(EC)-13; Gen-26; PH-1; SC(EC)-4). **(6) Sweeper** (Group-D):: Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 2; Total Vacancy – 2 (SC-2).

**For South 24-Paraganas:-** The application is to be addressed to “**The District Judge, South 24-Paraganas, 18, Judges’ Court Road, Alipore, Kolkata, PIN – 700 027** and Application Fee by I.P.O. to be drawn in favour of District Judge, South 24-Paraganas, Payable at Alipore. **(1) Personal Assistant/English Stenographer (Group-B)::** Scale of pay – Rs. 7100/- - 37,600/-, Grade Pay –Rs. 3600/-:: Existing Vacancy – 48 and Expected Vacancy -3; Total Vacancy – 51 (SC-11; ST-3; OBC(A)-4; OBC(B)-4; PH-1; Gen-28). **(2) Lower Division Clerk** (Group-C):: Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 58 and Expected Vacancy -22; Total Vacancy – 80 (SC-17; ST-5; OBC(A)-8; OBC(B)-5; PH – 3; Ex. Serviceman -4; Gen. -38). **(3) Typist & Copyist** (Group-C):: Scale of Pay – Rs. 5400 – Rs. 25,200/-, Grade Pay – Rs. 2600/- :: Existing Vacancy – 30 and Expected Vacancy-7 Total Vacancy – 37 (SC-9; ST-2; OBC(A)-3; OBC(B)-3; PH.- 1; Ex. Serviceman-3; Gen.-16). **(4) Process Server** :: Scale of Pay – Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1800/- :: Existing Vacancy – 66 and Expected Vacancy-10; Total Vacancy – 76 (SC-17; ST-4; OBC(A)-8; OBC(B)-6; PH-3; Ex. Serviceman-7; Gen. 31). **(5) Peon** (Group-D):: Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 53 ; Total Vacancy – 53 (SC-12; ST-3; OBC(A)-5; OBC(B)-3; PH-2; Ex. Serviceman -5; Gen. -23). **(6) Night Guard** (Group-D):: Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 8 ; Total Vacancy – 8 (SC-2; ST-1; OBC(A)-1; Gen. -4). **(7) Farash** (Group-D):: Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 5 ; Total Vacancy – 5 (SC-1; ST-1; Gen. -3). **(8) Sweeper** (Group-D):: Scale of Pay – Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 3; Total Vacancy – 3 (SC-1; Gen. -2). **(9) Visti** (Group-D):: Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 1 ; Total Vacancy – 1 (SC-1). **(10) Mali** (Group-D):: Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- :: Existing Vacancy – 2 ; Total Vacancy – 2 (SC-1; Gen. -1). **(11) Duftry** (Group-D):: Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1800/- :: Existing Vacancy – 4; Total Vacancy – 4 (SC-1; ST-1; Gen. -2).

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 :-

**Eligibility Age :** Not less than 18 years and not more than 37 years as on 1<sup>st</sup> January, 2011 for all categories of posts, excepting the post of Bengali Stenographer. 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-Serviceman Category – as per existing Government Rules. For Bengali Stenographer (Basic Grade), age must not be less than 18 years and must not be more than 32 years on 1<sup>st</sup> January, 2011 and the upper age limit shall be relaxable up to 5 years for an employee under the State Government holding a permanent post. There shall be no age limit for permanent Typists, Permanent Steno-Typist and Permanent Clerk-cum-Typist under the Government of West Bengal who will apply for recruitment to the posts of Bengali Stenographer (Basic Grade). For English Stenographer, there shall be no age limit for persons holding permanent posts of Typists or Steno-Typists under the Government.

**Essential Qualification :** In respect of Group –: For 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 Typist, Typist, Typist-Copyist, Clerk-cum-Typist, Typist/Copyist/Mapist, a minimum typing speed from legible manuscript @ 30 w.p.m. in English is required (iii) for 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 and also at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation are required. (iv) For Bengali Stenographer (Basic Grade), a 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 shorthand and also knowledge in computer operation are required. (iv) For Driver, the candidate must read upto Class-VIII, candidate must possess Licensee for Driving both light and medium vehicle/H.M. Vehicles and must have experience in driving for five years. Knowledge in running repair of vehicles and practical experience of driving heavy vehicles for two years is also desirable.

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. For the post of Sweeper, the applicants must have ability to read and write Bengali. For the post of Night Guard, the candidates should be sound health, good physique and free from any organic defect and bodily infirmity.

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 who will qualify, the qualifying marks for which will be fixed by the Appropriate Authority, shall be called for Part-II Examination. 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 ½ hours. 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 for which 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, Typist, Typist-Copyist, Typist/Copyist/Mapist: - The candidates shall have to appear for (I) 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 mistakes is allowable is 5 per cent. 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.

(3) For Clerk-cum-Typist: - The candidates shall have to appear before the Part-I examination and Part-II examination as mentioned in respect of Lower Division Clerk, above. Candidates having found suitable in Part-I Examination shall have to appear before a typewriting test and on the basis of the result of the Typewriting and Part-II examination, a number of candidates will be selected for personality test when knowledge in computer operation shall also be tested. On the basis of the result of the

Part-II examination, Typewriting test, computer operation and personality test, a final panel will be prepared.

(4) Group-D (excepting 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.

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

(6) For Mali –The selection shall be made on the basis of an Interview.

(7) For Bengali Stenographer: - The examination for Paper-I – Bengali – 100 marks (time 1 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 shorthand and transcription (in Bengali) – 400 marks will be held in a single process or, if the number of applications is large, in 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 in computer operation shall also be tested. On the basis of the result of Part-I, Part-II, Personality test and knowledge in computer operation, a final panel will be prepared.

(8) 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 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).

(9) For Driver:- The selection shall be made on the basis of the result of a written test and skill test and personality test.

(10) For Bengali Typist :- The candidates shall have to appear for (I) 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 300 words in 15 minutes from a manuscript of Bengali Passage, i.e. at the rate of 20 words per minute. The maximum number of mistakes is allowable is 5 per cent. 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.

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 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 the aforementioned post and for any of the above-noted judgements, 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)**

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

To  
.....,  
.....,

PIN-.....

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)

13. Do you know ordinary Type-writing?  
If so, give details. :  
(give attested supporting documents)
14. Do you know Shorthand (English/Bengali)?  
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. Driving Licence No. date of issue (give attested supporting documents) :
18. Please state the No. date 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.]

Yours faithfully,

Date :

Place:

Enclos :

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

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

**A D M I T C A R D**

Staff Recruitment Examination 2011.

Judgeship (write the name of the District) ...../City Civil Court/City Sessions Court/Presidency Small Causes Court, Calcutta.

(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.**

**Note :- Instruction is enclosed in separate Sheet.**

**N.B. :-** (1) Sl. Nos. 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 to be filled up by the candidates applying for the post of Stenographer, Typist, Typist-Copyist/Mapist, Clerk-cum-Typist, Driver. (2) Self attestation will not be valid for the purpose; (3) SC/ST/OBC candidates of other States will be treated as General Candidates; (4) each application must be accompanied by application Fee of Rs. 200 for the posts under Group B & C category and Rs. 100 for Group-D category (Rs. 50/- & Rs. 25/- respectively for SC/ST candidates only) by I.P.O., which must be purchased on a date after publication of advertisement. 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 the 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 25cm 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 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 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 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. (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 Committees reserves the right to offer appointment to the selected candidate at any place of the respective judgship 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 judgship where he/she will be appointed. (15) In case of any dispute, the decision of the District Recruitment Committee of the respective Judgship shall stand final. (16) 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. (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 **within 5.00 p.m. on or before 30.07.2011**. The applications may also be dropped at the respective container/box which will be placed at all the head quarter of district Courts. 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 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. (20) In case of any dispute, the decision of the District Recruitment Committees shall stand final. (21) The District Recruitment Committees 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.

**(Murari Prasad Shrivastava)**  
**Registrar General &**  
**Chairman of the Committee of Registrars**  
**High Court, Calcutta**