

OFFICE OF THE DISTRICT JUDGE, NORTH 24-PARGANAS, BARASAT
EMPLOYMENT NOTIFICATION NO- 01/2013
DATED, BARASAT 13th FEBRUARY,2013

Applications from eligible Indian citizens are invited in the prescribed format for filling up vacancies in the posts of:

English Stenographer [{basic grade in Schedule "B"} vacancy-04: SC-03, ST-01; scale of pay: PB-3: Rs- 7100/-to-Rs- 37600, with Grade Pay- Rs- 3900/;

Lower Division Clerk (Group-C); vacancy-59 [Gen-15, UR-EC-10, UR-PwD-03, UR-Ex-Serviceman in Group C- 01, UR-Meritorious Sportsman- 02/ SC-11, SC-EC-02, SC-Ex-Serviceman in Group- C- 01/ ST- 03, ST-EC- 01/ OBC(A)- 04, OBC(A)-EC- 02/ OBC(B)- 02, OBC(B)-EC- 02]; scale of pay: PB-2: Rs- 5400/-to-Rs- 25200/, with Grade Pay- Rs- 2600/.

*UR- unreserved/ EC- exempted category/ PwD- person with disability/ SC- scheduled caste/ ST- scheduled tribe/ OBC- other backward castes.

Applications are to be addressed to "The District Judge, North 24 Pdns, Zilla Adalat Bhavan, Barasat, PIN-700124, along with the prescribed fee in the form of Indian Postal Order (IPO) drawn in favour of: The District Judge, North 24 Pdns, Barasat, payable at Barasat.

All appointments shall initially be made on temporary basis but are likely to be made permanent in future.

Age: Not less than 18 years but not more than 40 years as on January 01, 2013, for the twin categories. Candidates of the SC/ST category will get 'upper age limit' relaxation of five years. For OBC candidates this relaxation would be of three years. Persons with disability will also get 'upper age limit' relaxation of five years. **NOTE: candidates who had applied earlier in 2008 pursuant to this Judgeship's Employment Notification No:1/08, dt: the 27th day of August, 2008, are required to file fresh applications in terms of this Notification if he/she desires to compete for the vacancies declared therein. If any such candidate opts to do so his/her crossing of the upper age limit(s) as detailed above shall not operate as a disqualification.**

Essential Qualification(s): for both the posts of English Stenographer and Lower Division Clerk the candidate must have passed Madhyamik or equivalent examination from any recognized Board in India. He/she must also be proficient in the use of computer and should possess a certificate in this regard issued by any Institution of repute. Those applying for the post of English Stenographer must additionally have a minimum shorthand speed of eighty words per minute and minimum typing speed of thirty words per minute.

Mode of Selection: for **Lower Division Clerk**: there shall be a Preliminary Examination (of one and half hours duration) followed by Main Examination (of one hour duration) both to be conducted on the same day. The answer scripts of the Main Examination will not be checked of those candidates who will fail to obtain the qualifying marks in the Preliminary Examination which shall be fixed at the discretion by the Recruitment Committee. The Preliminary Examination will consist of a Hundred marks paper containing an equal number of multiple choice questions covering the fields of English grammar, general studies and arithmetic. Each wrong answer shall carry a negative mark of "one". The Main Examination shall consist of conventional type questions on English [Group-A; forty-five marks; letter writing, paragraph writing and translation] and Bengali/*Hindi/*Urdu (* if opted by any candidate) [Group-B;

forty-five marks; letter writing, translation and report]]. On the basis of the result of the Main Examination a number of candidates, securing more than the qualifying marks that may be fixed by the Recruitment Committee, shall be called for a Personality test carrying ten marks. The final Merit list shall be prepared on the basis of the total marks obtained in the Main Examination and the Personality test. The standard of the Main examination shall be comparable to the standard of Madhyamik/equivalent examination(s).

for English Stenographer: there will be a three-phase examination conducted on the same day. Phase-I consisting of Paper-1 (400 marks) will be 'Dictation and Transcription'- dictation for six minutes followed by transcription of notes in the candidate's own handwriting for an hour. Phase-II of Paper-2 (100 marks; one and a half hours duration) will be general English comprising spelling, correct usage of words, vocabulary, framing sentences, synonyms-antonyms and punctuations. Phase-III of Paper-3 (100 marks; ten minutes duration) will be typing on type machine from a manuscript @ not less than thirty words per minute. On the basis of marks obtained in these three papers a number of candidates shall be called for a Personality test (50 marks) when their knowledge in computer application shall also be tested. The final Merit list will be prepared on the basis of the total marks that a candidate may secure in the three papers and the Personality test. The number of permissible errors in respect of Papers-1 and 3 and the qualifying marks in all or any of these papers may be fixed by the Recruitment Committee at it's discretion. Candidates to note that they are to bring type machines for the typing test.

The Recruitment Committee expressly reserves the right to fix/vary/review and revise, if required, the qualifying marks in respect of all or any of the Examination(s) mentioned above.

Eligible candidates may submit legible hand-written or typed (on one side of the paper) single application for any of the aforementioned posts 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
posted here.

To
The District Judge,
North 24-Parganas, Barasat
Pin- 700 124

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./Mob No., if any :
9. Whether belongs to SC/ST/OBC/
(if OBC, specify A or B) :
(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 ? 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)?
 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
 Indian Postal Order
18. Whether applied earlier in 2008 :
19. Vernacular Language :

Declaration

I, hereby declare that, 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 in 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:

Signature of the Applicant

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.

ADMIT CARD

Staff Recruitment Examination 2013.

Judgeship of North 24-Parganas, Barasat, Pin- 700 124

(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 (In Block Letter) :**

**Signature and date with stamp of the
Chairman of the District Selection Committee.**

Note:- Instruction is enclosed in separate sheet.

Note:- (1) Sl. Nos. 1 -12 and 15,16,17 & 19 are required to be filled up by all the candidates applying for L.D.C post and in addition to that the other relevant particulars in respect of Sl. Nos. 13,14 to be filled up by candidates applying for the post of English Stenographer. (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/- (Rs. 100/- for SC/ST candidates only) for the post of English Stenographer & Lower Division Clerk category 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 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 Cards; (7) One self-addressed envelope of the size of 25 cm x 11cm, 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 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 Committee reserves the right to offer appointment to the selected candidate at any place of the 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 the Judgeship 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 close envelope to the appropriate authority within 5:00 p.m on or before 12.03.2013. The applications may also be dropped

at the respective container/box which will be placed at the headquarter of district court. Applications reaching 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 Committee reserves the right to make short list of successful candidates. The panel/s the 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 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.

Chairman, Selection Recruitment Committee
Staff Recruitment Examination, 2013
District Judge's Court, Barasat
North 24-Parganas