

# OFFICE OF THE DISTRICT JUDGE, BURDWAN

## ENGLISH DEPARTMENT

Notification for recruitment of different categories of post of staff in the Judgeship of Burdwan.

**Employment Notification No. 376 /III-9 Dated, Burdwan, the 07th February, 2013.**

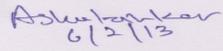
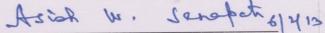
Applications from the eligible Indian Citizens in the prescribed format appended hereunder are invited for preparation of panels to fill up the existing and expected vacancies, in different categories of posts, in the Judgeship of Burdwan.

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

1 Post wise and category wise vacancy position.															
Sl. No.	Name of the post.	Category wise number of vacancies													
		Gen.	Gen (EC)	S.C.	SC (EC)	ST	ST (EC)	OBC-A	OBC-A(EC)	OBC-B	OBC-B(EC)	P.H.	Ex-service man	Total	
1	English Stenographer (Basic Grade in Schedule-B)	3	0	1	1	2	0	0	1	0	0	1	1	10	
2	Lower Division Clerk	0	1	0	0	0	0	0	0	0	1	3	0	5	
3	English Typist-copyist	0	0	0	0	1	0	0	0	0	0	0	0	1	
4	Process Server (Redesignated as Bailiff/ Seal Bailiff).	3	4	4	0	1	1	1	1	1	1	1	3	21	
5	Peon	0	1	0	0	0	0	0	0	0	0	0	3	4	
2 Scale of pay :															
Sl. No.	Name of the post	Scale of pay													
1	English Stenographer (Basic Grade in Schedule-B)	PB-3 of Rs.7100-37600/- plus Grade pay of Rs.3900/-													
2	Lower Division Clerk	PB-2 of Rs.5400-25200/- plus Grade pay of Rs.2600/-													
3	English Typist-copyist	PB-2 of Rs.5400- 25200/- plus Grade pay of Rs.2600/-													
4	Process Server (Redesignated as Bailiff/ Seal Bailiff).	PB- 2 of Rs.5400- 25200/- plus Grade pay of Rs.2300/-													
5	Peon	PB-1 of Rs.4900 - 16200/- plus Grade pay of Rs.1700/-													
3	<b>The appointment will initially be made on a purely temporary basis but is likely to be made permanent, for all categories of posts.</b>														
4	<b>Eligibility of Age :-</b>														

		Not less than 18 years and not more than 40 years as on 1 <sup>st</sup> January, 2013 for all categories of post. Relaxation of age limit for five years in case of SC/ST. and for three years for OBC candidates. The upper age limit for Physically candidates, is 45 years. Relaxation of age limit in case of Ex-Serviceman Category – as per existing Government Rules. For the post of English Stenographer, there shall be no age limit for persons holding permanent posts of Typist or Steno-Typist under the Government.
5		<b><u>Essential Qualification</u> :-</b>
	a)	For the posts of English Stenographer, Lower Division Clerk and Typist-Copyist, the candidate must have passed Madhyamik or Equivalent examination from any recognize Board and at least a certificate in computer training from a recognize institutions and a satisfactory fingering speed in computer operation, (i). For Lower Division Clerk, knowledge in type writing in English is preferable. (ii) For English Typist-copyist, a minimum typing speed from eligible manuscript @ of 30 w.p.m. (iii) for English Stenographer, a minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 30 w.p.m. in typewriting from a legible manuscript in English for 10 minutes.
	b)	For the posts of Process Server (Bailiff) and Peon, the candidate must have Class-VIII passed certificate from any recognized school or recognized Madrasah or any other recognized equivalent institution.
6		<b><u>Mode of Examination</u> :-</b>
	a)	<b>For the post of Lower Division Clerk :-</b> the examination shall consist of two part viz. Part-I and Part-II. Only the successful candidates of the Part-I examination shall called for Part-II examination. The Part-I examination will carry 100 marks having 10 questions of one mark each, comprising of multiple choice objective type questions on English, general studies and arithmetic. The duration of the Part-I examination shall be 1 & ½ hours. The Part –II examination 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 & Group-B. The duration of the Part-II examination shall be 1 hours and the syllabus for which will 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 the Part-II examination shall, before confirmation, have to pass a departmental examination in Bengali during the period of Probation. On the basis of result of part-II examination a number of candidates will be selected for personality test carrying 10 marks , when knowledge in computer operation shall also be tested and a final panel will the prepared on the basis of result of total marks obtained in Part-II examination and personality test. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.
	b)	<b><u>For the post of English Typist-copyist :-</u></b> 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 hving 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 works in 15 minutes from a manuscript of English Passage. The minimum 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 result of 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 result of the total marks obtained in typewriting, computer operation and personality test.

		<p><b>For English Stenographer :-</b> Paper-I – Dictation &amp; 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&amp; 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 works 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 III and qualifying marks in any or all the papers and in aggregate shall be fixed by the authority).</p>			
	d)	<p><b>For the posts of Process Server and Peon :-</b> The candidates shall have to appear in a written examination to be conducted by the Authority. The Authority shall determine the syllabus for the scheme and method of the written examination. On the basis of result of the written examination, a number of candidates will be selected for personality test and on the basis of the total marks obtained in the Written examination and personality test, a final panel will be prepared.</p>			
7		<p>The appropriate authority/authorities shall have the discretion to fix qualifying marks in any or all the tests for different categories of posts, mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Casts, Scheduled Tribe and Other Backward Classes, if deemed necessary.</p>			
8		<p><b>How to Apply;-</b> Eligible candidates may submit legible handwritten or typed (one side of the paper) single application for any of the aforementioned post as per format given below, <b>addressing to the District Recruitment Committee of Burdwan Judgeship</b> accompanied by application fees prescribed below alongwith self-addressed envelop specified below with postal stamp of Rs.5/- (Five) and attested copies of documents mentioned in the application form <b>within 5.00 p.m. on or before 08-03-2013</b>. Self attestation will not be valid for the purpose.</p>			
9		<p><b>Application fees :-</b></p>			
		<p>Categories of candidates and amount of application fees.</p>			
		Categories of post	General & others excluding S.C./S.T.	Scheduled Caste	Scheduled Tribe.
		English Stenographer/ Lower Division Clerk/ Typist-copyist	Rs.200/-	Rs.50/-	Rs.50/-
		Peon	Rs.100/-	Rs.25/-	Rs.25/-
		<p><b><i>S.C./S.T./O.B.C. candidates of other State will be treated as General Candidates.</i></b></p>			
10		<p>Mode of payment of application fee;- By Bank Draft issued by any nationalised Bank on a date after publication of the advertisement, <b>in favour of the District Judge &amp; Chairman of District Recruitment Committee of Burdwan Judgeship payable at Burdwan</b>. Any other mode of payment of application fee will not be accepted. Application fee is not refundable in any case.</p>			
11		<p><b>Other Instruction / information :-</b></p>			
	a)	<p>Two passport size recent photograph duly signed the candidate should be pasted in the respective place in the application format and admit card.</p>			
	b)	<p>Full signature of the Candidate with date must be given at the bottom of the application</p>			
	c)	<p>One Self-addressed envelop of the size of 25 cm X 11 cm with postal stamp of Rs.5/- (Five) affixed thereon should be accompanied with the application.</p>			

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d)	Defective / incomplete / unsigned application / application submit without proper fees and not according to format will be summarily rejected.
e)	Admit cards containing venue, date and time of examination / test as also other information, will be sent to the candidates whose application will be considered to be in order in all respect, by post. Candidates call for the examination / test shall be required to appear at their own expenses.
f)	Admission to the test/ examination will be deemed provisional, subject to verification and determination of the candidates eligibility and suitability in all respect. If at any stage of the process, a candidate is found to be ineligible for admission to the test/s, in terms of the notice his /her candidature shall be cancelled without making any reference to him/her and without assigning any reason.
g)	A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified and if appointed, shall be liable for dismissal from service.
h)	The District Recruitment Committee reserves the right to offer appointment to the selected candidates at any place of the Judgeship and not according to the preference / option given by the applicant.
i)	Once appointed the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the rules followed in the Judgeship where he/she will be appointed.
j)	In case of any dispute, the decision of the District Recruitment Committee of Burdwan Judgeship shall stand final.
k)	Candidates, whose application will be found not in order, will not be allowed to appear in the test/s and authority will bear no responsibility to inform.
l)	The application, by speed post, ordinary post, Registered post (with or without A/D) must be submitted in a closed envelope mentioning the name of the post applied for, on the top of the envelop within the date and time mentioned hereunder to the office of District Judge, Burdwan. The applications may also be dropped at the respective container / box which will be placed at a conspicuous place of District Judges Court Premises at Burdwan.
m)	Application reaching the office of the District Judge, Burdwan after the last date shall not be considered, even though the same are posted well in advance.
n)	The Candidates already in service under Govt./Public Sector undertaking and within the prescribed age limit must submit their applications through proper channel with "no objection certificate" of the concerned authority.
o)	The District recruitment Committee reserves the right to make shortlist of the successful candidates. The Panel/s thus formed shall remain effective till the process of giving appointment against the notified vacancies, is completed. However the said Panel/s shall remain valid for a year from the date of its formation.
p)	The District Recruitment Committee shall have the full descretion to fix the minimum qualifying marks in respect of all categories of post notified above and shall have full descretion to relax any or part of the norms.
<b>LAST DATE FOR RECEIPT OF APPLICATION IS WITHIN 5 P.M ON OR BEFORE 08-03-2013</b>	
 6/2/13	 6/4/13
(Sri Ashutosh Kar) District Judge Burdwan and Chairman of the District Rcruitment Committee.	(Sri Asish Kumar Senapati) Additional District & Sessions Judge, 4 th Court, Burdwan and member of the District Recruitment Committee.
 08.2.13	
(Salim Ahmad Ansari) Chief Judicial Magistrate, Burdwan and member of the District Recruitment Committee.	

