Office of the District Judge, Paschim Bardhaman
(English Department)

Employment Notification No.1   **Dated: 21.2.2019**

Online applications are invited from eligible Indian citizens to fill up the existing & expected vacancies, mentioned hereunder, for various categories of posts in the Judgeship of Paschim Bardhaman, which is to be submitted within **14.03.2019 by 23:30 hours**. Online submission of applications will commence on & from **22.02.2019.**

Post	Pay Scale	Existing & expected vacancies
Stenographer **(Group-B)**	₹ 7100/- to ₹ 37,600/- + Grade Pay ₹ 3900/-	10
Lower Division Clerk **(Group-C)**	₹ 5,400/- to ₹25,200/- + Grade Pay ₹ 2600/-	42
Typist/copyist **(Group-C)**	₹ 5400/- to ₹ 25,200/- + Grade Pay ₹ 2600/-	4
Process Server **(Group-D)**	₹ 5400/- to ₹ 25,200/- + Grade Pay ₹ 2300/-	6
Peon/Farash/Dayguard/ Nightguard **(Group-D)**	₹ 4900/- to ₹ 16,200/- + Grade Pay ₹ 1700/-	50
Sweeper **(Group-D)**	₹ 4900/- to ₹ 16,200/- + Grade Pay ₹ 1700/-	1

Category of Posts							
Category of Vacancies	Steno	LDC	Typist/ Copyist	Process Server/ Bailiff	Group –D (Peon/ Farash/ Day Guard/Night Guard)	Sweeper	Category wise total
U.R	03	12	01	02	13	X	31
U.R.(E.C)	02	07	01	01	08	X	19
U.R.(SPORTS)	X	01	X	X	01	X	02
UR (PH)	X	02	X	X	02	X	04
OBC -A	01	03	X	01	03	X	08
OBC –A (EC)	X	01	X	X	02	X	03
OBC -B	01	02	X	X	02	X	05
OBC -B (EC)	X	01	X	X	01	X	02
S.C	01	07	01	01	07	01	18
S.C (E.C)	01	02	X	X	03	X	06
S.T	01	02	01	01	02	X	07
S.T (EC)	X	X	X	X	01	X	01
Un-reserved (Ex-Serviceman)	X	01	X	X	03	X	04
OBC-B (Ex-Serviceman)	X	X	X	X	01	X	01
S.C (Ex-Serviceman)	X	01	X	X	01	X	02
Post wise Total	**10**	**42**	**04**	**06**	**50**	**01**	**113**

Meritorious Sportspersons :

Meritorious Sportspersons in the area of International Competition, National Competition, Inter-University Tournament & National Sports/Games for School education in Athletics (including track & field events), badminton, basketball, cricket, football, hockey, swimming, table tennis, volleyball, tennis, weightlifting, wrestling, boxing, cycling, gymnastics, judo, rifle shooting, kabadi & kho-kho will be elligible to avail the aforesaid categories of posts viz.: LDC -01 & Group D – 01.

The meritorious sportsperson candidates must produce self-attested photocopies of requisite certificates issued by the respective competent authorities as follows:

Area	Competent Authority
International Competition	Secretary of the National Federation/National Association of the concerned discipline.
National Competition	Secretary of the State Association of the concerned discipline.
Inter-University Tournament	Dean/Director of Sports or other officer in overall charge of Sports of the University concerned.
National Sports/Games for School Education	Director or Deputy Director in overall charge of Sports/Games in the Directorate of School Education, West Bengal

Persons with Disabilities (PWD):

a) Benefits of age relaxation for candidates, with disabilities of at least 40% & above will be admissible as per relevant rules & regulations. Candidates having disability of less than 40% shall be treated as unreserved candidates and therefore shall not get benefit of age relaxation.

b) Any person with disabilities as stated, under respective reserved sub-categories will be required to furnish his/her self attested photocopy of Disability Certificate in prescribed form, in support of his/her claim, issued by a competent authority as per the provisions of the West Bengal Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, i.e. by a Medical Board constituted at any Government Medical College Hospitals, District Hospitals or Sub-Divisional Hospitals at the time of final selection.

(I) Eligibility of Age for Stenographer (Group – B):
- Not less than 18 years & not more than 39 years as per the G.O. No.875-F(P) dated 13th February, 2017 as on 1st January, 2019.
- Relaxation of age limit for 5(five) years in case of candidates belonging to SC/ST category & 3(three) years in case of OBC(A) & OBC(B) category.
- The upper age limit in case of Physically Handicapped Candidate is 45 years. Relaxation of age limit in case of Ex-Serviceman category & EC Category is as per existing Government Rules.
- The upper age limit shall be relaxable upto 5 years for an employee under the State Government holding permanent post.
- There shall be no age limit for persons holding permanent posts of Typists or Steno Typists under Government.
- SC/ST/OBC(A)/OBC(B) Candidates of other states excluding West Bengal will be treated as unreserved Candidates only.

(II) Educational Qualification for Stenographer (Group-B):
- The candidate must have passed Madhyamik or equivalent examination from any recognized Board with basic knowledge regarding operating computer, having a

certificate to that effect from a recognized Institution & have minimum speed @ 80 W.P.M in shorthand & a minimum speed @ 30 W.P.M. in typewriting from a legible manuscript in English for 10 minutes.

(III) Mode of Examination for Stenographer (Group-B):
- Paper-I (Screening Test) - General English (100 marks) (Syllabus – Spelling, Correct use of words, Correctness of sentences, use of common phrases, synonyms, antonyms & Punctuation (Time limit 1 hour);
- Candidates who will qualify the screening test shall be elligible to appear in Paper-II & Paper-III;
- Paper-II - Dictation & Transcription (200 marks) – Dictation lasting for 5 minutes followed by transcription of notes in candidates' own handwriting for an hour;
- 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, the successful candidates will be called for Personality test (20 Marks) & computer proficiency test (30 marks). A final panel will be prepared upon evaluation of all these tests.
- The number of errors that shall be admissible in respect of Paper –II & III & qualifying marks in any or all the papers in aggregate, shall be fixed by the authority.
  Note - Candidates have to bring their shorthand note book & Type Writer machine at the Examination Centre & shall carry the same to the allotted hall/room on their own.

(IV) Eligibility of Age for :
Lower Division Clerk, Typist/Copyist (Group–C) & Process Server/ Bailff/Peon/Farash/DayGuard/Night Guard/Sweeper (Group-D)
- Not less than 18 years & not more than 40 years as on 1st January, 2019.
- Relaxation of age limit for 05 (five) years in case of candidates belonging to SC/ST category & 03 (three) years in case of OBC(A) & OBC(B) category.
- The upper age limit in case of Physically Handicapped Candidate is 45 years.
- Relaxation of age limit in case of Ex-Serviceman category & EC Category is as per existing Government Rules.
- SC/ST/OBC(A)/OBC(B) Candidates of any other state excluding West Bengal will be treated as unreserved Candidates only.

(V) Educational Qualification for Lower Division Clerk (Group-C):
The candidate must have passed Madhyamik or equivalent examination from any recognized Board with basic knowledge regarding operating computer, having a certificate to that effect from any recognized Institution.

(VI) Mode of Examination for Lower Division Clerk (Group-C) :-
The examination shall consist of two parts viz:
- Part-I will carry 100 marks having 50 questions of 2 (two) marks each comprising of multiple choice objective type questions in English, General Studies & Current Affairs & Arithmetic. The question paper will be in English. There shall be negative marking of 02(two) marks for each wrong answer in Part-I. The duration of examination shall be 1 hour. The Appropriate Authority shall fix the minimum qualifying marks in Part-I Examination, on the basis of which, candidates will be selected for appearing in the Part -II examination.

- Part-II examination shall consist of conventional descriptive type questions on (a) Group-A English & (b) Group-B Bengali carrying 50 marks each from both Group-A & Group-B. The duration of Part-II examination shall be 2 (two) hours.
- The Appropriate Authority shall fix the minimum qualifying marks in Part- II Examination, on the basis of which, candidates will be selected for personality test carrying 20 marks & proficiency test of operating a computer which will carry 30 marks. A Final Panel will be prepared as per merit on the basis of the result of the total marks obtained in Part-II Examination & personality test. The Standard of Examination shall be similar to that of Madhyamik Examination of West Bengal Board of Secondary Education.

(VII) Educational Qualification for Typist/Copyist (Group-C):
- The candidate must have passed Madhyamik or equivalent examination from any recognized Board with basic knowledge regarding operating computer, having a certificate to that effect from any recognized Institution.
- A minimum typing speed from legible manuscript @ 30 w.p.m. in English is required.

(VIII) Mode of Examination for Typist/Copyist (Group-C):
The examination shall consist of two parts viz: Part-I (Preliminary) & Part-II (Main). Only the successful candidates of Part-I examination, who will secure the minimum qualifying marks, which will be fixed by the Appropriate Authority, shall be called for Part-II examination.

- Part-I (Preliminary) - The candidates shall have to appear for Preliminary Examination which will carry 100 marks having 50 questions of 02 (two) marks each comprising of multiple choice objective type questions in English, General Studies & Current Affairs & Arithmetic. The Question paper will be in English Language. There shall be negative marking of 02(one) marks for each wrong answer in Part-I. The duration of Part-I examination shall be 1 hour.

- Only the successful candidates of Part-I, Preliminary Examination shall be called for Main Examination (Typographical test). Every candidate shall be required to type 450 words in 15 minutes from a manuscript of English Passage.

- On the basis of the result of Main Examination (Typographical test) a number of candidates will be selected for personality test, carrying 20 marks & proficiency test of operating a computer, carrying 30 marks. A final panel will be prepared on the basis of the result of the total marks obtained in typewriting, computer operation & personality test.

- The appropriate authority shall have the discretion to fix qualifying marks for Preliminary, Main Examination & maximum permissible mistakes in the Main Examination.

Note - Candidates have to bring their own Type Writer machine at the Examination Centre & shall carry the same to the allotted hall/room on their own.

(IX) Educational Qualification for Process Server /Bailiff / Peon /Farash /Dayguard /Nightguard (Group-D):
The candidate must have Class-VIII pass certificate from any recognized school or any other Institution recognized by the Government.

(X) Mode of Examination for Process Server/ Bailiff/ Peon / Farash/ Dayguard/Nightguard (Group-D):
- The Examination shall be Objective Type (multiple choice questions) carrying 100 marks, having 100 questions of 01 (one) mark each comprising of multiple choice objective type questions on English, General Knowledge & Arithmetic. There shall be

negative marking of 01 (one) mark for each wrong answer. The Question paper will be in English Language. The duration of the examination shall be 1½ Hour.

- On the basis of result of the aforesaid Examination, a number of candidates who will secure the minimum qualifying marks, which will be fixed by the Appropriate Authority, will be called for personality test & the Final Panel will be prepared on the basis of the marks obtained in the aforesaid examination & personality test.

(XI) Educational Qualification for Sweeper (Group-D): The applicants must have ability to read & write Bengali.

(XII) Mode of Examination: The selection shall be made on the basis of an interview only.

APPLICATION FEES

Post	Unreserved & all other categories	SC/ST
Group B- Stenographer & **Group-C -** Lower Division Clerk	**Rs. 500/-** plus applicable bank charges	**Rs.250/-** plus applicable bank charges
Group- D Process Server/Bailiff, Peon/Farash/Night Guard/Day Guard	**Rs. 400/-** plus applicable bank charges	**Rs.200/-** plus applicable bank charges
Group - D Sweeper	Not Applicable	**Rs.200/-** plus applicable bank charges

GENERAL INSTRUCTIONS

1. The Application Form is to be filled in & payment of examination fees shall be made by the applicant through **online mode only**. The online application form shall be filled up through the links provided in the website of District Court, Paschim Bardhaman i.e. https://districts.ecourts.gov.in/paschim-bardhaman. **No other form of application will be accepted.**

2. Candidates are requested to read the advertisement & when satisfies about the eligibility conditions of the same, then only apply.

3. A candidate is not allowed to apply for more than 1(one) post. Applications of candidates who are found to have applied for more than one post shall be cancelled without citing any reason.

4. The applicant will have to make payment by Debit Card/Credit Card/Net Banking/UPI/E-CHALLAN. The application fees can be paid online till **14.3.19 upto 23.:30 hours.** E-challan for offline payment can be generated till **14.3.19 upto 23:30 hours.** Last date of depositing Application fees paid by e-challan will be **15.3.19 within banking hours.** Bank charges as fixed by the Bank will be levied upon in addition to the application fees as applicable.

5. The application fees once paid is **non-refundable** under any circumstances.

6. **SC/ST/OBC-A/OBC-B candidates belonging to states other than West Bengal will be treated as unreserved candidates only.**

7. Sponsored candidates belonging to Ex-serviceman and Exempted categories shall also apply online.

8. Non sponsored candidates of Exempted category and Ex-serviceman category may also apply online directly with requisite examination fees as applicable.

9. No T.A/D.A shall be admissible to the candidates appearing for any of the post under the present recruitment process.

10. Admission to the test/examination will be deemed provisional, subject to verification & determination of the candidate's eligibility & 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 this Notification, his/her candidature shall be cancelled without making any reference to him/her & without assigning any reason thereof.

11. A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service and appropriate legal action shall be taken against him/her in accordance with law.

12. After the appointment of the candidate, the matters regarding his/her service, seniority, promotion etc. will be regulated by the Government Rules & Regulations.

13. Admit Cards containing Venue, Date & time of the examinations/tests, will be published in the website https://districts.ecourts.gov.in/paschim-bardhaman. Candidates will have to download the admit cards from the aforesaid link & follow further instructions which will be published upon issuance of the same.

14. The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place of the judgeship & not according to any preference/option given by an applicant.

15. Candidates, whose application will be found not in order, will not be allowed to appear before the test/s and the authority shall not have any responsibility to inform him/her.

16. Candidates already in service under Govt./Public Sector Undertakings, & within the prescribed age limit, must submit their applications through Proper Channel with the "No Objection" Certificate of the concerned Authority.

17. The District Recruitment Committee reserves the right to make shortlists of successful candidates. The panel/s thus formed shall remain effective till the process of giving appointment against the notified vacancies, is exhausted. However, the said panel/s shall remain valid only for a year from the date of its publication.

18. In case of any dispute, the decision of the District Recruitment Committee shall stand final.

19. The District Recruitment Committee shall also have the full discretion to fix minimum qualifying marks in respect of all categories of post & relaxation of all or any of the norms.

Guidelines for filling up of application form & payment of examination fees

The Online Application will be of 3(three) parts:

Part-I :

- The applicant will have to fill in his/her basic information. After submission of the information, the applicant will be asked to verify the information submitted &to rectify if any. After verification, the applicant will have to press **"I agree"** button that will appear on the screen ensuring that the information supplied by him/her are in order & no further rectification is required. No further

rectification/modification will be allowed to the applicant after he/she presses the **"I agree"** button.

- Now, an 8(eight) digit numeric code as Application ID will appear on the screen which the applicant will have to remember throughout this recruitment process. **It is suggested that the applicant must note down this Application ID & 8 digit password as entered by him/her while filling up the application form.**

- Scanned passport size recent colour photograph of the applicant **(Image format will only be .jpg & of size between 30KB to 50KB)** is to be uploaded in the specified space in the website. Image of size more than 50KB will not be accepted by the website. Further, black & white/unclear/hazy/doctored/morphed images, if uploaded by the applicant & detected at any later stages of this recruitment process, will result in summarily rejection of the application. The applicant has to retain 3 identical copies of this photograph which has been uploaded & will have to produce them before the Authority as & when called for. Photograph must be a colour picture against a light-coloured, preferably white, background.

- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Photographs containing caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Size of file should be between **30KB to 50KB** and only in **.jpg** format**.**

- Scanned full signature of the candidate is to be uploaded in the space specified & the image should be in **.jpg** format & will be of maximum size **20 KB** & preferred dimension is 200x100 pixels. Scanned signature exceeding the maximum size will not be accepted by the website.

- The applicant has to sign on white paper with Blue / Black Ink pen. The signature must be signed only by the applicant and not by any other person. The applicant has to ensure that uploaded signature is clearly visible/identifiable.

- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.

- Scanned documents in support of Caste Certificate/EC Certificate/Ex-Servicemen Certificate/PWD Certificate/Meritorious Sportsperson Certificate, Proof of Age, Madhyamik & Class-VIII pass Certificate, as applicable for individual applicants, is to be uploaded in the space specified & the image should be in **.jpg** format &will be of maximum size **100 KB** & preferred dimension is 1250x1750 pixels.

- Any application without uploaded valid scanned photograph, full signature & documents (as applicable) will be summarily rejected without assigning any reason to the candidate thereof.

Procedure for Uploading the Photograph, Signature & documents:-
- While filling in the Online Application Form the candidate will be provided with a link to upload his photograph, signature & documents.
- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature / Documents".
- Browse & Select the location where the Scanned Photo / Signature / Documents file has been saved.
- Select the file by clicking on it & then click the 'Upload' button.

Part-II :

- This part relates to payment of application fees to be paid through online payment portal of State Bank of India. Upon completion of the aforesaid stages, the applicant will have to click on 'Make Payment' option & will be automatically taken into the online payment portal for payment.
- The applicant will have to make payment by Debit Card/Credit Card/Net Banking/UPI/E-challan. The application fees can be paid online till 11:30 p.m. on 14.3.2019. Bank charges as fixed by the Bank will be levied upon in addition to the application fees as specified earlier. On successful payment of application fees, the Bank will provide a receipt number which will have to noted down carefully by the Applicant for future reference.

Part-III:

- After payment of application fees, the applicant has to log in as Registered Candidate with 8(eight) digit application id & 8(eight) digit password. The valid details of application fees paid are to be entered in the online application form, such as amount paid, receipt number, date of deposit etc.
- After filling all the three parts viz from Part-I to Part-III and on confirmation of payment receipt from bank, the online application will deemed to be complete & the applicant is to download a filled-in form containing all information as submitted by the applicant & preserve the same for future reference.

Applicants are advised to enter correct/valid data in respect of various information as sought by the website. Incorrect details, if any, entered by any applicant will result in summarily rejection of the application at any stage of the recruitment process.

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sd/-
District Judge
Paschim Bardhaman
cum
Chairman of the District Recruitment
Committee, Paschim Bardhaman

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