

OFFICE OF
THE CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE,
JUDGESHIP OF DAKSHIN DINAJPUR
 - CUM -
THE DISTRICT JUDGE,
DAKSHIN DINAJPUR AT BALURGHAT
ENGLISH DEPARTMENT

Employment Notification No. 01/DRC-G dated Balurghat, the 25th January, 2018.

NOTIFICATION FOR RECRUITMENT TO DIFFERENT CATEGORIES OF POSTS OF STAFF IN THE JUDGESHIP OF DAKSHIN DINAJPUR, FOR THE CALENDAR YEARS 2017-2018.

Applications from bona-fide and eligible Indian citizens are invited for selection and preparation of panels to fill up the existing and expected vacancies in the Judgeship of Dakshin Dinajpur for the calendar years 2017 and 2018.

The Recruitment Examinations for the categories of posts viz. **English Stenographer (Grade-III), Process-Server/ Summon Bailiff, Mali, Farash and Night Guard** will be held in particular Date and Time as per schedule of programme which shall be fixed and to be conducted by the District Recruitment Committee, Dakshin Dinajpur Judgeship in due course of time. **No one is allowed to apply for more than one post.** Vacancy position, mode of appointment, eligibility criteria, scale of pay, application procedure, application fees and other details are given hereunder:

1. Post-wise and category-wise vacancy position:

Sl. No.	Name of the post	Category wise vacancy									Total
		U.R.	U.R. (E.C.)	U.R. (PwD)	U.R. (Ex-Service man)	S.C.	S.T.	O.B.C.-A	O.B.C.-A (E.C.)	O.B.C.-B (E.C.)	
1	English Stenographer (Grade-III)	-	01	-	-	02	-	-	-	01	04
2	Process-Server / Summon Bailiff	01	-	01	-	-	-	01	-	-	03
3	Mali	-	-	-	-	01	-	-	-	-	01
4	Farash	01	-	-	-	01	-	-	-	-	02
5	Night Guard	01	01	-	01	01	01	-	01	-	06

2. Pay Structure for different Posts:

Sl. No.	Name of the post	Pay Structure		
		Name of Pay Band	Pay Band Scale	Grade Pay
1	English Stenographer (Grade-III)	P.B.- 3	₹ 7,100 - 37,600	₹ 3,900/-
2	Process-Server/ Summon Bailiff	P.B.- 2	₹ 5,400 - 25,200	₹ 2,300/-
3	Mali	P.B.- 1	₹ 4,900 - 16,200	₹ 1,800/-
4	Farash	P.B.- 1	₹ 4,900 - 16,200	₹ 1,700/-
5	Night Guard	P.B.- 1	₹ 4,900 - 16,200	₹ 1,700/-

3. Mode of Appointment:

The appointment will initially be made from final panel (selection list), purely on temporary basis but is likely to be made permanent, for all categories of posts.

4. Eligibility Criteria for the Candidates:

The minimum age of a Candidate should be 18 years and the maximum age should be 40 years as on 1st January, 2018 as per Notification No. 11653-F(P) dated 30.12.2011 of the Department of Finance, Government of West Bengal **for all categories of posts.**

- ❖ Relaxation of upper age limit for **05 (Five) years** in case of **S.C., S.T.** and for **03 (Three) years** in case of both categories of **O.B.C. (OBC-A & OBC-B)** candidates is permissible.
- ❖ The upper age limit for candidates belonging to **Persons with Disability (PwD)** category is **45 (Forty-five) years.**
- ❖ Relaxation of upper age limit in case of Ex-Serviceman Category is as per existing Government Rules.
- ❖ For the post of English Stenographer (Grade-III), there shall be no age limit for persons holding permanent post of Typist or Steno-Typist under the Government.
- ❖ **Candidates belonging to any other State and Union Territories except West Bengal will be treated as General candidates.**
- ❖ In case of non-availability of a suitable Exempted Category Candidate belonging to SC, ST, OBC-A and OBC-B for any of such reserved point according to 100-Point Roster, the said vacancy shall be filled up by a non-Exempted Category Candidate belonging to SC, ST, OBC-A and OBC-B, as the case may be. Caste Certificates need to be produced at the time of physical document verification.
- ❖ The benefits of reservation for Candidates belonging to Persons with Disability (PwD) category will be given to the Candidates with disabilities of at least 40% and above. Disability Certificates in original need to be produced at the time of physical document verification.
- ❖ Candidates belonging to Ex-Serviceman category need to furnish Discharge Certificates in original from their earlier Appointing Authorities at the time of physical document verification.
- ❖ Candidates who are working under any Government/ PSU need to furnish 'No Objection Certificates' in original from their present Employers/ Appointing Authorities at the time of physical document verification.

5. Essential Qualification:

A. For the posts of English Stenographer (Grade-III):

The candidate must have passed Madhyamik / Matric / Secondary Examination or equivalent Examination from any recognized Board of Education. A minimum speed @ 80 words per minute (w.p.m.) in English Shorthand and a minimum speed @ 30 w.p.m. in typewriting in English are required. The Candidate must also possess at least a Certificate of Computer Course of 06 months from a recognized Institution and a satisfactory knowledge in Computer Operation.

B. For the posts of Process-Server/ Summon Bailiff:

The candidate must possess a minimum class VIII pass certificate from any recognized School or recognized Madrasa or any other recognized equivalent Institution.

C. For the posts of Mali, Night Guard and Farash:

The candidate must possess a minimum class VIII pass certificate from any recognized School

or recognized Madrasa or any other recognized equivalent Institution. **Only Male Candidates are eligible to apply for the post of Mali and Night Guard. There exists no such restriction for the post of Farash.**

G. Mode of Examination:

A. For the posts of English Stenographer (Grade-III):

- **Paper-I: General English (100 marks):** Syllabus: Spelling, Correct use of words, Correctness of sentences, Use of common phrases, Synonyms and Antonyms, Punctuation, etc. This test will last for 1 ½ hours. There will be 100 Multiple Choice Questions each carrying 01 mark. 01 mark shall be deducted for each wrong answer.
- **Paper-II: Dictation & Transcription (400 marks):** Dictation @80 w.p.m. lasting for 06 (six) minutes followed by transcription of notes in candidates' own handwriting for an hour. Transcription Sheets will be supplied by the Authority. However, Shorthand Notebook, Pen, Pencil shall have to be brought by the Candidates at the time of Examination. Used shorthand Note-sheets need to be attached with the transcription sheet(s) before leaving the examination hall.
- **Paper-III: Typing in Typewriter Machine (100 marks):** The candidates are required to type from an English Text (to be supplied by the Authority) accurately in a Typewriter at a speed which is not less than 30 w.p.m. This test will last for 10 (ten) minutes. **Candidates themselves will have to arrange and bring the Typewriter Machines at the time of examination at their own expenses.** Before the commencement of test, the Candidates shall be given 02 (two) minutes' time for practice with the typewriters brought by them.

The number/amount of errors to be admissible in respect of Paper-II and Paper-III and qualifying marks in any or all the papers and in aggregate shall be fixed by the Authority.

On the basis of the result of the all the three papers, a number of successful candidates will be called for Personality Test where knowledge in Computer operation shall also be tested. On the basis of the result of all three papers, the test of Computer operation and Personality Test, the final panel will be prepared.

B. For the posts of Process-Server/Summon Bailiff:

The candidates shall have to appear in a Written Examination of 100 marks comprising 50 Multiple Choice Questions each carrying 02 marks on Simple Arithmetic, English, Bengali and General Knowledge. 02 marks shall be deducted for each wrong answer. The duration of the Examination will be of 01 hour. On the basis of the result of the Written Examination, a number of successful candidates will be called for Personality Test. On the basis of the total marks obtained in the Written Examination and Personality Test, the final panel will be prepared.

Candidate's ability to ride bicycle/ motorcycle is desirable for this post.

C. For the post of Mali:

Only Male Candidates are eligible to apply for the post of Mali. The candidates shall have to appear only in an Interview where ability to read and write in Bengali will be tested. On the basis of the marks obtained in the Interview, the final panel will be prepared.

D. For the posts of Night Guard and Farash:

The candidates shall have to appear in a Written Examination of 100 marks comprising 50 Multiple Choice Questions each carrying 02 marks on Simple Arithmetic, English, Bengali and General Knowledge. 02 marks shall be deducted for each wrong answer. The duration of the Examination will be 01 hour. On the basis of the result of the Written Examination, a number of successful candidates will be called for Personality Test. On the basis of the total marks obtained in the Written Examination and Personality Test, the final panel will be prepared.

The Authority 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 S.C., S.T. and O.B.C. categories, if deemed necessary.

7. How to apply:

Applications for the aforementioned Examinations will be received in **ONLINE** mode only. Eligible candidates may apply online using the appropriate '**Apply Now**' link provided next to **Recruitment of Staff 2017 & 2018** in the **Recruitment** section of the official website of Dakshin Dinajpur District Court at <http://ecourts.gov.in/dakshindinajpur> or the website of the Hon'ble High Court at Calcutta at <http://calcuttahighcourt.nic.in>. Application sent/submitted in any other form will be summarily rejected.

IMPORTANT INSTRUCTIONS TO THE CANDIDATES BEFORE REGISTRATION AND FILLING THE ONLINE APPLICATION FORM

- Candidates must possess a valid Mobile Number and keep the same active till the end of this Recruitment Process. The process of Online Application is mentioned below.
- Fields marked with asterisks (*) in the Online Application Form are mandatory.
- Scanned copy/ soft-copy of Recent Passport Size Coloured Photograph and scanned copy of Full Signature of the applicant are required to be uploaded while applying.
- Candidates are required to make Online Payment of Application Fees using Debit Card / Credit Card / Internet Banking after submitting the Online Application. No other mode of payment will be made available. Only the Applications with successful Payment of Application Fees will be registered with the District Recruitment Committee.
- Candidates will be intimated of availability of Admit Card (Hall Ticket) from the end of District Recruitment Committee through SMS/ Email in the Mobile Number/ Email address which they had mentioned at the time of application.
- Result of the Written Examinations and subsequently the Personality Test/Interview (if applicable) and the final selection list will be declared in the official website of Dakshin Dinajpur District Court at <http://ecourts.gov.in/dakshindinajpur> and the website of the Hon'ble High Court at Calcutta at <http://calcuttahighcourt.nic.in>.
- All Original documents of the selected Candidates will be physically checked and thoroughly verified by the Committee before calling them for Personality Test/ Interview (if applicable).

Process of Registration:

- Visit the **Recruitment Section** in the website of **Dakshin Dinajpur District Court** and click on '**Apply Now**' link provided next to **Recruitment of Staff 2017-2018**.

- Choose the **Post** for which you want to apply and click on the corresponding **Apply Online** button. **Select the Post carefully because there is no scope of changing the Post after the registration process. No one is allowed to apply for more than one post.**
- Read the instructions carefully before proceeding to fill the Online Application Form.
- If you are a new user, **Create an account** first. (If you are a registered user **log in**.)
- To create a new account, enter your **Full Name** cautiously.
- Provide your valid **Mobile Number**.
- You CANNOT use the same Mobile Number twice for registration purpose. (You should not create new account more than once. If you have created an account and have forgotten your password, use the **Forgot Password** button.)
- Click on the Send OTP button. **One Time Password (OTP)** will be sent to your Mobile Number.
- Enter the **OTP** which is received on your Mobile Number.
- Create a **Password** for your Account and click on **Create an Account**.
- After Successful Registration, you can proceed to fill up the Online Application Form.

Step-by-Step Process of Filling the ONLINE Application Form:

- Login using your registered **Mobile Number** and **Password**.
- Read the instructions shown and proceed to the next section.
- Carefully fill up your **Personal Details** like Name of Father/Husband, Date of Birth, Gender, etc. as asked for in the application form and proceed to next section. Remember that you CANNOT change your name and mobile number that you stated during registration.
- Enter your **Contact Details** like your full permanent address, present address, etc. as asked for in the application form and proceed to next section.
- Enter your **Educational Qualification** details like Name of Board, Year of Passing, Division/Grade of Madhyamik/ Board Examination, etc. as asked for in the application form and proceed to next section.
- In the **Documents Upload** section, upload the softcopies/ scanned copies of your **recent passport-size Coloured Photograph** and **Full Signature** (in JPEG or PNG format) in the respective fields carefully. Uploaded photograph and signature will be displayed in the **Documents Upload** section after successfully uploading the same. Then you can proceed to the next section.
- Now in the **Declaration** section, your **Application Fees** for the selected Post will be shown based on your Caste.
- Read and accept the **Declaration** before submitting your Application.
- Thoroughly verify all details furnished by you in your Application by clicking on the '**Preview**' button. Make sure that 'pop-ups' are allowed in the web browser that you are using. (Process of allowing pop-ups in popular web browsers are mentioned in the **Instructions** section.)
- Submit your Application by clicking on **Final Submit** button.
- **Pay the Application Fee** by using Debit Card/ Credit Card/ Internet Banking. There will be NO PROVISION for payment in any other mode.
- After **Successful Payment**, SMS will be sent to your registered Mobile Number stating that your Application has been registered with the District Recruitment Committee.

- Download and take a print-out of the Application Fees 'Payment Receipt' and the submitted filled-in 'Application Form' for future reference.
- You can view or download and take print-outs of the submitted Application along with Fees Payment Receipt for your reference by logging in to your account anytime as a registered user until the day of availability of Admit Card.
- **In case after Final Submission of the Application, you want to pay Application Fee later at a convenient time OR in case the payment of fees fails due to any reason whatsoever, you can log in to your Account using the registered Mobile Number and Password and pay the Application Fee anytime by the due date mentioned in this Employment Notification.**
- **Note that unless successful payment of Application Fees is made by the due date, no application will be registered/accepted even though the Application Form is complete and duly submitted.**
- **Mere Submission of Application and the successful payment of Application Fees do not ensure that a Candidate is eligible to get appointment for the Post applied for.**

Procurement of Online Admit Card (Hall Ticket):

- Admit Card (Hall Ticket) containing the Venue, Date and Time of Examination and other information will be made available for download 02 (Two) weeks before the date of Examination till the very day of Examination. Candidate must download the Admit Card (Hall Ticket) and bring a printout of the same to enter the Examination Venue.
- To download the Online Admit Card, visit the [Recruitment Section](#) in the website of **Dakshin Dinajpur District Court** and click on '**Download Admit Card**' link provided next to **Recruitment of Staff 2017-2018** in the **Recruitment** section of the website of Dakshin Dinajpur District Court at <http://ecourts.gov.in/dakshindinajpur>.
- The Admit Card shall be purely provisional and shall not constitute an offer of employment. The Admit Card must be produced at the time of entering the Venue of Examination. No one shall be permitted to enter the Examination Venue without the printout (hardcopy) of his/her Admit Card.
- The Candidates must bring an original photo identity card issued by Central/ State Government like **PAN Card or Voter ID or Aadhaar Card or Passport or Driving License** and produce the same at the Venue of Examination for verification of identity with the details in Admit Card failing which he/she will NOT be allowed to appear in the examination.

Publication of Result:

- The Result(s) of the Examination(s) will be published in the website of [Dakshin Dinajpur District Court](#), website of the [Hon'ble High Court at Calcutta](#) and conspicuous places in the Office premises at Dakshin Dinajpur District in due course of time.

8. Application Fees and Mode of Payment:

Application Fees are to be paid Online using Debit Card or Credit Card or Internet Banking. ANY OTHER MODE OF PAYMENT WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES. Payment gateway charges and Service Taxes (if any) may be charged and debited additionally. Candidates should retain the 'Payment Confirmation Receipt' generated online and keep a printout of the same for future reference. Application fee including the additional charges is NOT REFUNDABLE in any case.

Application Fees for different castes and categories of candidates are clearly stated in the following chart.

Sl. No.	Name of Post	UR and Others excluding SC & ST	Scheduled Caste	Scheduled Tribe
01	English Stenographer (Grade-III)	Rs.400/-	Rs.100/-	Rs.100/-
02	Process Server / Summon Bailiff	Rs.300/-	Rs.75/-	Rs.75/-
03	Mali	Rs.200/-	Rs.50/-	Rs.50/-
04	Farash	Rs.200/-	Rs.50/-	Rs.50/-
05	Night Guard	Rs.200/-	Rs.50/-	Rs.50/-

9. Important Dates:

Applications will be received only in ONLINE mode on and from 07th February, 2018 from 10:00 am. The last date of receiving application is 27th February, 2018. No application will be received after the midnight of 27th February, 2018 under any circumstances. Candidates are requested to apply and make payment of Application Fees early to avoid rush at the end of the period. The important dates are clearly mentioned in the following chart.

Date of publication of Advertisement	25 th January, 2018 (Thursday)
Date of commencement of Submission of Applications	07 th February, 2018 (Wednesday)
Date of commencement of Acceptance of Payment	07 th February, 2018 (Wednesday)
Last date of Submission of Applications	27 th February, 2018 (Tuesday)
Last date of Acceptance of Payment	27 th February, 2018 (Tuesday)
Availability of Admit Cards	02 (two) weeks before the date of Examination till the day of Examination
Tentative Date of Examination	25 th March, 2018 (Sunday)
Date of Publication of Result	To be notified later.
N.B. All the aforementioned dates may be altered on compulsion ground at the discretion of the District Recruitment Committee, Dakshin Dinajpur Judgeship.	

10. Other Important Information for the Applicants:

- ❖ A candidate furnishing incorrect or false particulars or suppressing any information, will be disqualified and if appointed, shall be liable for dismissal from Service.
- ❖ Candidature of the Candidate for the Post applied for is provisional and is subject to your fulfilment of prescribed educational and other eligibility conditions, etc. as per extant Govt. Rules, failing which your candidature will be summarily rejected at any stage of verification and scrutiny during the recruitment process.
- ❖ The number of vacant posts to different categories so declared may vary subject to availability of certain posts in the Judgeship. The District Recruitment Committee, Dakshin Dinajpur Judgeship reserves the right to take any decision regarding the number of vacant posts to different categories at any stage of this recruitment process.
- ❖ The District Recruitment Committee reserves the right to offer appointment to the selected candidates at any place/station of the Judgeship and not according to the preference/option given by the applicant.

- ❖ Once appointed, the matters regarding Service, Seniority, Promotion, etc. in respect of an appointee will be regulated by the prevailing rules followed in the Judgeship where he/ she will be appointed.
- ❖ In case of any dispute, the decision of the District Recruitment Committee of Dakshin Dinajpur Judgeship shall stand final.
- ❖ The Candidates already in service under Government/Public Sector Undertaking and within the prescribed age limit must obtain “No Objection Certificate” from their present Appointing Authority in writing before applying for any post mentioned in this Employment Notification.
- ❖ The District Recruitment Committee, Dakshin Dinajpur Judgeship reserves the right to shortlist the successful candidates. The Panel(s) thus, so be 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 maximum of 01 (one) year from the date of its formation.
- ❖ The District Recruitment Committee, Dakshin Dinajpur Judgeship shall have full discretion to fix the minimum qualifying marks in respect of all categories of vacant posts notified above and shall have full discretion to relax any or part of the norms.
- ❖ Admission to the Examination Hall will be entirely 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 Examination Hall, in terms of this Employment Notification, his/ her candidature shall be cancelled without making any reference to him/ her and without assigning any reason.
- ❖ Candidates called for the Examination shall be required to reach their respective Examination Venues at their own expenses.
- ❖ There will be provision for frisking the Candidates at every entrance of the Examination Venues.
- ❖ Mobile phone, Digital watch, Scanner & other IT Gadgets are strictly prohibited inside the venue. If any candidate is found with any of these devices, his/her candidature will stand cancelled immediately, even if he/she was not found using such gadgets.
- ❖ Request for change of Venue of Examination shall not be entertained under any circumstances.
- ❖ No candidate will be allowed to leave the examination hall before the completion of examination.
- ❖ Canvassing in any form during the process will disqualify the candidate.
- ❖ In case of a legal dispute in respect of this Recruitment Process, the legal Jurisdiction will be the Hon’ble High Court at Calcutta, West Bengal.

Sd/- Anupam Maiti
Member, D.R.C.
-cum-
A.D.J, 2nd Court,
Balurghat, D/ Dinajpur

Sd/- Sudeb Mitra
Chairman,
District Recruitment
Committee,
-cum-
District Judge,
Dakshin Dinajpur at Balurghat.

Sd/- Aparna Chaudhuri
Member, D.R.C.
-cum-
Civil Judge (Sr. Div.)
Balurghat, D/ Dinajpur