

OFFICE OF THE DISTRICT JUDGE OF HOOGHLY
ENGLISH DEPARTMENT

Employment Notice No. 01/2022

Dated Chinsurah, the 1st day of June, 2022

Application from the eligible Indian Citizens are invited to fill up existing 3 (Three) Vacancies in the post of Sweeper (Group-'D') in the Judgeship of Hooghly.

Vacancy Position, Scale of Pay, Eligibility Criteria and Essential Qualification are given below:-

Sl NO.	Name of Post with Scale of Pay	Total vacancy Category wise	Eligibility of Age and Essential Qualification
1	Sweeper (Group-'D') (Rs. 4900/- - Rs. 16,200/- + Grade Pay Rs.1700/-)	Total Vacancy = 3 UR=01 UR (EC)=01 SC= 01	Eligibility of Age:- Not less than 18 Years and not more than 40 Years as on 01.01.2022, Relaxation of age limit is for 3 Years in case of SC. Essential Qualification:- The candidate must have Class-VIII pass certificate from any recognized school or Madrasah or any other recognized equivalent Institution.

Mode of Examination :- The Selection shall be made on the basis of interview / Viva-Voce. The reading and Writing ability in Bengali will be tested at the time of interview / Viva-Voce test.

Application Fees:-

Category	Application Fess
UR and UR (EC)	Rs. 300/- + Bank Charge
S.C.	Rs. 150/- + Bank Charge

Application Fee is to be paid through State Bank of India e-Collect System either Online or by way of cash payment by downloading customised chalan only from the concerned website. The details of application fee is already mentioned above. Bank Charges will be additionally levied upon application fee as per rates specified by State Bank of India.

**GENERAL INSTRUCTIONS FOR APPLICANTS BEFORE
ONLINE SUBMISSION OF APPLICATION ::**

- All items in the Application Form are to be filled in by the applicant online. No other form of application will be accepted.
- Application Fee is to be paid through State Bank of India e-Collect System either Online or by way of cash payment by downloading customised chalan only from the concerned website. The details of application fee is already mentioned above. Bank Charges will be additionally levied upon application fee as per rates specified by State Bank of India.
- Scanned passport size recent colour photograph of the applicant (Image format will ONLY be .jpg and of maximum size 30KB and preferred dimension 150 X 250 pixels) is to be uploaded in the specified space in the website. Image of more than 30KB will not be accepted by the website. **Further black and white/unclear/hazy/doctored / morphed images if uploaded by the applicant and detected at any later stages of this recruitment process will result in summarily rejection of the application.** The applicant has to retain 5 identical copies of this photograph which has been uploaded and will have to produce them before the Authority as and when called for.
- Scanned full signature of the candidate is to be uploaded in the space specified and the image should be in .jpg format and will be of maximum size 20 KB and preferred dimension is 200X 100 pixels. Scanned signature exceeding the maximum size will not be accepted by the website.
- Scanned documents related to age proof, essential qualification proof, category certificate(if required) and valid EC Certificate (if required) are also required to be uploaded in the respective space specified and the image should be in .jpg format and should have maximum size of 100 KB each.
- The ONLINE APPLICATION will be of 2(two) 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 and 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 and no further rectification is required. No further rectification /modification will be allowed to the applicant after he/she presses the "I agree" button. Now, a 8(eight) 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 should note down this Application ID and 8 digit password as entered by him/her while filling up the application form. Now the applicant has to upload the scanned images of recent passport sized photograph and full signature respectively as per specifications mentioned earlier. Then the respective documents like age proof, essential qualification proof, category certificate(if applicable) and Valid EC certificate(if applicable) are to be uploaded . Any application without full submission of scanned documents

(photograph, signature, age proof, essential qualification proof, category certificate(if applicable), valid EC certificate(if applicable) will be summarily rejected without further reference.

- **Part-II** :This part relates to payment of application fees. The applicant will have to log-in as registered candidate with 8 digit application id and 8 digit password. A link regarding payment of application fees will appear in the website. In case of online payment, the applicant will have to make payment by Debit Card/Credit Card/Net Banking/UPI. In case of offline payment, the applicant will have to download 2(two) copies of the customised chalan from this website and make payment in cash in any branch of State Bank of India. In case of offline payment; after submission of requisite fees, a copy of the challan is to be uploaded in .jpg or .jpeg format whose maximum size will be 100 kb. **The application fees can be paid online till 23.30 hours and within Banking Hours for Offline payment on the last day of submission of application form.** In both online and offline payment, 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 Journal Number which will have to note down carefully by the applicant.

After 72 hours of payment of application fees, the applicant has to log in as Registered Candidate with 8 digit application id and 8 digit password and download his/her filled-in form for own reference and record.

After filling all the two parts viz from Part-I to Part-II; the online application will be deemed complete and the applicant is to download a filled-in form containing all information as submitted by the applicant and preserve the same for future reference.

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

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

- Applicants have to download Admit Card/Call Letter containing venue, date and time of examination and other information from the concerned website only. Applicants called for examination shall be required to appear at their own expenses and no T.A./D.A. is admissible in this regard. Applicants are advised to follow the website periodically for various information regarding this recruitment process.

- Admission to the examination will be deemed provisional, subject to verification and determination of the Applicant's eligibility and suitability in all respect. If at any stage of the process, an applicant is found to be ineligible for admission to the examination in terms of this notice, his/her candidature shall be summarily cancelled without any reference to him/her and without assigning any reason.

- An applicant furnishing incorrect or false particulars or suppressing material information, will be disqualified, and if appointed inadvertently, shall be liable for dismissal from service.

- The applicant whose application is not found in order, shall not be allowed to appear in the examination and The Authority shall have no responsibility to inform the concerned applicant.
- The Application must be submitted online in the website of Hooghly Judgeship(<https://districts.ecourts.gov.in/hooghly>) commencing from 06.06.2022. The last date of submission of online application form is 06.07.2022 (midnight).
- Applicants who are already in service under Government/Public Sector Undertakings must produce "No Objection Certificate" of the concerned Authority.
- The District Recruitment Authority reserve the right to make short lists of successful candidates. The panel thus formed shall remain valid for a period of 1 (one) year from the date of publication of final list of successful candidates.
- The District Recruitment Committee shall have the full discretion to fix minimum qualifying marks and relax the same.
- In case of any queries relating to online application; please send email to : hooghlycourtservice@gmail.com from the email id of the applicant only.
- Applicants are advised to follow the website of Hooghly District Court(<https://districts.ecourts.gov.in/hooghly>) to keep themselves updated regarding recruitment process for the post of SWEEPER of Hooghly Judgeship.

Sd/- A. Basu
District Judge-cum- Chairman,
District Recruitment Committee
Judgeship of Hooghly

Dated: 01.06.2022