

**OFFICE OF THE DISTRICT JUDGE OF PASCHIM BARDHAMAN  
ENGLISH DEPARTMENT, ASANSOL-713304**

**Employment Notification 09 , Dated, Asansol, the 01<sup>st</sup> day of June, 2019**

Applications are invited from the Willing and eligible retired Government Employees (Indian Citizens) for the post of stenographer, L.D.C & Group - D peon who are physically fit and mentally alert and preferable by having knowledge in running day to day Court proceeding for filling up the following vacancies in the newly Created Commercial Court, Asansol under the Judgeship of Paschim Bardhaman, purely on **contractual basis**, for 01 (One) year or till regular recruitment is made, whichever is earlier. Data Entry Operator will be appointed on **contractual basis** for 01 (One) year or till regular recruitment is made, whichever is earlier from fresh candidates having required qualification as detailed below.

**Names and numbers of Posts:-**

- \* Stenographer..... 02
- \* Lower Division Clerk.....05.
- \* Data Entry Operator (D.E.O).....05.
- \* Group D / Peon..... 05.

**Age Limit: -**

Not more than 62 years as on 31<sup>st</sup> December, 2018 for L.D.C, Group – D/ Peon & Stenographer.

**Age Limit:-**

For D.E.O.:- Candidate should not be less than 18 years as on 31<sup>st</sup> December, 2018 and should not be more than 45 years as on 31<sup>st</sup> December, 2018.

**Qualification required:—**

For Stenographer - Minimum Madhyamik, Knowledge in English Language, proficiency in translation from Bengali and knowledge in Computer operation is essential, Stenography speed 80 W.P.M. & Typing speed 30 W.P.M.

For “Lower Division Clerk” — Minimum Madhyamik, knowledge in Bengali and English Language and knowledge in Computer operation is essential.

For “Data Entry Operator” — Graduate with Certificate in Computer Application having sound knowledge of computer application.

For “Group D”/ Peon - Minimum Class VIII pass and knowledge in Computer operation is preferable.

**Selection Procedure:-**

For “Stenographer” - Interview with documents verification followed by Stenography test and Type test (eligible candidates to bring stationeries etc.), Type test will be held on Computer.

For “Lower Division Clerk” — Interview with document verification followed by computer test.

For “Data Entry Operator” – Skill test on Computer operation regarding proficiency in Data Entry followed by personal interview and verification of documents of qualification including certificate in Computer Application.

For “Group D”/ “Peon” - Interview with document verification.

**Pay:-**

Consolidated remuneration of Rs. 12,000/- p.m., for the post of Stenographer, Consolidated remuneration of Rs. 10,000/- p.m., for the post of Lower Division Clerk and Consolidated remuneration of Rs. 8,000/- p.m., for the post of Group – D/ Peon, as per the Govt. G.O. No. 148(4)-JD/L/16M-28/2015 Dated 22.05.2019.

For “Data Entry Operator” Rs. 13,000/— per month with enhancement of Rs. 500/- per year for first five year and thereafter, enhancement of Rs 600/- per year subject to condition mentioned in G.O. no. 5859-F(Y) dt. 22/07/2013, read with G.O. No. 1032 –F (P<sub>2</sub>), dt. 08-02-2019.

**—: LIST OF IMPORTANT DATES: ---**

Last date of submission of Application: - 15<sup>th</sup> day of June, 2019, by 5.00 p.m.

The names of eligible Candidate will published tentively by 25<sup>th</sup> day of June, 2019.

To be published in the Website: [http:// districts.ecourts.gov.in/paschim-bardhaman](http://districts.ecourts.gov.in/paschim-bardhaman).

Dates of Interview will be notified in the official website.

(Candidates are requested to visit the official website of the **Paschim Bardhaman, District Court:** [http:// districts.ecourts.gov.in/paschim-bardhaman](http://districts.ecourts.gov.in/paschim-bardhaman) for all further communication and information regarding the recruitment process/Notification/Dates.

**THERE WILL BE NO OTHER MODE OF COMMUNICATION TO THE CANDIDATES OTHER THAN THE OFFICIAL WEBSITE AS MENTIONED.)**

Interested and eligible candidates may apply by filling up the prescribed format of application, which is attached herewith. Application must be attached with self attested photocopies of all testimonials and fitness Certificate issued by a registered Medical Practitioner. One recent self attested passport size photograph of the candidate is to be pasted on top right hand corner of the application.

Application is to be addressed to “The District Judge, Paschim Bardhaman, Asansol, Pin-713304” and on the top of the envelope, the name of the post applied for should be mentioned and the same be submitted in closed envelope in the office of the District Judge, Paschim Bardhaman within 5 P.M. on or before the last date of application by Speed Post/ Registered Post/ Ordinary Post/ Self. Any personal communication is strictly prohibited.

After 5.00 P.M. of the 15<sup>th</sup> day of June, 2019, no application either by Post/Self will be accepted.

*Ajay Kumar Das.*  
*01-06-2019*

**District Judge, Paschim Bardhaman  
-Cum-  
Chairman, District Recruitment Committee  
Paschim Bardhaman**

**\*\*\*\* Note: - The Candidates intending to submit their application on their own are requested to contact to the Nazir khana, Civil Court, Asansol, Paschim Bardhaman.**

**APPLICATION FORMAT**

Affix a current  
Passport Size  
photograph

**Name of the post applied for:** .....

1. Name (in capital letters): .....

2. Father's name: .....

3. Present Address: .....

.....

.....

4. Permanent Address: .....

.....

.....

5. Date of Birth: .....

6. Age as on (31.12.2018): .....

7. Educational Qualification: .....

8. Experience: .....

9. Nationality: .....

10. Sex: .....

11. Date of retirement: .....

(Only for Retired Employee)

12. Name of the Office/ Organisation from which retired.....

13. Medical fitness Certificate: .....

(Must be 'from a Regd. Medical Practitioner)

14. Extracurricular Certificate, if any: .....

15. Mobile No. of the candidate.....

16. Details of knowledge in computer operation/ typing.....

17. Languages known.....

**-: Declaration:-**

I, hereby declare that all the statements made in this application are true and correct to the best of my knowledge and in the event of my information being found false, my candidature is liable to be cancelled.

**Signature of the candidate.**

**\*N.B.:-** Applicants are directed to submit only the self attested supportive documents as asked for and also his recent fitness Certificate, issued by a Registered Medical Practitioner.