

**OFFICE OF THE DISTRICT JUDGE
UTTAR DINAJPUR AT RAIGANJ**

EMPLOYMENT NOTIFICATION NO. 01 DATED : 28.11.2014

Staff Recruitment Examination, 2014 for the Judgeship of Uttar Dinajpur

Applications from the eligible Indian Citizens, in the prescribed format appended hereunder, are invited for preparation of separate panels to fill up the existing and expected vacancies, mentioned below, in different categories of posts, in the Judgeship of Uttar Dinajpur within 5.00 p.m. on or before 20th December, 2014.

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 Uttar Dinajpur Judgeship in due course of time, to be notified later on through websites : www.calcuttahighcourt.nic.in and www.uttardinajpur.nic.in. One can apply for only one vacant post of any particular category. Details of Vacancies, Scales of Pay, Application Fees and instructions are given below. Application Fees (only in the mode of Demand Draft of any Nationalized Bank) need be drawn and the same is payable at Raiganj in favour of the 'The District Judge, Uttar Dinajpur at Raiganj'. The application is to be addressed to "The District Judge, Uttar Dinajpur at Raiganj, Pin – 733134".

| <u>Vacancies and Scale of Pay</u> | | |
|---|--|--|
| 1 | English Stenographer (Group B) :Grade-III | Scale of Pay : Rs.7100-37600/- plus Grade Pay of Rs.3900/- |
| Existing Vacancy :1, Expected Vacancy : 1; Total Vacancy : 2 (Unreserved -1, SC-1) | | |
| 2 | LDC (Group C) | Scale of Pay : Rs.5400-25200/- plus Grade Pay of Rs.2600/- |
| Existing Vacancy :6, Expected Vacancy : 2; Total Vacancy : 8 (Unreserved -1, Unreserved EC -1, Unreserved Ex Serviceman -1, Unreserved (Locomotor disability or cerebral palsy-1), SC-2, OBC-B EC-1, OBCA EC-1) | | |
| 3 | Summon Bailiff/Process Server (Group D) | Scale of Pay : Rs.5400-25200/- plus Grade Pay of Rs.2300/- |
| Existing Vacancy : 1, Expected Vacancy : Nil, Total Vacancy : 1 (Unreserved -1) | | |
| 4 | Peon (Group D) | Scale of Pay : Rs.4900-16200/- plus Grade Pay of Rs.1700/- |
| Existing Vacancy:9, Expected Vacancy:4, Total Vacancy:13 (Unreserved -5, Unreserved Ex Serviceman -1, Unreserved EC -1, SC- 2, SC EC-2, OBC A-1, OBC B-1) | | |

Eligibility- Age : Not less than 18 years and not more than 40 years as on 1st January, 2014 for all categories of posts. Relaxation of age limit for 5 years in case of candidates SC/ST category and for 3 years in case of candidates of OBC Category only, The upper age limit, in case of Persons with disabilities is 45 years. Relaxation of age limit in case of Ex – Serviceman Category is followed as per existing Government Rules.

Essential Qualification : **For all posts in Group B and Group C Categories**, the Candidate must have passed Madhyamik or equivalent examination from any recognized Board and at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation. Moreover, for English Stenographer, a minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 40 w.p.m. in Typewriting from a legible manuscript in English for 10 minutes are required. The candidate under Group B category must have also at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer Operation is required.

For all posts in Group – D category (Summon Bailiff/Process Server, Peon) : The candidate must have class VIII pass certificate from any recognized School or recognized Madrashah or any other recognized equivalent Institution.

Mode of Examination :

1. For the post of English Stenographer (Grade-III) : There will be a three-phase examination conducted on the same day. Phase-I consisting of **Paper-I (400 marks)** will be “Dictation and Transcription” - dictation for 6 minutes' duration followed by transcription of **shorthand notes** in candidates' own handwriting for an hour. Phase-II of **Paper-II (100 marks)**, one and half an hour's duration) will be General English – Syllabus : Spelling, Correct Use of Words, Correctness of Sentence, Use of Common Phrases, Synonyms & Antonyms, Punctuation and Phase-III of **Paper -III (100 marks : 10 minutes' duration)** will be typing on type machine (**to be brought by the candidate**) from a manuscript @ 40 w.p.m. On the basis of result of all the three papers and also Computer Operation Test (50 marks) & Personality Test (10 marks), a Final Panel will be prepared. (The number of errors admissible in respect of papers-I and III and Qualifying Marks in any or all the Papers and in the aggregate shall be fixed by the Authority) .

2. For the post of LDC : There shall be a Preliminary Examination (of one and half hours duration) followed by Main Examination (of one hour duration) both to be conducted on the same day. The answer-scripts of the Main Examination will not be assessed of those candidates who will fail to obtain the qualifying marks in the Preliminary Examination. The qualifying marks shall be fixed at the discretion by the Recruitment Committee. The Preliminary Examination will carry 100 marks having 100 questions of 1 (one) mark each, comprising multiple choice objective type questions on English, General Studies and Arithmetic. The Main Examination shall consist of conventional type questions of English [Group -A : 45 marks: letter writing, paragraph writing and translation] and Bengali/*Hindi/*Urdu(*if opted by any candidate) [Group- B: 45 marks : letter writing, translation and report]. Candidates who will opt for Hindi/Urdu as the case may be, in lieu of Bengali in the Main Examination shall, before confirmation, have to pass Departmental Examination in Bengali during the period of probation. On the basis of the result of the Main Examination, a number of candidates securing qualifying marks, shall be called at a particular ratio to be fixed by the authority for a Personality Test carrying 10 marks when knowledge in Computer Operation shall also be tested and a Final Panel will be prepared on the basis of the result of total marks obtained in Main Examination and Personality Test. The standard of the examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education / equivalent examination (s).

3. For the posts under Group – D : (Process Server/ Summon Bailiff and Peon) :- A written examination to be conducted by the Authority. Written Examination will be of 40 marks (Bengali : 10 marks; General English : 10 marks; Arithmetic : 10 marks and General Knowledge : 10 marks). On the basis of the result of the Written Examination, a number of candidates will be selected for the Personality Test (10 marks) and on the basis of the total marks obtained in the written examination and personality test, a final panel will be prepared.

The appropriate authority/authorities shall have the discretion to fix qualifying marks in any or all the test/s for different categories of posts, mentioned above, and to relax such marks in respect of candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes and Persons with Disabilities, if deemed necessary.

How to apply : Eligible candidates may submit legible hand-written or typed (on one side of the paper) single application for any of the aforementioned posts as per format given below addressing to **The District Judge, Uttar Dinajpur at Raiganj, Pin- 733134**, supported with **self-attested** copies of documents mentioned in the application form within 5.00 p.m. on or before 20th December, 2014. Self addressed Envelope with postal stamp are **not required**.

Application Fees : Each application must be supported with application Fee of Rs. 300/- for the posts of Stenographer Grade-III and LDC (Group-C) [Rs. 200/- for SC/ST candidates] and Rs. 250/- for the posts of Summon Bailiff/Process Server and Peon (Group-D) [Rs. 150/- for SC/ST candidates] by way of Demand Draft of any Nationalized Bank to be drawn on or after the date of publication of Notification for Employment in favour of 'The District Judge, Uttar Dinajpur at Raiganj' payable at Raiganj. Any other mode of payment of Application Fee will not be accepted.

| Instruction/information (Read carefully before filling up the application format) | |
|---|---|
| a) | All the items in the Application Form are to be filled up by the candidate. In case, the item is not applicable, then the candidate must write "Not Applicable" |
| b) | Self addressed Envelope with postal stamp are not required . |
| c) | One passport size recent photograph duly signed by the candidate should be pasted in the place mentioned in the Application Format and another copy of similar photograph must be retained by the candidate for pasting the same in the Admit Card to be dispatched in due course from the authority concerned. |
| d) | Full signature of the candidate with date must be given at the bottom of the application form. |
| e) | Defective/incomplete applications/unsigned applications/applications submitted without proper application fee and not according to format will be summarily rejected. |
| f) | Admit Cards containing Venue, Date and time of the test/s, as also other information, will be sent to the candidates whose applications will be considered to be in order in all respect, by post. Candidates called for the Test/s shall be required to appear at their own expenses. |
| g) | Admission to the test/examination will be deemed 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 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. |
| h) | A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and , if appointed, shall be liable for dismissal from service. |
| i) | The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place of the judgeship and not according to the preference/option given by an applicant. |
| j) | 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. |
| k) | In case of any dispute, the decision of the District Recruitment Committee of Uttar Dinajpur Judgeship shall stand final. |
| l) | 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. |
| m) | 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 post applied for, on the top of the envelope within the date and time mentioned hereunder to the office of "The District Judge, Uttar Dinajpur at Raiganj, Pin-733134". The applications may also be dropped at the container/box which will be placed in the ground floor at New Court Building of the District Judge, Uttar Dinajpur at Raiganj from 29.11.2014. <u>Applications reaching the office after the last date shall not be considered, even though the same are posted well in advance.</u> |
| n) | Candidates already in service under Govt./Public Sector Undertakings, and within the prescribed age limit, must submit their application through Proper Channel with the "No Objection" Certificate obtained from the concerned Authority. |
| o) | The District Recruitment Committee reserves the right to make short list of 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 shall remain valid only for a year from the date of its formation. |
| p) | The District Recruitment Committee shall also has the full discretion to fix minimum qualifying marks in respect of all categories of post and shall have the full discretion to relax any or part of the norms. |
| q) | Relevant Self-attested documents, as mentioned in the application format should be annexed with the application. |
| r) | The application fee is not refundable in any case. |
| LAST DATE FOR RECEIPT OF APPLICATION IS 20.12.2014 WITHIN 5.00 P.M. | |

(Ananya Bandyopadhyay)
District Judge
Uttar Dinajpur at Raiganj
-cum-
Chairman, District Recruitment Committee,
Uttar Dinajpur Judgeship

APPLICATION FORMAT

DISTRICT JUDGE'S COURT, UTTAR DINAJPUR AT RAIGANJ

Staff Recruitment Examination, 2014 for the Judgeship of Uttar Dinajpur

(To be filled up by the candidate)

POST APPLIED FORCATEGORY (of post).....

Caste/Category(of the candidate)

(Mention categorically the name of the post and in which category applied post belongs and caste/category of the candidate)

To

The District Judge,
Uttar Dinajpur at Raiganj
P.O. Raiganj, Dist – Uttar Dinajpur
West Bengal, Pin -733134

Sir,

| |
|-------------------------|
| One recent passport |
| size photograph duly |
| signed by the candidate |
| to be pasted here |

I beg to apply for the post of in your judgeship and I beg to submit my particulars as per prescribed format, given below :

| | | |
|----|--|-----|
| 1 | Full Name (in block letter) | : |
| 2 | Name of the Father/Husband | : |
| 3 | Date of Birth | : |
| 4 | Actual Age as on 01.01.2014 (give self-attested supporting documents) | : |
| 5 | Sex (Male/Female) | : |
| 6 | Nationality & Mother-tongue/Vernacular Language | : & |
| 7 | Religion | : |
| 8 | Address (Permanent & Present) with Tel/Mob. No | : |
| 9 | Whether belongs to SC/ST/OBC (give self-attested supporting documents) | : |
| 10 | Whether Persons with disabilities (Say yes/no.) (give self-attested supporting documents) | : |
| 11 | Educational Qualification : (give self-attested supporting documents) | : |
| 12 | Have you any knowledge in Computer Operation / Typing? If so. Give details (give self-attested supporting documents) | : |
| 13 | Do you know ordinary Type-writing? If so, give details : (give self-attested supporting documents) | : |
| 14 | Do you know Shorthand ? If so, give details : (give self-attested supporting documents) | : |
| 15 | Are you a Govt. servant – Yes/No, if yes, Give details | : |
| 16 | Other Qualifications, if any : (give self-attested supporting documents) | : |
| 17 | Please state the No., Date, Amount of Demand Draft & name of the bank from where Demand Draft is issued : | : |

Declaration

I, hereby declare that, (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled, (b) [(only for candidates, service under Government) I have obtained “no objection” certificate from my Appointing Authority in writing. {Strike out the portion (b), if not applicable }]

Yours faithfully

Date :

Place :

Enclosure :

(Full signature of the applicant)