

**OFFICE OF THE DISTRICT JUDGE,
CUM
CHAIRMAN,
DISTRICT RECRUITMENT COMMITTEE,
DAKSHIN DINAJPUR AT BALURGHAT**

ENGLISH DEPARTMENT

Employment Notification No. 01/DRC-G Dated, Dakshin Dinajpur, the 18th April, 2016.

**NOTIFICATION FOR RECRUITMENT TO FOUR CATEGORIES OF POSTS OF
STAFF IN THE JUDGESHIP OF DAKSHIN DINAJPUR, 2016.**

Applications from bonafide and eligible Indian Citizens in the prescribed format appended hereunder are invited for preparation of panels to fill up the existing and expected vacancies, in four categories of posts, in the Judgeship of Dakshin Dinajpur for the year 2016.

The examination / test of four categories of posts viz Stenographer Grade-III, Lower Division Clerk, Process-Server and Group-D (Class-IV) will be held in particular date(s) and time as per schedule of programme which shall be fixed and to be conducted by the District Recruitment Committee of Dakshin Dinajpur Judgeship in due course of time. One may apply for **only one vacant post** of any particular category. Vacancy position, Scale of pay, 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	Grand Total	
		U.R	U.R (E.C)	U.R (Meritorious Sportsperson)	S.C.	U.R (P.H)	O.B.C-A	O.B.C-A (Ex. Serv.)	O.B.C-B (E.C)			
1	English Stenographer (Grade-III)	Existing	2	1	-	1	-	-	-	-	4	4
		Expected	-	-	-	-	-	-	-	-	-	
2	Lower Division Clerk	Existing	3	1	1	2	-	-	-	-	7	12
		Expected	1	1	-	1	1	1	-	-	5	
3	Process-Server	Existing	-	1	-	-	-	-	-	-	1	2
		Expected	-	-	-	1	-	-	-	-	1	
4	Group-D (Class-IV) (Inclusive of Night Guard, Farash, and Office Peon)	Existing	1	3	1	3	-	-	1	-	9	10
		Expected	-	-	-	-	-	-	-	1	1	

2) Scale of Pay :

Sl. No.	Name of the post	Scale of Pay
1	English Stenographer (Grade-III)	Rs. 7,100/- - Rs. 37,600/- With Grade Pay Rs. 3,900/- (P.B- 3) with usual allowances as per government rules.
2	Lower Division Clerk	Rs. 5,400/- - Rs. 25,200/- With Grade Pay Rs. 2,600/- (P.B- 2) with usual allowances as per government rules. (One intial increment at initial stage)
3	Process-Server	Rs. 5,400/- - Rs. 25,200/- With Grade Pay Rs. 2,300/- (P.B- 2) with usual allowances as per government rules.
4	Group-D (Class-IV) (Inclusive of Night Guard, Farash, and Office Peon)	Rs. 4,900/- - Rs. 16,200/- With Grade Pay Rs. 1,700/- (P.B- 1) with usual allowances as per government rules. (One intial increment at initial stage)

3) Mode of Appointment :

The appointment will initially be made on a purely temporary basis but is likely to be made permanent, for all categories of posts.

4) Eligibility of Age :

Not less than 18 years and not more than 40 years as on 1st January, 2016 as per Finance Department's Notification No. 11653-F(P) dated 30.12.2011 for all categories of post.

- Relaxation of age limit for 05 (five) years in case of SC/ST. and for 03 (three) years for O.B.C candidates is permissible. The upper age limit for Physically handicapped candidates, is 45 years.
- Relaxation of age limit in case of Ex-Serviceman Category is as per existing Government Rules.
- For the post of English Stenographer, there shall be no age limit for persons holding permanent posts of Typist or Steno-Typist under the Government.

5) Essential Qualification :

a) For the posts of English Stenographer :

The candidate must have passed Madhyamik or Equivalent examination from any recognized Board and at least he must possess a certificate in computer training from a recognized institution and a satisfactory fingering speed in computer operation. A minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 30 w.p.m. in typewriting from a legible manuscript in English for 10 minutes alongwith certificate of Stenography & Typing.

b) For the posts of L.D.C :

The candidate must have passed Madhyamik / Matric from any recognized school or recognized Madrasah or any other recognized equivalent institution and at least a Certificate / Diploma in Computer Training from a recognized Institute and with the ability of typing on Computer at the Speed of 20 Words per minute in English.

C) For the posts of Process -Server :

The candidate must have passed Madhyamik / Matric from any recognized school or recognized Madrasah or any other recognized equivalent institution.

D) For the posts of Group-D (Class-IV)(Inclusive of Night Guard, Farash, and Office Peon) :

The candidate must have Class-VIII pass certificate from any recognized school or recognized Madrasah or any other recognized equivalent institution.

6) Mode of Examination :

a) For the posts of English Stenographer :

- Paper - I – Dictation & Transcription (400 marks) (Dictation lasting for 6 minutes followed by transcription of notes in candidates' own handwriting for an hour).

- Paper-II – General English (100) marks) (Syllabus – Spelling, Correct use of words, Correctness of sentences, use of common phrases , Synonyms and antonyms and Punctuation (Time limit 1 & ½ hours)
- Paper –III- Typing in Computer (100 marks) (The candidates are required to type from a manuscript accurately on the Computer @ not less than 30 words per minute. The test will last for 10 minutes).
- 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 and also computer operation and personality test, a final panel will be prepared. (The number of errors shall be admissible in respect of Paper –I and III and qualifying marks in any or all the papers and in aggregate shall be fixed by the authority)

b) For the posts of Lower Divisional Clerk :

The candidate shall have to appear in an Examination consisting two parts viz Part-I and Part-II

- Part-I : The candidates shall have to appear in a Preliminary Screening test comprising Multiple choice question of 100 Marks on General Knowledge, Mathematics , Computer and English carrying 100 Marks. 1 mark shall be reduced for each wrong answer. The duration of the examination would be 1 ½ hour.
- Part-II : On the basis of result of the Preliminary Examination , a number of candidates will be selected for Part-II examination consisting conventional type question on (a) Group-A : English and (b) Group-B: Bengali. The duration of Part-II Examination shall be 1 (One) hour. The standard of the Written Examination shall be similar to Madhyamik or Secondary Examination.
- On the basis of the result of the Part-II Examination a number of candidates shall be selected and called for Personality Test and with Computer Test. On the basis of total marks obtained in the Written Examination and personality test, a final panel will be prepared. The Recruitment Committee shall fix the minimum qualifying marks in Part-II Examination.

c) For the posts of Process-Server :

- The candidates shall have to appear in a written examination comprising Multiple choice question of 100 Marks on General Knowledge, Mathematics , Computer and English carrying 100 Marks. 1 mark shall be reduced for each wrong answer. The duration of the examination would be 1 ½ hour.

d) For the posts of Group-D (Class-IV)(Inclusive of Night Guard, Farash, and Office Peon) :

- The candidates shall have to appear in a written examination to be conducted by the District Recruitment Committee, Dakshin Dinajpur Judgeship. The Authority will determine the syllabus for the scheme and method of the written examination. On the basis of result of the written examination , a number of candidates will be selected for personality test and on the basis of the total marks obtained in the Written examination and personality test, a final panel will be prepared. The finally selected candidates for the post of Group-D may be appointed in any of the post of Office Peon , Farash , Night Guard etc.

- The appropriate authority/authorities 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, if deemed necessary.

7) How to apply :

Eligible candidates may submit legible typed (one side of the paper) single application (Application format can be downloaded from www.ecourts.gov.in/dakshindinajpur or www.calcuttahighcourt.nic.in), (*Hand written application can not be entertained*) for any of the aforementioned post as per format given below, addressing to The Chairman, District Recruitment Committee, District Judge's Office, Dakshin Dinajpur Judgship at Balurghat, P.O. + P.S.- Balurghat, Dist.- Dakshin Dinajpur, Pin- 733101 accompanied by application fees prescribed below along with self-addressed envelope specified below with postal stamp of Rs.5/- (Five) and **attested copies of documents mentioned in the application starting from 25.04.2016 and ending at 05: 00 pm on 23/05/2016.**

****Self attestation will not be valid for the purpose.***

8) Application fees :

Sl. No.	Categories of post	Unreserved & others excluding S.C./S.T.	Scheduled Caste	Scheduled Tribe.
1	English Stenographer (Grade-III)	Rs. 400/-	Rs. 100/-	Rs. 100/-
2	Lower Division Assistant	Rs. 300/-	Rs. 75/-	Rs. 75/-
3	Process - Server	Rs. 200/-	Rs. 50/-	Rs. 50/-
4	Office Peon (Group-D)	Rs. 200/-	Rs. 50/-	Rs. 50/-

****S.C./ S.T./ O.B .C. candidates of other State will be treated as General Candidates.**

9) Mode of payment of application fees :

By Bank Challan. Three copies of Bank Challan , after duly filled in, by the candidate himself/herself are to be deposited to the any Branch of **Bank of India**. The Bank will deliver two copies of Bank Challan after receiving the requisite application fee and bank charges to the applicant retaining one i.e. the “ Bank's Copy ”. The Candidate will enclose “ the copy to be enclosed with the application form ” with their respective application form and retaining the “ Candidate's Copy ” with them for future reference . Any other mode of payment ,other than the Bank Challan of Bank of India, of application fee *will not be accepted under any circumstances*. Application fee is not refundable in any case.

* **The candidates can download the application form and the challan form from the website www.ecourts.gov.in/dakshindinajpur or www.calcuttahighcourt.nic.in**

10) Date of submission of application :

Applications will be received on and from 25th April, 2016 (Monday). The last date of receiving application is 23rd May, 2016 (Monday). No application will be received after 5 :00 P.M of 23/05/2015 in any circumstances. Any application, if dispatched earlier but reaches to the Office of the undersigned after the last date will not be entertained.

11) Other Instruction / information :

- Two passport size coloured recent photographs duly signed by the candidate should be pasted in the respective place in the application format and admit card.
- Full signature of the Candidate with date must be given at the bottom of the application
- The application, by Speed Post, Ordinary Post, Registered Post (with or without A/D) & any Courier Service must be submitted in a closed envelope mentioning the name of the post applied for, category of the candidate on the top of the envelope within the date and time mentioned hereunder to the *office of District Judge, Dakshin Dinajpur at Balurghat*. The applications may also be dropped at the respective container / box which will be placed at a conspicuous place of District Judge's Office Premises at Dakshin Dinajpur.
- One Self-addressed envelope of the size of 25 cm X 11 cm with postal stamp of Rs.5/- (Five) affixed thereon should be accompanied with the application.
- Defective / incomplete / unsigned application / application submitted without proper & requisite fees and not according to format will summarily be rejected.
- Admit cards containing venue, date and time of examination / test as also other information, will be sent to the candidates whose application will be considered to be in order in all respect, by post. Candidates called for the examination / test shall be required to appear at their own expenses.
- Admission to the test/ examination will be deemed provisional, subject to verification and determination of the candidates 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.
- A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified and if appointed, shall be liable for dismissal from service.
- The District Recruitment Committee reserves the right to offer appointment to the selected candidates at any place 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 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.

- 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.
- Application reaching the office of the District Judge, Dakshin Dinajpur after the last date shall not be considered, *even though the same are posted well in advance.*
- The Candidates already in service under Govt./Public Sector undertaking and within the prescribed age limit *must submit their applications through proper channel with “ no objection certificate ” of the concerned authority.*
- The District recruitment Committee reserves the right to make shortlist of 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 year from the date of its formation.
- The District Recruitment Committee shall have the full discretion to fix the minimum qualifying marks in respect of all categories of post notified above and shall have full discretion to relax any or part of the norms.

Sd/-

[Ajay Kumar Gupta]
Chairman,
District Recruitment committee,
-cum-
District Judge,
Dakshin Dinajpur at Balurghat.

APPLICATION FORMAT

POST APPLIED FOR.....

CASTE / CATEGORY.....

To

**The Chairman,
District Recruitment Committee,
Dakshin Dinajpur Judgeship,
Dakshin Dinajpur at Balurghat, Pin- 733101.**

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

Dated,, the th day of, 2016

Sir,

In response to your Employment Notification No 01/DRC-G dated 18/04/2016 , I beg to apply for the post ofin your Judgeship and I beg to submit 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 01.01.2016 :
(Give attested supporting documents)
5. Sex (Male/Female) :
6. Nationality :
7. Religion :
8. Address (Permanent) with Mobile No, :
if any.
9. Address (Present) with Mobile No, :
if any
10. Whether belongs to SC/ST/OBC etc :
(Specify)
11. Educational Qualification :
(Give attested supporting documents)

Qualification	Name of the Board/university	Year of Passing	Division	Percentage

12. Have you any knowledge in Computer Operation/Typing? If so, give details (Give attested supporting documents) { N/A for Group-D & Process Server } :
13. Do you know Shorthand (English) ? If so, give details. (give attested supporting documents) { N/A for Group-D & Process Server } :
14. Do you know ordinary type-writing ? If so, give details. (give attested supporting documents) { N/A for Group-D & Process Server } :
15. Are you a Govt. Serviceman- Yes/No If Yes, give details. :
16. Are you a Ex-Serviceman- Yes/No If Yes, give details :
17. Other Qualifications, if any. Give attested supporting documents :
18. Please state the No. , date and amount of Bank Challan :

Challan No. / Transaction ID No.	Date	Amount

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 and incorrect, my candidature will liable to be cancelled, (B) { only for candidates, service under Government } I have obtain “ no objection “ certificate from my Appointing Authority in writing.[strike out the portion (B), if not applicable.]

Yours faithfully,

Date :.....

Place :.....

(Full Signature of the Candidate)

Enclosures:

(To be enclosed with the application form in a separate sheet)

ADMIT CARD

Staff Recruitment Examination, 2016 of Judgeship of Dakshin Dinajpur.

(For Office use)

Roll No.:	
Date of Examination :	
Time of Examination:	
Venue:	

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

(To be filled up by the candidate)

Name of the Candidate (In block letter) :	
Father's/Husband's Name:	
Address :	

**Signature and date with stamp of
the Chairman of District Recruitment committee.**

**Note : Relevant Instruction would be enclosed in separate sheet at the time of issue
Admit Card**

