

OFFICE OF THE DISTRICT JUDGE, BANKURA
ENGLISH DEPARTMENT

Employment Notification No. 01


Dated: 10-05-2016

Applications are invited from eligible Indian citizens for the following categories of posts in the Judgeship of Bankura, West Bengal along with attested copies of testimonials to be submitted **within 10-06-2016**.

Sl. No.	Name of post & Scale of Pay	Total vacancy category wise	Essential qualification
1.	English Stenographer (Group "B") Rs. 7,100-37,300/- (PB-3), Gr. Pay- Rs. 3,900/-	Total : 7 *Unreserved-3 *Unreserved(E.C.)-1 *OBC-B(E.C.)-1 *S.C.-1 *S.T.-1	The candidates 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. Minimum speed @ 80 w.p.m. in Shorthand and a minimum speed at 30 w.p.m. in Type/ computer writing.
2.	Lower Division Clerk (Group "C") Rs.5,400-25,200/- (PB-2), Gr. Pay- 2,600/-	Total : 9 *Unreserved-4 *Unreserved (Ex. Serviceman) -2 *OBC-A(E.C.)-1 *S.C.-1 *S.C.(E.C.)-1	The candidates 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.
3.	Process Server (Group "C") Rs.5400-25,200/- (PB-2) Gr. Pay Rs.2300/-	Total-4 *Unreserved-1 *Unreserved(E.C.)-1 *S.C.(E.C.)-1 *OBC(A)-1	The candidates must have Passed Madhyamik or equivalent examination from any recognized Board or any other recognized equivalent institution.

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4.	<p>(a)Office-Peon, Night-Watchman, Farash.[posts].</p> <p>(Group "D")</p> <p>Rs 4,900-16,200/- (PB-1),</p> <p>Gr. Pay-1,700/-</p>	<p><u>Total : 7</u></p> <p>*Unreserved-1</p> <p>*Unreserved (E.C.)-1</p> <p>*Unreserved (Person with disability)-1</p> <p>*OBC-B (E.C.)-1</p> <p>*S.C. -1</p> <p>*S.C. (Ex. Serviceman)-1</p> <p>*S.T.-1</p>	<p>Candidates must have Class-VIII pass certificate from any recognized school or Madrassa or any other equivalent recognized institution.</p> <p><i>Selected candidate may be appointed in any of the aforesaid post.</i></p>
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10.5.16

Chairman,

District Recruitment Committee, District Judgeship,

Bankura.

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Instructions

N.B. : The application form and instructions may be downloaded by the candidates from the following websites a) www.calcuttahighcourt.nic.in b) www.bankura.gov.in c) www.ecourts.gov.in/bankura (1) SL. No. 14 is required to be filled up by the candidates applying for the post of English Stenographer only. (2) Eligibility of age :- Not less than 18 years and not more than 40 years as on 1st January, 2016 for all categories of posts. Relaxation of age limit for five years in case of candidates belonging to S.C. / S.T. categories and for 3 years in case of candidates of OBC category only. The upper age limit, in case of physically handicapped candidates, 45 years. Relaxation of age limit in case of Ex-serviceman category as per existing Government rules. The upper age limit shall be relaxable upto 5 years for an employee under the State Government holding a permanent post. Moreover, due consideration of F.D. Notification No. 11653-F(P) dated 30.12.2011 is to be made for fixation of upper age limit for the candidates. (3) An applicant must not submit application for more than 1 post. An applicant's candidature will be liable for rejection if he/she submits 2 or more applications against 1 or more than 1 post. (4) Self attestation will not be valid for the purpose. (5) **S.C./S.T./OBC candidates of other State will be treated as General Candidates.**

(6) Application Fees and mode of payment:

Fees: Each application must be accompanied with relevant application fees as hereunder:

For the post of

L.D.C and Process Server :- Rs. 250/-

Stenographer :- Rs. 300/-

Group-D:- Rs. 200/-

Schedule Caste Candidate in all categories:- Rs. 150/-

Schedule Tribe Candidate in all categories:- Rs. 100/-

Mode of Payment: The applicant is required to deposit application fees in Current A/C No. 32072580705 of "District Judge, Bankura" of State Bank of India, Bankura, Machantala branch. Therefore the candidate is instructed to write his/her full name in depositor's column and the applicant should file the original bank deposit slip (counter foil) along with the application. **The bank charges, if any, shall be borne by the applicant himself/herself if deposited in a branch other than Bankura Machantala branch of S.B.I.** Any other mode of payment of application fee will not be accepted.

(7) Attested documents, as mentioned in the application format above, should be accompanied with the application and self attestation in this respect will not be valid. (8) One Passport size photograph duly signed by the candidate should be pasted in the respective places mentioned in the format. (9) Full signature of the candidate with date must be given at the bottom of the application. Defective / incomplete application / unsigned application / application submitted without proper application fee and not according to prescribed format will be summarily rejected. (10) The application fee is not refundable in any case. (11) Admit Card containing Venue, Date and Time of the tests, 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 Tests shall be required to appear at their own expenses. (12) 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 in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.

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(13) A candidate furnishing incorrect or false particular or suppressing material information, will be disqualified and if appointed, shall be liable for dismissal from service. (14) 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.

(15) **Mode of Examination:-** (a) for **Lower Division Clerk:** The candidates shall have to appear in a written examination of 100 marks consisting of objective and subjective type of questions on English, General studies, Arithmetic, Current Affairs and subjective questions paper consisting of English and Bengali translation etc. within a time of two hours. On the basis of the result of the above written examination, a number of candidates will be selected for personality test (10 marks) and test for computer operation carrying 10 marks and a final merit list will be prepared on the basis of result of the total marks obtained in the written examination, Personality test and test of Computer Operation. The committee may fix the minimum qualifying marks for the examination as aforesaid. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

(b) for **English Stenographer :- Paper-I-** General English (100 marks) Syllabus--- Spelling, Correct use of words, Correctness of Sentences, Use of Articles and Prepositions, Use of common phrase, synonyms, Antonyms and Punctuation Etc. (Time limit two hours). **Paper-II-** Dictation & Transcription (400 marks) Dictation for 5 minutes followed by transcription of notes in candidates' own hand writing for 45 minutes. **Paper-III -** Typing in computer (100 marks). Computer along with printer to be provided to the candidates and the candidates are required to type from a manuscript accurately @ not less than 30 words per minute. The Test will be for 10 minutes. The committee may fix the minimum qualifying marks for the examination as aforesaid. On the basis of the result of the **Paper-I, Paper-II, Paper-III and personality test (10 marks), a final merit list will be prepared.**

(c) for **Process Server :-**The candidates shall have to appear in a written examination of 100 marks consisting of objective and subjective type of questions on English, General studies, Arithmetic, Current Affairs and subjective questions paper consisting of English and Bengali translation etc. within a time of two hours. On the basis of the result of the above written examination, a number of candidates will be selected for personality test (10 marks) and test for computer operation carrying 10 marks and a final merit list will be prepared on the basis of result of the total marks obtained in the written examination, Personality test and test of Computer Operation. The committee may fix the minimum qualifying marks for the examination as aforesaid. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

(d) for **Group D Category**

(Office Peon, Night-watchman & Farash) :- The candidates will have to appear in a written examination and the standard of such examination shall be similar to the standard of Class-VIII. The written examination will be of 100 marks consisting of objective and subjective type of questions on English, Bengali, General studies, Arithmetic, Current Affairs. The duration of examination will be of two hours. On the basis of the result of written examination a number of candidates are to be selected for personality test (10 marks) and on the basis of total marks obtained in the written examination and Personality Test a final merit will be prepared.

(16) Once appointed, the matter regarding services, seniority, promotion etc. in respect of an appointee will be regulated by the rules followed in this Judgeship. (17) In case of any dispute the decision of the District Recruitment Committee, Bankura shall be final. (18) Candidates whose application will be found not in order, will not be allowed to appear before the test and authority will bear no responsibility to inform. (19) The application is required to be submitted in an envelope along with all documents (mentioning the post applied for on the envelope) addressed to "The Chairman, District Recruitment Committee, District Judge's Court, Bankura, Post Box No.-12006, Cossipore post office, Kolkata-700002" **within** 10th June, 2016 by post. No application will be entertained after the schedule date. (20) Candidates already in service under government / Public Sector under taking and within the prescribed age limit must submit their application with "No objection" certificate from the concerned Authority. (21) The District Recruitment Committee reserves the right to make short lists of successful candidates. The panel thus formed shall remain effective till the process of giving appointment against the notified vacancies, is complete. However, the said panel shall remain valid only for a year from the date of its formation. (22) in case of any dispute, the decision of the District Recruitment Committee shall stand final. (23) The District Recruitment Committee shall have full discretion to fix minimum qualifying marks in respect of all categories of post and shall have full discretion to relax any part of the norms.



10.5.16

Chairman

District Recruitment Committee

Bankura

APPLICATION FORM

POST APPLIED FOR CATEGORY

(Mention categorically the name of the post and in which category do you belong)

For office Use Serial No.

One recent passport size photograph of the candidate to be pasted here
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To,

The Chairman,
District Recruitment Committee, Bankura.
District Judge's Office, Bankura
Post Box no. 12006, Cossipore, Post office, Kolkata- 700002

Sir,

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 letters) :
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 & Present
with cell phone No., if any) :
9. Whether belongs to S.C./S.T./OBC
(A/B) (give attested supporting documents) :
10. Whether belongs to Ex service man
Category/exempted category, if so, give
Attested supporting documents :
11. Physically Handicapped (write Yes/No)
(give attested supporting documents):
12. Educational Qualification
(give attested supporting documents) :
13. Have you any knowledge in
Computer operation/Typing? If so, give
details(give attested supporting documents) :
14. Do you know English Shorthand
(give attested supporting documents) :
15. Are you a Govt. Servant-Yes/No.,
if yes, give details. :
16. Other qualification, if any. :
17. Please state the particulars of the
application fees (attach original documents) :

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

Date:

Place:

Encl:

Full Signature of the Candidate