

OFFICE OF THE DISTRICT JUDGE, JALPAIGURI

Notification for recruitment of different categories of post of staff in the Judgeship of Jalpaiguri for the year 2017.

Employment Notification No. 124(M)

Dated: 07th June, 2017.

On line applications from the eligible Indian Citizens are invited for preparation of panels to fill up the existing and expected vacancies, mentioned below, in different categories of posts, in the Judgeship of Jalpaiguri District of West Bengal.

The examination/test of all categories of posts will be held on a particular date and time as per schedule of programme which shall be fixed and conducted by the District Recruitment committee of Jalpaiguri Judgeship in due course of time. One can apply for only one vacant post of any particular category. Vacancy position, Scale of pay, application fees and other details are given hereunder:-

1) English Stenographer (Group-B)

Total Vacancy = 04(UR), 01 (OBC-B) and 02 (SC)

Scale of pay:- Pay band-3 (Rs. 7100/- to 37600/- + Grade Pay Rs. 3900)

Essential Qualification:-

Passed Madhyamik or equivalent examination from any recognized Board and at least having a certificate In computer training from a recognized Institution and a satisfactory typing speed in computer operation. Minimum speed @80 word per minute in short hand and @30 word per minute in type writing from a legible manuscript in English.

2) Lower Division Clerk (Group-C)

Total Vacancy = 03(UR), 01 (OBC-A), 01(ST) and 02 (SC)

Scale of pay:- Pay band-2 (Rs. 5400/- to 25200/- + Grade Pay Rs. 2600)

Essential Qualification:-

Passed Madhyamik or equivalent examination from any recognized Board and at least having a certificate In computer training from a recognized Institution and a satisfactory typing speed in computer operation.

3) Office Peon (Group-D)

Total Vacancy = 01(UR)

4) Farash (Group-D)

Total Vacancy = 06(UR)

5) Night Guard (Group-D)

Total Vacancy = 01(UR), 01 (OBC-A), 03 (SC), 01(ST) and 01 (OBC-B)

Scale of pay:- Pay band-1 (Rs. 4900/- to 16200/- + Grade Pay Rs. 1700)

Essential Qualification:-

Passed VIII class or equivalent examination from any recognized School or Madarasa or any other recognized Equivalent Institution.

6) Process Server Seal Bailiff (Group-D)

Total Vacancy = 01(UR)

Scale of pay:- Pay band-2 (Rs. 5400/- to 25200/- + Grade Pay Rs. 2600)

Essential Qualification:-

Passed Madhyamik or equivalent examination from any recognized Equivalent Board.

7) Process Server Summon Bailiff (Group-D)

Total Vacancy = 01(ST)

Scale of pay:- Pay band-2 (Rs. 5400/- to 25200/- + Grade Pay Rs. 2300)

Essential Qualification:-

Passed VIII class or equivalent examination from any recognized School or Madarasa or any other recognized Equivalent Institution.

SC, ST & OBC candidates of other state will be treated as General candidates.

Application Fees for such Recruitment Examination should be as follows:-

Application Fees:- Only on line payment of application fees through debit card/credit card, net banking etc. will be accepted. No other mode of payment of application fees even through on line generated challan will not be accepted. At the time of payment of application fee through on line, the candidates should pay extra Bank charge. The District Recruitment Committee shall not be responsible for short deposit of fee. Application of candidate shall be rejected for short deposit.

S/L NO	NAME OF THE POST	CATEGORY				
		GEN	SC	ST	O B C(A)	OBC(B)
1	English Stenographer (Group-B)	350/-	300/-	300/-	300/-	300/-
2	Lower Division Clerk (Group-C)	350/-	300/-	300/-	300/-	300/-
3	Night Guard , Farash & Office Peon (Group-D)	300/-	250/-	250/-	250/-	250/-
4	Process Server (Seal Bailiff and Summons Bailiff) (Group-D)	300/-	250/-	250/-	250/-	250/-

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

Eligibility of Age:-

Not less than 18 years and not more than 40 years as on 1st January, 2017 for all categories of posts. Relaxation of age limit for five years in case of SC / ST and for three years for OBC candidates. The upper age limit for physically handicapped candidates is 45 years. Relaxation of age limit in case of Ex-Service men category as per existing Government Rules.

Mode of Examination:-

- (i) For the post of Lower Division Clerk:-

The examination shall consist of two parts viz. Part-I & Part-II which shall be conducted in the same date. The Part-I examination will carry 60 marks having 30 questions of 2 marks each comprising of multiple choice objective type questions on English, General Studies and Arithmetic. 2 (two) marks shall be deducted for each wrong answer. The duration of the Part-I Examination shall be 1 hour. The Part-II Examination shall consist of conventional type questions. The duration of the Part-II Examination shall be 1 & 1/2 hours and the syllabus will be fixed by the appropriate Authority. The appropriate authority shall have the discretion to fix qualifying marks for both Part-I & Part-II Examination. The candidates securing the cut off marks in Part-I will only be eligible to be assessed of their answer sheets of Part-II examination. On the basis of result of Part-II examination a number of candidates will be selected for 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 result of total marks obtained in Part-I & Part-II examination and Personality Test. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

- (ii) For the post of English Stenographer:-

The examination shall consist of three parts, Part-I, Part-II and Part-III which shall be conducted on the same date. The Part-I examination will carry 60 marks having 30 questions of two marks each comprising of multiple choice objective type questions on English, General Studies, Current Affairs and Arithmetic. Two marks shall be deducted for each wrong answer. The duration of Part-I examination shall be of one hour. The Part-II examination shall consist of conventional type questions viz. English to Bengali - Bengali to English translation, Letter writing, Essay and Precis writing of 40 marks. The duration of Part-II examination shall be of 1 & 1/2 hours and the syllabus will be fixed by the appropriate authority. The appropriate authority shall have the discretion to fix qualifying mark both for Part-I and Part-II examination. The candidates securing cut off marks in Part-I will only be eligible to be assessed of their answer sheets of Part-II examination. On the

basis of the result of Part-I and Part-II examination candidates will call for Part-III examination on the ratio of 1:10 basis as per vacancy. Part-III examination shall consist of dictation in English for about 10 minutes. The candidates shall type in their own typewriter machine the dictation given to them within 15 minutes immediately after completion of dictation in the same sitting. Panel of successful candidates will be prepared on the basis of examination of Part-I, Part-II and Part-III for personality test of 10 marks. During the said personality test knowledge in computer operation shall be tested and thereafter final panel of successful candidates shall be prepared. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Examination.

(iii) For the post of Process Server/Summon Bailiff/Office Peon/ Farash & Night Guard:-

The candidates shall have to appear in a written examination to be conducted by the Authority. The Examination will carry 100 marks having 50 questions of 2 marks each, comprising of multiple choice objective type questions on General Knowledge, Mathematics, English and Current Affairs, 2. (Two) marks shall be deducted for each wrong answer. Duration of examination shall be 1&1/2 hours. The Authority shall determine the syllabus and qualifying marks of the written examination. On the basis of the result of the written examination, number of candidate will be selected for personality test carrying 10 marks and on the basis of total marks obtain in the written examination and personality test a final panel will be prepared. Candidates applying for the post of Night Guard should be of sound health. Good physics and free from any organic defect and bodily infirmity.

How to apply:-

Applications must be submitted only in on line mode as per following instructions on and from 12th June, 2017 to 11th July, 2017 up to 11:59 Hrs. No application will be accepted after the stipulated time.

(i) The on line submission of the application may be made at the following three websites only:-

- 1) (www.calcuttahighcourt.nic.in)
- 2) (www.ecourts.gov.in/jalpaiguri)
- 3) (www.jalpaiguri.gov.in)

(Click on the Recruitment Process Link for on line submission of application)

(ii) Keep the following items ready:

(a) Scan image of recently obtained clear color passport size photograph of the applicant (image of type.jpg only and image size restricted up to 20 KB. System will not accept file size more than 20 KB). Applicants with hazy/ unclear images will be summarily disqualified. The same image you should be affix on your admit card at the time of written examination.

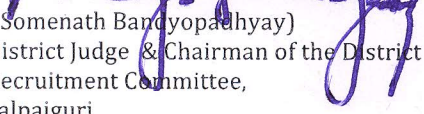
(b) Scan image of full signature of the applicant image of .jpg type only and image size restricted up to 20 KB. System will not accept file size more than 20 KB.

(c) Suitable mechanism to deposit fees on line like Debit Card/Credit Card, Net Banking etc.

(d) Candidate shall not be allowed to enter into the examination centre if the admit card does not bear photograph of the candidate resembling to image appearing in the application form.

(e) She/he would not be allowed to the centre carrying anything other than admit card and dot pen.

Last date of receipt of application (only through on line mode) within 11th July, 2017.


(Somenath Banerjee)
District Judge & Chairman of the District
Recruitment Committee,
Jalpaiguri