

OFFICE OF THE DISTRICT JUDGE OF HOOGHLY
ENGLISH DEPARTMENT

Employment Notice No. 01

Dated 01.08.2014

Applications are invited from eligible Indian citizen for the following categories of posts in the Judgeship of Hooghly, West Bengal along with attested copies of testimonials to be submitted **within 01.09.2014 (5 P.M.)**.

Sl No.	Name of Post and Scale of Pay	Total vacancy category wise	Essential qualification
1	English Stenographer, (Group-'B') Rs. 7100/- - Rs. 37,600/- + Grade Pay Rs. 3900/-	Total Vacancy = 7 UR=2, UR (EC)=2, OBC A(EC)=1, ST=1, ST (EC)=1	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 @ 30 w.p.m in typewriting from a legible manuscript in English for 10 minutes
2	Lower Division Clerk* (Group-'C') Rs. 5400/- - Rs. 25,200/- + Grade Pay Rs. 2600/- (Pay during period of probation for three years from the date of appointment will be admissible as per Govt. of West Bengal Notification No. 1832-F(P) dated 01.03.2013)	Total Vacancy = 33 UR=9, UR (EC)=8. UR (Person with Disabilities)=1, UR (Ex-Serviceman)=1, OBC-A=2, OBC-A (EC)=2, OBC-B=2, SC=3, SC (EC)=2, SC(Ex-Serviceman)=1, S.T.=2	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	English Typist- Copyist * (Group-'C') Rs. 5400/- - Rs. 25,200/- + Grade Pay Rs. 2600/- (Pay during period of probation for three years from the date of appointment will be admissible as per Govt. of West Bengal Notification No. 1832-F(P) dated 01.03.2013)	Total Vacancy = 21 UR=5, UR (EC)=5, UR (Meritorious Sports Person)=1, OBC-A=2, OBC-B=1, OBC-B (EC)=1 SC=4, SC (EC)=1 ST=1	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. A Minimum typing speed from legible manuscript @ 30 w.p.m in English is required.
4	Process Server (Group-'D') (Rs. 5400/- - Rs. 25,200/- + Grade Pay Rs. 2300/-)	Total Vacancy = 11 UR=1, UR (EC)=1, UR (Person with Disabilities)=1, UR (Ex-Serviceman)=1, OBC-A=1, OBC-A (EC)=1, OBC-B=1, OBC-B (EC)=1 SC=2, SC(EC)=1	The candidate must have Class-VIII pass certificate from any recognized school or Madrasah or any other recognized equivalent Institution
5	Peon (Group-'D') (Rs. 4900/- - Rs. 16,200/- + Grade Pay Rs.1700/-)	Total Vacancy=51 UR=15, UR (EC)=6. UR (Person with Disabilities)=2, UR (Ex-Serviceman)=4, UR (Meritorious Sports Person)=1, OBC-A=3, OBC-A (EC)=1, OBC-A (Ex-Serviceman)=1 OBC-B=3, OBC-B (EC)=1 SC=7, SC(EC)=4, SC(Ex-Serviceman)=1 ST=2	The candidate must have Class-VIII pass certificate from any recognized school or Madrasah or any other recognized equivalent Institution*
6	Gardener (Group-'D') (Rs. 4900/- - Rs. 16,200/- + Grade Pay Rs.1800/-)	Total Vacancy=1 SC=1	The candidate must have Class-VIII pass certificate from any recognized school or Madrasah or any other recognized equivalent Institution

*In respect of categories 2 and 3, terms of their service will be governed by Notification No. 1832-F(P) dated 01.03.2013 of Government of West Bengal. Finance Department.

APPLICATION FORMAT

POST APPLIED FOR

CASTE.....

(Mention categorically the name of the post applied for and in which caste do you belong)

<p style="text-align: center;"><u>For Office Use</u></p> <p>Serial No.</p> <p>Roll No.</p>
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<p>One recent passport size photograph duly signed by the candidate to be pasted here</p>

To

**The Chairman,
District Recruitment Committee, Hooghly,
District Judge's Office,
P.O.-Chinsurah, Dist-Hooghly, Pin-712101**

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 Letter) | : |
| 2. | Name of the Father/Husband | : |
| 3. | Date of Birth | : |
| 4. | Actual Age as on the date of application
(give attested supporting documents) | : |
| 5. | Sex (Male/Female) | : |
| 6. | Nationality | : |
| 7. | Religion | : |
| 8. | Address (Permanent & Present) with Tel. No. / Mob. No. | : |
| 9. | Whether belongs to SC/ST/OBC, if so, mention the
specific caste belong to
(Give attested supporting documents) | : |
| 10. | Physically Handicapped (Say Yes/No)
(Give attested supporting documents) | : |
| 11. | Educational Qualification
(Give attested supporting documents) | : |
| 12. | Have you any knowledge in Computer Operation/Typing?
If so, give details.
(Give attested supporting documents) | : |

- 13 Do you know ordinary Type-writing? :
If so, give details.
(Give attested supporting documents)
- 14 Do you know Shorthand (English)? If so, give details. :
(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 No., Date and Amount and Branch of :
Bank deposit

Declaration

I, hereby declare that, (a) all statements made in this application are true, complete and correct to the best of knowledge and belief. 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.]

Date:

Place:

Enclos:

Signature of the Candidate

ADMIT CARD

Staff Recruitment Examination 2014 of Hooghly Judgeship

(For Office use)

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

Roll No:

Date of Examination:

Time of Examination:

Venue:

(To be filled up by the candidate)

1. Name of the Candidate (in Block Letter) :

2. Father's/Husband's Name :

3. Address :

Signature and date with stamp of the
Chairman, District Recruitment Committee, District Judgeship, Hooghly

ADMIT CARD

Staff Recruitment Examination 2014 of Hooghly Judgeship

(For Office use)

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

Roll No:

Date of Examination:

Time of Examination:

Venue:

(To be filled up by the candidate)

1. Name of the Candidate (in Block Letter) :

2. Father's/Husband's Name :

3. Address :

Full Signature of the candidate (In presence of Invigilator)	Signature of the Invigilator

Candidate should sign exactly in the same style as in the Application Form

N.B. :- (1) Sl Nos. 1 -12 and 15, 16, & 18 are required to be filled up by all the candidates applying for any category of post and in addition to that other relevant particulars in respect of Sl. Nos. 13, 14 & 17 to be filled up by the candidates applying for the post of English Stenographer, Lower Division Clerk, English Typist-Copyist, Process Server and Group-'D'. (2) **Eligibility Age:-** Not less than 18 years and not more than 40 years as on 1st January, 2014 for all categories of post. Relaxation of age limit for 5 years in case of candidates SC/ST category and for 3 years in case of candidate of OBC category only. The Upper age limit in case of physically handicapped candidate is 45 years. Relaxation of age limit in case of Ex-Serviceman category as per existing Government Rules. For English Stenographer there shall be no age limit for persons holding permanent posts of Typist or Steno-Typists under the Government. (3) An Applicant must not submit application for more than one post. An Applicant's candidature will be liable for rejection, if he/she submit two or more applications against one or more than one post. (4) Self attestation will not be valid for the purpose; (5) SC/ST/OBC candidates of other States will be treated as General Candidates. (6) Each application must be accompanied by application Fee of Rs. 250/- for the post under Group-'B' and Group-'C' Category and Rs. 200/- for Group-'D' Category in respect of candidates belongs to Unreserved and O.B.C. category. Application fee payable by S.C./S.T./P.W.D. for Group-'B' and Group-'C' post is Rs. 200/- and application fee payable by S.C./S.T./P.W.D. candidates for Group-'D' post is Rs. 150/- excluding bank charges to be deposited at S.B.I. either through net <https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm> or by cash through challan given in the advertisement which must be on a date after publication of Advertisement. The Application Fees to be deposited in favour of "Chairman, District Recruitment Committee, District Judgeship, Hooghly", payable at 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) Three passport size recent photograph duly signed by the candidate should be pasted in the respective places mentioned in the application form and Admit Card in addition to that they should make available two similar photograph for future reference. (9) One self-addressed envelope of the size of 25cm x 11 cm, with postal stamp of Rs 5/- affixed thereon should be accompanied with the application. (10) Full signature of the candidate with date must be given at the bottom of the application. Defective/incomplete application/unsigned application/applications submitted without proper application fee and not according to the prescribed format will be summarily rejected. (11) The application fee is not refundable in any case. (12) Admit Cards containing Venue, Date and Time of the test/s, as also other information, will be sent by post to the candidates whose applications will be considered to be in order in all respect. Candidates called for the Test/s shall be required to appear at their own expenses. (13) 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. (14) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified and if, appointed shall be liable for dismissal from service. (15) The District Recruitment Committees reserves the right to appoint to the selected candidate at any place of the Judgeship and not according to the performance/option given by an applicant. (16) **Mode of Examination:-** (1) **For Lower Division Clerk:** The examination shall consist of two parts viz. Part –I and Part –II. The answer scripts of Part-II examination of the successful candidates of Part –I examination i.e those candidates who have obtained the qualifying marks fixed by the appropriate authority will be assessed. It is made Clear that the Part-II answer scripts of unsuccessful candidates shall not be assessed. It is further made clear that all candidates for the post of Lower Division Clerk shall have to undertake both Part-I and Part-II examination which will be held on the same date. The Part –I will carry 50 marks having 50 questions of 1 (one) marks each, comprising of multiple choice objective type questions on English, General Studies and Arithmetic. The duration of Part –I examination shall be 1 hour. The part –II examination shall consist of conventional type question on (a) Group-A –English and Group-B –Bengali/Hindi/ carrying 25 marks each from both Group –A and Group-B. The duration of Part-II examination shall also be 1 hour.

Candidates who will take Hindi in lieu of Bengali of the Group-B of Part-II Examination shall, before confirmation have to pass a Departmental Examination in Bengali during the period of probation. The final panel will be prepared on the basis of the result of the total marks obtained in Part-II Examination and personality test. The appropriate authority shall fix the minimum qualifying marks in Part-II examination. The standard and Syllabus of examination shall be similar to that of Madhyamik of the West Bengal board of Secondary Education.

(2) **For English Typist-Copyist:-** The candidate shall have to appear for (I) Preliminary examination (Objective Type) and (II) Main Examination (Type test) The Preliminary Examination will consist of one paper having objective type multiple choice questions on General English (30 marks), Current Affairs (20 marks). The duration of preliminary examination shall be one hour. All candidates shall have to appear for Type Test. Every candidate shall be required to type 450 words in 15 minutes from a manuscript of English passage. The maximum numbers of mistakes is allowable is 5 percent. The appropriate authority shall have the discretion to fix qualifying marks for both Preliminary and Main Examination. On the basis of Preliminary and Type Test, successful candidates will be called for for personality test carrying 10 marks where the knowledge in computer operation shall also be tested, a final panel will be prepared on the basis of the result of the total marks obtained in typewriting, computer operation and personality test. The standard and Syllabus of Preliminary examination shall be similar to that of Madhyamik of the West Bengal board of Secondary Education. Candidates shall have to carry their own type machine. Preliminary Examination and main Examination will be held on the same date in two halves.

(3) **For Process Server and Peon (Group D):-** A written examination to be conducted by the Authority. The standard and Syllabus of examination shall be similar to that of Class-VIII of the West Bengal board of Secondary Education and on the basis of the result of the written examination, successful 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.

(4) **For 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 phrase, Synonyms , antonyms and punctuation (time limit 1 ½ hours); successful candidates of Paper-I and Paper-II will be called to appear for Paper-III examination. 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 be for 10 minutes).On the basis of the result of Paper-III a number of successful candidates will be called for personality test when knowledge in computer operation shall also be tested. On the basis of the result of all the 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 the aggregate shall be fixed by the authority). (17) Once appointed, the matters regarding services, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship. (18) In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall be final. (19) candidates whose application will not be found in order, will not be allowed to appear before the test(s) and for that reason authority will bear no responsibility to inform the concerned candidate about the same. (20) The Application may be submitted in closed envelope either personally dropped in drop box between 10.30 A.M. to 5.00 P.M. on all working days at Head Quarter of District Court (English Department), Chinsurah, Hooghly or by Speed Post, Ordinary Post, Registered post (with or without A/D) addressed to the “Chairman, District Recruitment Committee, District Judgeship, Hooghly, P.O.-Chinsurah, Dist-Hooghly, Pin-712101” on or before 01.09.2014 by 5 P.M.. Applications reaching the respective office after the last date shall not be considered, even through the same are posted well in advance. (21) Candidate already in service under Govt./Public sector Undertakings should submit application with “No objection “ certificate of the concerned Authority. (22) The District recruitment committee reserves the right to make short lists 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(s) shall remain valid only for a year from the date of its formation. (23) In case of any dispute, the decision of the District Recruitment Committee shall stand final. (24) The District Recruitment Committee shall have the full discretion to fix minimum qualifying marks in all respect of all categories of post and shall have full discretion to relax any part of the norms.


Chairman, District Recruitment Committee,
District Judgeship, Hooghly