

**Office of the District Judge, Paschim Medinipur**  
**Employment Notification No. 01/July/2017,**  
**Advertisement No. 01/EN/2017-PMDC-WB**

Applications are invited from the eligible Indian Citizen in the prescribed format for preparation of a panel to fill up the existing and expected vacancies, mentioned below in different categories of posts, in the judgeship of Paschim Medinipur, West Bengal.

The examination / written test of a particular category of post will be held on a particular day and time which will be conveyed in our website mentioned below. Admit Cards will be uploaded in the website and candidates should bring print out of the admit card (2 copies) in the examination hall along with I.D. proof (viz. voter I. card, Aadhar card, Pan card, D.L., Employee's identity card) on the date of the examination. One can apply for only one vacant post. Post wise details of vacancies, Scales of Pay, detail address of the appointing authority to whom the application is to be addressed and in whose favour the respective applications fees are given hereunder :-

The application is to be made through a On-line process only in the prescribed format provided in the following website :

[www.pmdcjobs.com](http://www.pmdcjobs.com)

Application fee is also to be paid through E-payment system through Debit/Credit Card or Net Banking system, SBI Buddy. However payments can also be made in cash through Bank Challans \* with the State Bank of India, Midnapore branch. No. T.A or D.A will be provided and/or admissible to the candidates.

Each application must be accompanied by Application Fees as mentioned in the Instruction Sheet.

**Vacancies :**

(a) Stenographer Grade III (Grade-C) :: Pay Band No. 3 of Rs. 7100-37600/ with Grade Pay of Rs. 3900.00: Total Vacancy-08 [UR-02,UR (EC)-01,SC-01, SC(EC)-01,OBC-A-01,OBC(A)(EC)-01, OBC-B-01]

(b) Lower Division Clerk :: Pay Band No 2 of Rs. 5400—25200/ with Grade Pay of RS. 2600.00 Total Vacancy-26 [ UR- 05, UR(EC)- 05,UR(ES) -01,SC-04, SC(EC)-03, SC(ES)01, ST-02, OBC(A)-01,OBC(A)(EC)-01,OBC (B)-01, OBC(B)(EC)-01, UR PH-01]

(c) Process Server :: Pay Band No. 2 of Rs. 5400-25200/- with Grade Pay of Rs. 2300.00:: Total Vacancy -6 [UR-02;UR(EC)-01, SC-01, SC(EC)-01, OBC-A-01]

(d) Group D (Peon/Night Guard/Farash/Gardener/Sweeper):: Pay Band No. 1 of Rs. 4900-16200/- with Grade Pay of Rs. 1700.00: Total Vacancy-49[ UR-13, UR(EC)-07, UR(ES)-04, UR(Sports Man)-01, UR(PH)-02, SC-07,SC(EC)-03,SC(ES)-01, ST-02, ST(EC)-01;OBC(A)-04,OBC(A)(EC)-01; OBC-B-02; OBC-B(EC)-01]

The appointment will initially be made on temporary basis but is likely to be made permanent as per relevant Rules for all categories of posts.

**Eligibility :** Age, Minimum Qualification and other qualification required, Scheme and syllabus for examination of each category of post are given below :-

**1 Eligibility age:**

Not less than 18 years and not more than 40 years as on 1st July, 2017 for all categories of posts, Relaxation of age limit for 5 years in case of candidates belonging to SC & ST Category & 3 years in case of OBC (A) & OBC(B) Category.

The upper age limit in case of Physical Handicapped Candidate is 45 years. Relaxation of age limit in case of Ex-service man category is as per existing Government Rules. There shall be no upper age limit for persons holding permanent post of Typist or Steno Typist under Government applying for the post of Stenographer Grade III (Grade -C).

**Essential Qualification :-** For the posts of Lower Division Clerk and Process Server (Seal Bailiff), 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 speeding in Computer Operation.

Moreover, (i) For LDC, knowledge in type-writing in English & Computer knowledge and also at least a Certificate in Computer Training from a recognized Institution are compulsory :

(ii) For Stenographer Grade-III(Grade-C), a minimum speed @ 80 w.p.m in short hand and a minimum speed @ 30 w.p.m in typing from a legible manuscript in English for 10 minutes and also at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer Operation are required.

(iii) Process-Server/Group-D (Peon, Night Guard, Farash) :- The candidate must have class -VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent Institution. However, for the post of gardener, a certificate is required regarding the experience of the candidate in gardening.

(iv) Sweeper, Gardener – The candidates must have capability of reading and writing.

**Mode of Examination :-**

(1) For Lower Division Clerk : - The Examination shall consist of two parts viz. Part -I and Part -II. The answer script of only the successful candidate of part I examination who will secure the qualifying marks, to be fixed by the District Recruitment Committee, shall be evaluated for Part -II Examination. The Part-I will carry 100 marks having 100 questions of 1(one) mark each, comprising of multiple choice objective type questions on English, General Studies and Arithmetic. **There shall be negative marking and 1(one) mark will be deducted for each wrong answer.** The Part-II shall consist of conventional type question designed to test writing skill, grammatical accuracy and comprehensive knowledge in English and Bengali. The question paper shall have two groups – viz. (a) Group-A-English and (b) Group-B-Bengali carrying 45 marks each.

Both the Part-I and Part-II Examination shall be conducted in a single sitting with duration of 2½ hours. On the basis of the result of the Part-II examination a number of candidates will be selected for personality test carrying 10 marks and final panel will be prepared on the basis of the result of the total marked obtained in Part-II examination and personality test. The District Recruitment Committee shall fix minimum qualifying marks in Part -II Examination. The standard of examination shall be similar to that of Madhyamik or the West Bengal Board of Secondary Education.

(2) For English Stenographer Grade III (Grade C): -Paper-I-Dictation & Transcription (400 marks) (Dictation lasting for 10 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, and questions designed to test writing skills, grammatical accuracy and comprehensive knowledge of English (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 minutes.

The test will be 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 based on knowledge in 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.)

For all posts ; General Knowledge includes knowledge of current events and of such matters of every day observation and experience. The paper may also include questions on Indian History and Geography, the Constitution of India and General Principles of Public Administration.

The object of the viva voice will be to assess the suitability of the candidates for appointment and their calibre including intellectual, social and moral traits of personality, such as powers of assimilation, clear and logical exposition and depth of interests.

(3) Process Server/Group-D (Peon, Night Guard, Farash) : Candidates whose application will be considered to be fit in all respect shall be called for a competitive written test carrying 90 marks, consisting of Multiple Choice Objective Type Questions on Arithmetic, English, Bengali and General Knowledge of Class VIII Standard. The duration of the examination shall be for 01 hour. Each question shall carry 01 mark and there shall be negative marking of 01 mark against each wrong answer. Candidates selected or short-listed in order of merit shall be called for a viva voice and personality test carrying 10 marks and the final panel will be prepared on the basis of the total marks obtained in both the tests.

(3A) Only viva-voce test of 50 marks shall be taken for the post of Gardener and Sweeper.

(4) Separate list of successful candidates belongs to SC/ST/EC/UR/Sportsman Quota shall be prepared finally.

The District Recruitment Committee shall have the absolute discretion to fix qualifying marks in any or all the tests for different categories of posts, mentioned above. Eligible candidates may submit single application for any of the aforementioned post as per format available in website along with scanned copy of their recent **stamp sized** photograph, testimonials and age proof document. Only the On line submission of application shall be entertained.

Date of examination will be published in [www.pmdcjobs.com](http://www.pmdcjobs.com)

**Chairman  
District Recruitment Committee  
Paschim Medinipur**

## **INSTRUCTIONS**

1. SC/ ST/OBC candidates belonging to States other than West Bengal will be treated as General Candidate. The benefits of reservation of vacancies and age concession for SC, ST & BC Candidates are admissible only to SC, ST & BC candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above. Before final selection, successful candidates must furnish original certificate issued by a competent authority of West Bengal as laid down in the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1944 & SC & SC & TW Department Order No. 261-TW/EC/MR- 103/94 dt. 06.04.1995 for checking of testimonials in support of their claim. Before final selection of Persons with Disabilities (PWD), successful candidates must furnish original certificate in prescribed form in support of their claim from a competent authority as laid down in the Notification No. 49- EMP/1M-25/98 dt. 01.03.2011 of Labour Department, Government of West Bengal for checking.

2. No claim for being a member of SC, ST and BC or a person with Disability or a Meritorious Sports person or Exempted Category (E.C) will be entertained any time after submission of the application

\* Particulars and Certificates required : A candidate claiming to be SC, ST, OBC (A), OBC (B), Physically Handicapped, Exempted Category or Meritorious Sports person must have a certificate in support of his / her claim from a competent Authority as specified below :-

\* For SC, ST & OBC(B) candidates [Vide the W.B.S.Cs & S.Ts (identification) Act, 1994 and S.Cs & T.W Department order no. 261-TW/EC/MR-103/94 dated 06.04.95]:-

- (I) In the district, the Sub- Divisional Officer of the Sub-Division concerned, and
- (II) In Kolkata, the District Magistrate, South 24 Parganas or such Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas, on his behalf.

\* For Physically Handicapped candidates/Persons with Disabilities [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999.]:-

\* For Meritorious Sports persons :- Meritorious Sports persons in the area of international Competition, National Competition, Inter- University Tournament and National Sports/ Games for School Education in Athletics (including Track and Field events), Weightlifting, Badminton, Wrestling, Basket Ball, Boxing, Cricket, Cycling, Football, Gymnastics, Hockey, Judo, Swimming, Rifle Shooting, Table Tennis, Kabaddi, Volley Bass, Kho-Kho and Tennis will be eligible to avail the sports quota.

3. Competent Authorities for issuing Certificate to Meritorious Sports persons are as follows :-

AREA	COMPETENT AUTHORITY
International Competition	Secretary of the National Federation/ National Association of the Sports concerned.
National Competition	Secretary of the State Association of the Sports concerned.
Inter-University Tournament	Dean/Director of Sports or other Officer in overall charge of Sports of the University concerned.
National Sports/Games for School Education	Director or Deputy Director in overall charge of Sports/Games for School Education, West Bengal

• \* For Exempted Category :- Candidate issued by the Competent authority, in terms of Government of West Bengal, Labour Department, Notification No. 301 EMP-/1M-10/2000 dated 21st. August, 2002.

4. Each application must be accompanied by Application Fee of Rs. 250.00 for the posts of Stenographer Grade III (Grade-C) & Lower Division Clerk (Rs. 200.00 for SC/ ST Candidates) and Rs. 150.00 for all other posts (Rs.75.00 for SC/ST candidates) to be paid by the aforesaid modes. Persons with Disabilities for 40% and above) are exempted from payment of Application Fees at the rate of 40%. For E.C Candidates no Application Fees is required to be paid.

SC/ST Candidates of other States shall be treated as 'Unreserved Candidates'.

5. The application fee is not refundable.

6. Admit Cards containing Venue, Date and time of the test(s), including other relevant information will be uploaded for the candidates whose applications will be considered to be in order in all respect. Candidates called for test(s) shall be required to appear at their own expense and no T./A./ D.A is admissible.

7. 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 tests) in terms of this Notice. His/ her candidature shall be canceled without making any reference to him/ her and without assigning any reason.

8. A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service.

9. 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 the applicant.
10. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.
11. In case of any dispute, the decision of the District Recruitment Committee shall stand final. The documents shall be subjected to scrutiny at every and/or any stage of the recruitment process and till appointment and the District Recruitment Committee reserves the right to cancel the candidature; if any disparity or misrepresentation transpires.
12. Candidates whose applications will be found not in order, will not be allowed to appear in the examination and authority will bear no responsibility to inform the candidates.
13. Candidates already in service under Government/Public Sector Undertakings, and within the prescribed age limit, must submit their application through proper Channel with 'No Objection' Certificate of the concerned Authority
14. 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 and the District Recruitment Committee reserves the right to cancel the panel if circumstances so demand after resolution.
15. In case of any dispute, the decision of the District Recruitment Committee shall stand final.
16. 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 or part of the norms.
17. An applicant shall not submit application for more than one post, in such case his/her both applications shall be rejected.

**Chairman**  
**District Recruitment Committee**  
**Paschim Medinipur**