

OFFICE OF THE DISTRICT & SESSIONS JUDGE, SOUTH 24 - PARGANAS ALIPORE

Notification for recruitment of different categories of staff in the Judgeship of South 24 – Parganas

**Employment Notification No. 1, dated, Alipore, the 11<sup>th</sup> day of July, 2016**

Online applications are invited from eligible Indian Citizen in the prescribed proforma for preparation of panel to fill up the vacancies mentioned below, in different categories of posts in respect of the Judgeship of South 24 – Parganas. The details of vacancies, Scales of Pay are given here under :

**Vacancies :**

( a ) ***Stenographer Grade III ( Grade – C )*** :: Pay Band No. 3 of Rs. 7100 – 37600/- with Grade Pay of Rs. 3900/- :: Total Vacancy - 13 [ UR – 8, SC - 3, ST - 1, OBC(A) - 1 ]

( b ) ***Bengali Stenographer Grade III ( Grade – C )*** :: Pay Band No. 3 of Rs. 7100 – 37600/- with Grade Pay of Rs. 3900/- :: Total Vacancy - 1 [ UR – 1 ]

( c ) ***Lower Division Clerk*** :: Pay Band No. 2 of Rs. 5400 – 25200/- with Grade Pay of Rs. 2600/- :: Total Vacancy - 92 [ UR – 40, SC - 20, ST - 7, OBC(A) - 10, OBC(B) – 6, UR (PH) – 3, UR (ESM) – 5, SC (ESM) – 1 ]

( d ) ***Peon*** :: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy - 42 [ UR – 20, SC - 9, ST - 2, OBC(A) - 3, OBC(B) – 3, UR (PH) – 1, UR (ESM) – 2, SC (ESM) – 1, OBC-A (ESM) - 1 ]

( e ) ***Farash*** :: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy : 2 [ UR – 1, SC – 1 ]

( f ) ***Day Guard*** :: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy : 1 [ UR – 1 ]

( g ) ***Mali ( Gardener )*** :: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy : 1 [ ST – 1 ]

**## UR = Unreserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC(A) = Other Backward Classes (A), OBC(B) = Other Backward Classes (B), PH = Physically Handicapped, ESM = Ex-Serviceman ##**

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 & other Qualification required, Scheme of Examination & Syllabus for examination for each category of post are given below :**

1. **Eligibility age :**

Not less than 18 years and not more than 40 years as on 01.01.2016 for all categories of posts excepting Stenographer Grade III ( Grade C ) for whom maximum age limit is 37 years as on 01.01.2016. Relaxation of age limit for five years in case of candidates belonging to SC & ST Category and 3 years in case of OBC(A) & OBC(B) category. The upper age limit in case of Physically Handicapped candidate is 45 years. Relaxation of age limit in case of Ex-serviceman category is as per existing Government Rules. There shall be no upper age limit for persons holding permanent posts of Typists or Steno-Typists under the Government applying for the post of Stenographer Grade III ( Grade C ).

2. **Essential Qualification :**

Candidates applying for the post of Stenographer Grade III ( Grade C ) & Lower Division Clerk must have passed Madhyamik or equivalent examination from any recognised Board and must possess at least a Certificate in Computer Training from recognised Institution and a

satisfactory fingering speed in computer operation. Moreover, for Stenographer Grade III ( Grade C ), a minimum speed @ 80 w.p.m. in Shorthand and typing speed @ 30 w.p.m. is required.

Candidates applying for the post of Peon, Day Guard & Farash must have Class VIII passed Certificate from any recognised School or recognised Madrasah or any other recognised Institution. In addition to the above qualification for the post of Day Guard, the candidates applying for the said post should be of sound health, good physique and free from any organic defect and body infirmity and female candidates will not be allowed to apply. For the post of Mali ( Gardener ) candidates applying must have the ability to read and write in Bengali.

3. **Mode of Examination :**

**(a) Stenographer Grade III ( Grade C ) :** – Paper I – General English ( 100 marks ) – 100 Multiple choice questions covering spelling, correct use of words, correctness of sentences, use of common phrases, synonyms & antonyms and Punctuation. Time limit – 1½ hours. Paper II – Dictation & Transcription (400 marks) comprising of Dictation lasting for 6 minutes followed by transcription of notes in candidates own handwriting for an hour. Paper III – Typing (100 marks) – the candidates are required to type from a manuscript accurately in Computer @ not less than 30 w.p.m. The test will be of 10 minutes. On the basis of the result of all three papers a number of successful candidates will be called for Personality test where knowledge in computer operation will be tested. On the basis of the marks obtained in these three papers and personality test, a final panel will be prepared.

**(b) Bengali Stenographer Grade III ( Grade C ) :** - Paper I – General Bengali (100 marks) – 100 multiple choice questions covering spelling, correct use of words, correctness of sentences, use of common phrases, synonyms & antonyms and Punctuation. Time limit – 1½ hours. Paper II – Dictation & Transcription (400 marks) comprising of Dictation lasting for 6 minutes followed by transcription of notes in candidates own handwriting for an hour. Paper III – Typing ( 100 marks ) – the candidates are required to type from a manuscript accurately in Computer @ not less than 30 w.p.m. The test will be of 10 minutes. On the basis of the result of all three papers a number of successful candidates will be called for Personality test when knowledge in computer operation will be tested. On the basis of the marks obtained in these three papers and personality test, a final panel will be prepared.

**\*\* The number of errors that shall be admissible in respect of Paper I & Paper III and qualifying marks in any or all the papers and in aggregate shall be fixed by the Authority. \*\***

**(c) Lower Division Clerk :** - The examination shall consist of two parts viz. Part I & Part II. The Part I will carry 100 marks having 100 questions of 1 ( one ) mark each, comprising multiple choice objective type questions on English, General Studies and Arithmetic. The duration of Part I examination shall be of 1½ hours. The Part II Examination comprising two Groups of conventional type question on English ( Group A ) and Bengali / Hindi / Urdu / Nepali ( Group B ) carrying 50 marks each for Group A & Group B. Only the successful candidates of Part I examination who will qualify, the qualifying marks for which will be fixed by this Authority, shall be called for Part II Examination. The duration of Part II examination shall be of 1 hour and will be subjective in nature and of Madhyamik standard. Candidates who will opt for Hindi / Urdu / Nepali, as the case may be, in lieu of Bengali in the Part II examination shall, before confirmation, have to pass Departmental Examination in Bengali during the period of probation. On the basis of result of Part II examination, a number of candidates will be selected for

personality test and a final panel will be prepared on the basis of the result of the total marks obtained in Part II examination & Personality test. This Authority has the right to fix the minimum qualifying marks in Part II examination.

**(d) Peon / Day Guard / Farash** : - The examination shall consist of two parts viz. Part I & Part II. The Part I will carry 50 marks having 50 questions of 1 ( one ) mark each, comprising multiple choice objective type questions on English, General Studies and Arithmetic. The duration of Part I examination shall be of 1 hour. Only the successful candidates of Part I examination will be called for Part II Examination. The Part II Examination comprising two Groups of subjective type questions of Class VIII standard on English ( Group A ) and Bengali / Hindi / Urdu / Nepali (Group B) carrying 50 marks each for Group A & Group B. The duration of Part II examination shall be of 1 hour. Candidates who will opt for Hindi / Urdu / Nepali, as the case may be, in lieu of Bengali in the Part II examination shall, before confirmation, have to pass Departmental Examination in Bengali during the period of probation. On the basis of result of Part II examination, a number of candidates will be selected for personality test and a final panel will be prepared on the basis of the result of the total marks obtained in Part II examination & Personality test. This Authority has the right to fix the minimum qualifying marks in Part II examination.

**(e) Mali ( Gardener )** : - The selection shall be made on the basis of an interview.

The Authority shall have the discretion to fix qualifying marks in any or all of the tests for different categories of posts mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Caste, Scheduled Tribe, OBC(A ), OBC(B), PH & ESM if deemed necessary.

4. **Application Fee :**

Sl. No.	Category of posts	S.C. / S.T.	All other categories
1.	Stenographer Grade III ( Grade C ), Bengali Stenographer Grade III (Grade C), Lower Division Clerk	Rs. 150.00	Rs. 300.00
2	Peon, Day Guard, Farash, Mali	Rs. 100.00	Rs. 200.00

Eligible candidates have to submit their application online in the websites mentioned in the advertisement.

Sd. / Suranjan Kundu  
Chairman  
District Recruitment Committee  
Judgeship of South 24 – Parganas

## **:: INSTRUCTIONS ::**

1. **Candidates are advised to read the instruction carefully before filling up the application form.**
2. All the items in the Application Form are to be filled up by the candidate online. No other form of application will be accepted. **The candidates are not allowed to apply for more than 1 ( one ) post.**
3. SC / ST / OBC candidates belonging to States other than West Bengal will be treated as General Candidate.
4. Application fee is to be paid through State Bank of India e-Collect System either online or by way of cash payment by downloading challan. The details of Application fee are mentioned above. Bank Charges will be levied upon the Application fee at rates as specified by the State Bank of India.
5. Scanned Passport size recent photograph of the applicant ( Image format will be .jpg and of maximum size of 20 KB and preferred dimension is 150 X 250 pixels ) is to be uploaded in the specified space. Image of more than 20 KB will not be accepted. Unclear / hazy images if uploaded, the candidature will be summarily rejected. The candidate is to keep with him/her 3 copies of the photograph that has been uploaded and have to produce them before the Authority as and when called for.
6. Scanned full signature of the candidate is to be uploaded in the space specified and the image should be in .jpg format and will be of maximum size of 20 KB and preferred dimension is 200 X 100 pixels. Scanned signature exceeding the maximum size will not be accepted.

**7. The online application will be of 3 ( three ) parts :**

*Part I – The candidate will have to fill up the basic information. After submission of the information the candidate will be asked to verify the information submitted and to rectify, if any. After verification the candidate will have to press ' I agree ' button that will appear on the screen ensuring that the information supplied by him/her are in order and no rectification is required. No further modification will be allowed after the candidate presses the ' I agree ' button. A 9 ( nine ) digit numeric code as Application ID will appear on the screen which the candidate has to remember and preferably has to note down. The candidate will have to log in as registered candidate with the 9 ( nine ) digit Application ID and 8 ( eight ) digit password as entered by him/her while filling up the application form for the 2 ( two ) other parts of the application form.*

*Part II – This part relates to payment of application fees. The candidate will have to log in as Registered candidate with the 9 ( nine ) digit Application ID and 8 ( eight ) digit password. A link regarding payment of application fees will appear in the webpage. The candidate may opt for payment of application fees online or offline. In case of online payment the candidate will have to make payment by Debit Card / Credit Card / Net Banking. In case of offline payment, the candidate will have to download 2 ( two ) copies of the challan and make payment in cash in any Branch of State Bank of India. The application fees can be paid online till 23.45 hrs. and within Banking hours for offline payment on the last date of submission of application form. In both online and offline payment Bank Charges as fixed by the Bank will be levied upon in addition to the Application fees as specified. On payment of application fees, the Bank will provide a journal number which has to be noted down by the candidates.*

*Part III – After payment of application fees the candidate has to log in as Registered candidate by entering Application ID and password. The details of application fees paid is to be entered i.e. amount paid, Journal number and date of deposit. The candidate will have to upload recent passport size photograph and full signature, the specification of the images are mentioned in Clause 4 of this*

*Instruction. Application without photograph and signature and / or blurred photograph and signature will be summarily rejected without assigning any reason to the candidate thereof.*

*After filling up of Part III the online application will be completed and candidates are to download the filled up form containing all information entered by the applicant and preserve the same for any future reference. Request for change / correction of application form will not be entertained under any circumstances.*

- 8. Candidates should enter correct details in respect of payment of application fees. If any incorrect details are entered by the candidate, the application is liable to be summarily rejected even though the candidate completes the entire process of application with the message in the webpage 'Application successfully uploaded'.**
9. The application fee is non-refundable.
10. Admit cards containing Venue, Date and time of the examination, as also other information, will have to be downloaded from the website. **Candidate will have to follow the website for information regarding the date from when admit card can be downloaded.** Candidates called for test(s) shall be required to appear at their own expense and no T.A. / D.A. is admissible.
11. 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(s) in terms of the Notice, his / her candidature shall be cancelled without making any reference to him / her and without assigning any reason.
12. A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service.
13. 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.
14. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.
15. In case of any dispute, the decision of the District Recruitment Committee shall stand final.
16. The candidate whose application 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.
17. The Application must be submitted online in the websites ***www.calcuttahighcourt.nic.in*** & ***www.ecourts.gov.in/wb/s24pgs*** commencing from **14.07.2016. The last date of submission of application form is 12.08.2016.**
18. Candidates already in service under Government / Public Sector Undertakings, and within the prescribed age limit, must produce 'No Objection' Certificate of the concerned Authority, if selected for the Personality test.
19. The District Recruitment Authority 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 complete or a maximum period of 1 ( one ) year from publication of the final list of successful candidates, whichever is earlier.
20. In case of any dispute, the decision of the District Recruitment Committee shall stand final.
21. The District Recruitment Committee shall have the full discretion to fix minimum qualifying marks in respect of all categories of post and shall have the full discretion to relax any or part of the norms.
- 22. In case of any queries please send mail to [rectt2016aliporecourt@gmail.com](mailto:rectt2016aliporecourt@gmail.com) from registered e-mail ID of the applicant only.**