

**OFFICE OF THE DISTRICT JUDGE OF HOOGHLY  
ENGLISH DEPARTMENT**

**Employment Notice No .01/2017**

**Dated: 07.09.2017**

Online applications are invited from eligible Indian citizens for the following categories of posts in the Judgeship of Hooghly, West Bengal with a request to submit within **10.10.2017 ( Midnight)**

| Sl. No. | Name of the Post and Scale of Pay  | Total vacancy category-wise   | Essential Qualification  |
|---------|--|---|--|
| 1       | <b>English Stenographer</b><br>(Group-B)<br>Rs.7100/- -Rs.37,600/-+Grade<br>Pay Rs.3900/-            | <b>Total Vacancy=08</b><br>UR(EC)= 01<br>UR(Ex-Serviceman)= 01<br>OBC-B(EC)= 01<br>SC =04<br>ST(EC)= 01   | 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       | <b>Lower Division Clerk</b><br>(Group-C)<br>Rs.5,400/--Rs.25,200/--+Grade<br>Pay Rs.2600/-           | <b>Total Vacancy=16</b><br>UR(Ex-Serviceman)= 01<br>UR(E.C.)=04<br>UR((PH)=01 (Blindness or low-vision)<br>SC=2<br>SC(EC)=01<br>SC(Ex-Serviceman)=01<br>ST=02<br>OBC-A=01<br>OBC-A(EC)=01<br>OBC-B=01<br>OBC-B(EC)=01   | Passed Madhyamik or equivalent examination from any recognized Board and at least a certificate in Computer Training from recognized institution and a satisfactory fingering speed in computer operation.   |
| 3       | <b>English Typist- Copyist</b><br>(Group-'C')<br>Rs. 5400/- - Rs. 25,200/- +<br>Grade Pay Rs. 2600/- | <b>Total=11</b><br>UR=03<br>UR(E.C.)=02<br>UR((PH)=01(Blindness or low-vision)<br>SC(EC)=01<br>SC(Ex-Serviceman)=01<br>OBC-A=1<br>OBC-A(EC)=01<br>ST=01   | 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       | <b>Process Server</b><br>(Group-'D')<br><br>(Rs. 5400/- - Rs. 25,200/- +<br>Grade Pay Rs. 2300/-)    | <b>Total=05</b><br>UR(Ex-Serviceman)=01<br>UR (Sports Man)=1<br>UR(EC)=02<br>OBC-A=1  | The candidate must have Class-VIII pass certificate from any recognized school or Madrasah or any other recognized equivalent Institution  |
| 5       | <b>Peon</b><br>(Group-D)<br>Rs.4,900/--Rs.16,200/--+Grade<br>Pay Rs.1700/-                           | <b>Total Vacancy=35</b><br>UR=13<br>UR(EC)=08<br>UR(Ex-Serviceman)=02<br>UR(PH)=1 (Loco-motor disability or cerebral palsy)<br>UR (Sports Man)=1<br>SC(E.C.)=01<br>SC(Ex-Serviceman)=02<br>OBC-A=01<br>OBC-A(EC)=01<br>OBC-A(Ex-Serviceman)=01<br>OBC-B(EC)=01<br>ST=01<br>ST(EC)=01<br>ST (Ex-Serviceman)=01 | The Candidate must have Class-VIII Pass Certificate from any recognized school or Madrasa or any other recognized equivalent institution.  |

[\*\*\*\*\*In the event no candidate is found from Sub-categories of UR/SC/ST/OBC-A and OBC-B, vacancies shall be filled up from UR/SC/ST/OBC-A and OBC-B][For details please visit Calcutta High Court Website ([www.calcuttahighcourt.nic.in](http://www.calcuttahighcourt.nic.in)) and website of Hooghly Judgeship ([www.ecourts.gov.in/hooghly](http://www.ecourts.gov.in/hooghly)) and Hooghly District Government Website([www.hooghly.gov.in](http://www.hooghly.gov.in)) and also follow the Notice Board of District and Sub-Divisional Court of Hooghly Judgeship, the office of District Magistrate, Hooghly, Sub-Divisional Officer (Hooghly / Chandernagore / Serampore / Arambagh), the Office of Superintendent of Police, Hooghly, Zila Parishad, Hooghly.]

{\*\*\*\*\*Any misinformation found as regards qualification of any candidate, candidature of the said candidate shall be cancelled by the Recruitment Committee at any stage when such facts are detected.

**Online application can also be submitted on and from 11.09.2017 from this link:**

<http://myexamapplication.in/cc/cc2017.aspx>

**Eligibility age, Mode 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 01.01.2017 for all categories of posts. Relaxation of age limit for 5(five) years in case of candidates belonging to SC and ST category and 3(three) years in case of OBC(A) and 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 and EC Category is as per existing Government Rules. There are no upper age limit for persons holding permanent posts of Typists or Steno Typists under Government applying for the post of Stenographer(Group-B). SC/ST/OBC(A)/OBC(B) candidates of other states (any other state excluding West Bengal) will be treated as UR Candidates only.

**2. Mode of Examination:**

**(a) English Stenographer(Group-B): 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- 1 hours. **Paper -II Dictation & Transcription (400 marks)** comprising of English dictation lasting for 6 minutes followed by transcription of notes in candidate's own handwriting for an hour. Successful candidates of Paper- I and Paper -II will be called to appear for Paper-III examination. **Paper-III Typing in Computer (100 marks)** called candidates are required to type from manuscript accurately on the Computer @ not less than 30 words per minute. The duration of this test will be 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 personality test, a final panel will be prepared. (The number of errors that shall be admissible in respect of paper-I and Paper-III and qualifying marks in any other papers in the aggregate shall be fixed by the authority.

**(b) Lower Division Clerk:** The examination shall consist of two parts viz: **Part-I** and **Part-II**. **Part-I** will carry 50 marks having 50 questions of 1(one) mark each comprising of multiple choice objective type questions in English, General Studies and Arithmetic. The duration of Part-I examination will be 1(one) hour. **Part-II** examination shall consist of conventional type questions on (a) Group-A English and Group-B Bengali carrying 25 marks each from both Group-A and Group-B. The duration of Part-II examination will be 1(one) hour. 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 day. However, the answer script of Part-II examination will only be assessed for those candidates who have obtained the qualifying marks in Part-I examination as fixed by the appropriate authority. *Thus it is made clear that the Part-II answer scripts will not be evaluated for those candidates who are found unsuccessful in Part-I examination as fixed by the appropriate authority.*

On the basis of result of Part-II Examination, a number of candidates will be called for personality test and 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 Exam of West Bengal Board of Secondary Examination.

**(c) English Typist-Copyist(Group-C):** The examination shall consist of two parts viz: **Preliminary Examination** and **Main Examination (Type Test)**. The **Preliminary Examination** shall be Objective Type (multiple choice questions) on General English and Current Affairs. The duration of this examination will be 1(one hour). The total number of questions will be 50; each carrying 1(one) mark. Only successful candidates (as decided by the appropriate authority) will be called for Main Examination(Type Test). A candidate called **In Main Examination (Type Test)** shall be required to type 450 words in 15 minutes from a given manuscript of English Passage. The maximum numbers of mistake allowable is 5%. The appropriate authority shall have the discretion to fix qualifying marks for both Preliminary Examination and Main Examination(Type Test). On the basis of the result of the Main Examination(Type Test) a number of candidates will be selected for personality test where knowledge in computer operation will also be tested.

**(d) Process Server(Group-D) & Peon (Group-D):** : The written Examination shall be Objective Type (multiple choice questions) on Simple Arithmetic, English, Bengali and General Knowledge. The duration of this examination will be 1(one hour). The total number of questions will be 50; each carrying 2(two) marks. The Question paper will be in English and Bengali Language. On the basis of result of the written Examination, a number of candidates will be called for personality test and the Final Panel will be prepared on the basis of the marks obtained in the personality test.

Once appointed, the matters regarding services, seniority, promotion etc in respect of an appointee will be regulated by the Rules followed in this Judgeship. In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall be final.

### **3. Application Fee:**

| Sl No | Category of Posts   | SC/ST/PWD                             | All other categories                  |
|-------|---|---------------------------------------|---------------------------------------|
| 1     | English Stenographer(Group-B), Lower Division Clerk(Group-C), English Typist-Copyist(Group-C) | Rs 250/- plus applicable bank charges | Rs 300/- plus applicable bank charges |
| 2     | Process Server(Group-D), Peon(Group-D)  | Rs 200/- plus applicable bank charges | Rs 250/- plus applicable bank charges |

Eligible candidates shall have to submit their application online in the websites mentioned in the advertisement. However it is advised to all applicants to read the following General Instructions carefully before online submission of their application.

#### **::GENERAL INSTRUCTIONS FOR APPLICANTS BEFORE ONLINE SUBMISSION OF APPLICATION ::**

- ❖ All items in the Application Form are to be filled in by the applicant online. No other form of application will be accepted. A candidate is NOT allowed to apply for more than 1(one) post.

- ❖ SC/ST/OBC-A/OBC-B candidates belonging to states other than West Bengal will be treated as UR candidates only.
- ❖ Application Fee is to be paid through State Bank of India e-Collect System either Online or by way of cash payment by downloading customised challan only from the concerned website. The details of application fee is already mentioned above. Bank Charges will be additionally levied upon application fee as per rates specified by State Bank of India.
- ❖ Scanned passport size recent **colour** photograph of the applicant (Image format will ONLY be .jpg and of maximum size 20KB and preferred dimension 150x250 pixels) is to be uploaded in the specified space in the website. Image of more than 20KB will not be accepted by the website. **Further black and white/unclear/hazy/doctored/morphed images if uploaded by the applicant and detected at any later stages of this recruitment process will result in summarily rejection of the applicant.** The applicant has to retain 3 identical copies of this photograph which has been uploaded and will have to produce them before the Authority as and when called for.
- ❖ 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 20 KB and preferred dimension is 200x100 pixels. Scanned signature exceeding the maximum size will not be accepted by the website.
- ❖ The ONLINE APPLICATION will be of 3(three) parts:

**Part-I :** The applicant will have to fill in his/her basic information. After submission of the information, the applicant will be asked to verify the information submitted and to rectify if any. After verification, the applicant 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 further rectification is required. No further rectification /modification will be allowed to the applicant after he/she presses the "**I agree**" button. Now, a 8(eight) numeric code as Application ID will appear on the screen which the applicant will have to remember throughout this recruitment exercise. It is suggested that the applicant notes down this Application ID and 8 digit password as entered by him/her while filling up the application form. Now the applicant has to upload the scanned images of recent passport sized photograph and full signature respectively as per specifications mentioned earlier. Any application without valid scanned photograph and /or full signature will be summarily rejected without assigning any reason to the candidate thereof.

**Part-II :** This part relates to payment of application fees. The applicant will have to log-in as registered candidate with 8 digit application id and 8 digit password. A link regarding payment of application fees will appear in the website. In case of online payment, the applicant will have to make payment by Debit Card/Credit Card/Net Banking. In case of offline payment, the applicant will have to download 2(two) copies of the customised chalan from this website and make payment in cash in any branch of State Bank of India. **The application fees can be paid online till 23.45 hours and within Banking Hours for Offline**

**payment on the last day 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 earlier. On successful payment of application fees, the Bank will provide a Journal Number which will have to be noted down carefully by the applicant.

**Part-III:** After payment of application fees, the applicant has to log in as Registered Candidate with 8 digit application id and 8 digit password. The valid details of application fees paid are to be entered viz amount paid, journal number, date of deposit etc.

- ❖ **After filling all the three parts viz from Part-I to Part-III; the online application will be deemed complete and the applicant is to download a filled-in form containing all information as submitted by the applicant and preserve the same for future reference.**
  
- ❖ **Applicants are advised to enter correct/valid data in respect of various information as sought by the website. Incorrect details if entered by any applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.**
  
- ❖ The application fees once paid is non-refundable under any circumstances.
  
- ❖ Admit Card/Call Letter containing Venue, date and time of examination and various other information will have to be downloaded from the website only. No other mode of correspondence will be made. Applicants called for examination shall be required to appear at their own expense and no T.A./ D.A. is admissible in this regard. Applicants are advised to follow the website periodically for various information regarding this recruitment activity.
  
- ❖ Admission to the examination will be deemed provisional, subject to verification and determination of the Applicant's eligibility and suitability in all respect. If at any stage of the process, an applicant is found to be ineligible for admission to the examination in terms of this notice, his/her candidature shall be summarily cancelled without making any reference to him/her and without assigning any reason.
  
- ❖ An applicant furnishing incorrect or false particulars or suppressing material information, will be disqualified, and if appointed inadvertently, shall be liable for dismissal from service.
  
- ❖ The applicant whose application is not found in order, shall not be allowed to appear in the examination and The Authority will bear no responsibility to inform the concerned applicant.

- ❖ The Application must be submitted online in the websites [www.calcuttahighcourt.nic.in](http://www.calcuttahighcourt.nic.in), [www.ecourts.gov.in/hooghly](http://www.ecourts.gov.in/hooghly) and [www.hooghlygov.in](http://www.hooghlygov.in) commencing from **11.09.2017** . The last date of submission of online application form is **10.10.2017 midnight**).
- ❖ Applicants who are 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.
- ❖ The District Recruitment Authority reserved 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 for a maximum period of 1 (one) year from publication of the final list of successful candidates, whichever is earlier.
- ❖ 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.
- ❖ **In case of any queries related to online application, please send email to: [rectt2017hooghlycourt@gmail.com](mailto:rectt2017hooghlycourt@gmail.com) from the email id of the applicant only.**

**District Judge-cum-Chairman,  
District Recruitment Committee  
Judgeship of Hooghly  
Dated: 07.09.2017**