

# OFFICE OF THE DISTRICT JUDGE, SOUTH 24 – PARGANAS, ALIPORE

## IMPORTANT ANNOUNCEMENT REGARDING RECRUITMENT EXAMINATION, 2013

1. **Date of Examination for the posts of Stenographer Grade III, Lower Division Clerk, Duftry ( Book Binder ), Peon, Night Guard, Farash :**  
**11.08.2013**

**Time of Examination :**

( a ) Stenographer Grade III : 11.00 a.m onwards

( b ) Lower Division Clerk : 11.00 a.m to 12.30 p.m

( c ) Group D ( Duftry, Peon, Night Guard, Farash ) : 2.00 p.m to 3.00 p.m

Admit Cards are being dispatched.

2. **Date on which Duplicate Admit Cards will be issued :** Those not receiving Admit Cards within 05.08.2013 may contact the Office of the District Judge, 18 Judges'Court Road, Kolkata - 700027 on 06.08.2013, 07.08.2013 & 08.08.2013 from 11.00 a.m to 3.00 p.m for issuance of Duplicate Admit Cards. **The candidates have to bring with them proof of identification for receiving the Admit Cards by hand.**

3. **Instruction to candidates :**

Part of the Admit Card

### INSTRUCTIONS TO THE CANDIDATES

PART-I EXAMINATION FOR THE POST OF LOWER DIVISION CLERK TO BE HELD ON SUNDAY, THE 11TH AUGUST, 2013 AT 11.00 A.M. TO 12.30 P.M.

-----

1. The Part-I examination will carry 100 marks with 100 questions of 1 (one) mark each, comprising multiple-choice objective-type questions on English, General Studies and Arithmetic. The Question Paper will be in English Language. ½ ( half ) mark will be deducted for each wrong answer. Answers shall be given on the specified space on the Question Paper and no extra sheet will be provided to the candidates.
2. The duration of Part-I Examination shall be 1½ hours and the same will be held from 11.00 a.m. to 12.30 p.m.
3. Only the successful candidates of Part-I examination who will qualify have to appear at the Part-II Examination as and when called for. The qualifying marks will be fixed by the Appropriate Authority, as notified earlier. On the basis of the result of the Part-II examination, candidates will be selected for Personality Test carrying 10 marks. Final panel will be prepared on the basis of the result of the total marks obtained in Part-II Examination and personality test. The standard of examination shall be similar to that of Madhyamik Pariksha conducted by the West Bengal Board of Secondary Education.

4. The candidate must bring with him/her the Admit Card and the Instruction Sheet which must be kept with him/her for his/her future reference/guidance. No candidate shall be allowed to sit for the Test without the Admit Card.
5. The candidate must bring with him/her own pen, pencil. Use of the calculator shall not be allowed in the test. Use Paper, Mobile and other electronic gadgets is strictly prohibited within the premises of the examination centre while the process is on.
6. The candidate must remain present at the venue at least half an hour before the commencement of the examination. Sitting arrangement will be notified there. No candidate will be allowed to enter the examination centre after 11.15 a.m.
7. The candidate must write his name and shall put in his/her signature and Roll No. only in the space exclusively provided for the purpose. He/she must not write his/her name/Roll No. elsewhere in the Answer Script. Writing of his/her name/Roll No. in any other place shall make the candidature liable to be cancelled.
8. Any alteration in the entries on the Admit Card without the authority of the District Recruitment Committee shall render the candidate liable to be disqualified for the test.
9. Admission to the examination is purely provisional. If at any stage subsequent to issuance of this Admit Card, the candidate is found on verification by the Authority concerned to be ineligible for admission to the Examination/test, in terms of the relevant Employment Notice, his/her candidature shall be cancelled without any further reference to him/her.
10. Any sort of malpractice shall be severely dealt with.
11. No candidate will be allowed to submit the answer script before completion of one hour from the scheduled time of commencement of the examination, i.e. 12.00 o'clock.
12. No Travelling Allowance will be borne by the office for the purpose.
13. In case of any dispute, the decision of the appropriate authority shall be final.

---

Part of the Admit Card

### **INSTRUCTIONS TO THE CANDIDATES**

**WRITTEN EXAMINATION FOR THE POST OF GROUP-D CATEGORY (PEON; NIGHT GUARD; FARASH; DUFTRY;  
( EXCEPTING SWEEPER ) TO BE HELD ON SUNDAY, THE 11 TH AUGUST, 2013 AT 2.00 P.M. TO 3.00 P.M.**

-----

1. The written examination will carry 100 marks with 50 questions of 2(two) mark each, comprising multiple choice objective type questions on simple Arithmetic, English, Bengali and General Knowledge. The Question Paper will be in English and Bengali Language. 1 (one) mark will be deducted for each wrong answer. Answers shall be given on the specified space on the Question Paper and no extra sheet will be provided to the candidates.
2. The duration of Written Examination shall be 1 hour and the same will be held from 2.00 p.m. to 3.00 p.m.
3. On the basis of the result of the written examination, candidates will be selected for Personality Test. On the basis of the total marks obtained in the Written Examination and Personality Test, a final panel will be prepared.

4. The candidate must bring with him/her the Admit Card and this Instruction Sheet which must be kept with him/her future reference/guidance. No candidate shall be allowed to sit for the Test without the Admit Card.
5. The candidate must bring his/her own pen, pencil. Use of the calculator shall not be allowed in the test. Use of Paper, Mobile Phone and other electronic gadgets is strictly prohibited within the premises of the examination centre while the process is on.
6. The Candidate must remain present at the venue at least half an hour before the commencement of the test. Sitting arrangement will be notified there. No candidate will be allowed to enter the examination centre after 2.15 p.m.
7. The candidate must write his name and shall put in his/her signature and Roll No. only in the space exclusively provided for the purpose. He/she must not write his/her name/Roll No. elsewhere in the Answer Script. Writing of his/her name/Roll No. in any other place shall make the candidature liable to be cancelled.
8. Any alteration in the entries on the Admit Card without the authority of the District Recruitment Committee shall render the candidate liable to be disqualified for the test.
9. Admission to the examination is purely provisional. If at any stage subsequent to issuance of this Admit Card, the candidate is found on verification by the Authority concerned to be ineligible for admission to the Examination/test, in terms of the relevant Employment Notice, his/her candidature shall be cancelled without any further reference to him/her.
10. Any sort of malpractice shall be severely dealt with.
11. No candidate will be allowed to submit the answer script before completion of half an hour from the commencement of the examination, i.e. 2.30 p.m.
12. No Travelling Allowance will be borne by the office for the purpose.
13. In case of any dispute, the decision of the appropriate authority shall be final.

---

**Part of the Admit Card**

**INSTRUCTIONS TO THE CANDIDATES**

**EXAMINATION (PAPER-I, PAPER-II AND PAPER-III) FOR THE POST OF STENOGRAPHER, GRADE III TO BE HELD ON SUNDAY, THE 11 TH AUGUST, 2013 (PAPER-I FROM 11.00 A.M.; PAPER – II FROM 1.30 P.M. TO 3.00 P.M. AND PAPER – III FROM 4.00 P.M.)**

-----

1. The Paper-I (Dictation and Transcription) will commence from 11.00 a.m. carrying 400 marks. Dictation, in English, will be given for 6 minutes @ 80 words per minute. Thereafter, candidate shall have to transcribe the note in their own handwriting within an hour. Transcription sheets will be supplied by the Authority. However, Candidates must bring Shorthand Note Book, Pen/Pencil. Shorthand Note Sheets putting the signature and Roll No. thereon of the candidate must be attached with the Transcription sheet/s before leaving the Examination Room.
2. The Paper-II {General English (Spelling, Correctness of Sentences, Use of Common Phrases, Synonyms – Antonyms and punctuation)} will carry 100 marks. Answers shall be given on the specified space on the Question Paper and no extra sheet will be provided to the candidates. The

duration of Part-I Examination shall be 1 ½ hours and the same will be held from 1.30 p.m. to 3.00 p.m.

3. The Paper – III (Typing in Typewriter Machine) will carry 100 marks and will be held from 4.00 p.m. The Candidates will be required to type from a manuscript accurately on the Typewriter, to be brought by the candidate concerned @ not less than 30 words per minute. Test will be for 10 minutes. Before the Typing test, the candidate shall be given about 2 minutes time for practice with the Typewriters brought by him/her. Typing Sheet/s will be provided by the authority to the candidates. Manuscript to be provided must be attached with the Typing Sheet/s before leaving the Examination Room.
4. The number of errors which shall be admissible in respect of Paper-I and Paper-III and qualifying marks in any or all the papers and in the aggregate shall be fixed by the Authority.
5. On the basis of the result of all the three papers (i.e. Paper-I, Paper-II and Paper-III), a number of successful candidates will be called for Personality Test when knowledge in Computer Operation shall be tested and on the basis of the result of all the three papers (i.e. Paper-I, Paper-II and Paper-III), Computer Operation and Personality Test, a final panel will be prepared.
6. The candidate must bring with him/her the Admit Card and this Instruction Sheet which must be kept with him/her for his/her future reference/guidance. No candidate shall be allowed to sit for the Test without the Admit Card.
7. The candidate must bring his/her own pen, pencil, Shorthand Note Book, Typewriter Machine.
8. Use of Pager, Mobile Phone and other electronic gadgets is strictly prohibited within the premises of the examination centre while the process is on.
9. The Candidate must remain present at the venue at least half an hour before the commencement of the test. Sitting arrangement will be notified there. No candidate will be allowed to enter the examination centre after commencement of the test/s.
10. The candidate must write his name and shall put in his/her signature and Roll No. only in the space exclusively provided for the purpose. He/she must not write his/her name/Roll No. elsewhere in the Answer Script. The Candidates must write their name, Roll No. and put in their signatures at the top of the Transcription/Typing Sheet/s. Writing of his/her name/Roll No. in any other place shall make the candidature liable to be cancelled.
11. Any alteration in the entries on the Admit Card without the authority of the District Recruitment Committee shall render the candidate liable to be disqualified for the test.
12. Admission to the examination is purely provisional. If at any stage subsequent to issuance of this Admit Card, the candidate is found on verification by the Authority concerned to be ineligible for admission to the Examination/test, in terms of the relevant Employment Notice, his/her candidature shall be cancelled without any further reference to him/her.
13. Any sort of malpractice shall severely dealt with.
14. No candidate will be allowed to submit the answer script of Paper-II before completion of one hour from commencement of the examination i.e. 2.30 p.m.
15. No Travelling Allowance will be borne by the office for the purpose.
16. In case of any dispute, the decision of the appropriate authority shall be final.

-----