

**OFFICE OF THE DISTRICT JUDGE, BANKURA  
ENGLISH DEPARTMENT**

Employment Notification No.01

Dated:30.05.2014

Applications are invited from eligible Indian citizens for the following categories of posts in the Judgeship of Bankura, West Bengal along with attested copies of testimonials to be submitted **within 20.06.2014(12 noon)**

Sl. No.	Name of post & Scale of Pay	Total vacancy category wise	Essential qualification
1.	<p><b><u>English Stenographer</u></b>  (Group "B") Rs.7,100-37,600/- (PB-3), Gr. Pay - Rs.3,900/-</p>	<p style="text-align: center;"><b><u>Total : 6</u></b></p> <p>* Unreserved - 1 * Unreserved(EC) - 1 * Unreserved (Ex. Serviceman) - 1 * OBC-A(E.C.) - 1 * S.C. - 2</p>	<p>Passed <b>Madhyamik or equivalent examination</b> from any recognized Board and at least a certificate in <b>Computer Training</b> from a recognized institution and a satisfactory fingering speed in <b>Computer operation. Minimum speed @ 80 w.p.m. in Shorthand for 6 minutes and a minimum speed at 30 w.p.m. in Type-writing from a legible manuscript in English for 10 minutes.</b></p> <p><b>Candidates of Exempted Category and Ex-Serviceman Category need not apply directly since their names are to be forwarded from the respective authority/authorities.</b></p> <p><b>The unsponsored candidates of Exempted Category and Ex-Serviceman shall be treated as General / Unreserved category candidates.</b></p>
2.	<p><b><u>Lower Division Clerk</u></b>  (Group "C") Rs.5,400-25,200/- (PB-2), Gr. Pay - 2,600/-</p>	<p style="text-align: center;"><b><u>Total : 11</u></b></p> <p>* Unreserved - 1 * Unreserved (E.C.) - 2 * Unreserved (P.H.) - 1 * Unreserved Meritorious Sportsman - 1 * OBC-A(Ex. Serviceman) - 1 * OBC-B(E.C.) - 1 * S.C. - 2 * S.C.(Ex. Serviceman) -1 * S.T. - 1</p>	<p>Passed <b>Madhyamik or equivalent examination</b> from any recognized Board and at least a certificate in <b>Computer Training</b> from a recognized institution and a satisfactory fingering speed in <b>Computer operation. Knowledge in Type-writing in English is preferable.</b></p> <p><b>Candidates of Exempted Category and Ex-Serviceman Category need not apply directly since their names are to be forwarded from the respective authority/authorities.</b></p> <p><b>The unsponsored candidates of Exempted Category and Ex-Serviceman shall be treated as General / Unreserved category candidates.</b></p> <p><b>The following categories of sportsmen shall be considered Meritorious:</b> (a) Sportsmen who have represented a State or the Country in a National or International State competition in any of the games/sports. (b) Sportsmen who have represented their Universities, in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of the games/sports. (c) Sportsmen who have represented the State Schools Teams in the National Sports/games for schools conducted by the All India School Games Federation in any of the games/sports.</p>



Cont'd...

3.	<p><b>(a) Office-Peon, Night-Watchman, Farash. [13 posts]</b></p> <p><b>(b) Sweeper [4 posts]</b></p> <p><b>(Group "D")</b>  <b>Rs.4,900–16,200/- (PB-1),</b>  <b>Gr. Pay – 1,700/-</b></p>	<p><b>Total :17</b></p> <p>* Unreserved – 3</p> <p>* Unreserved(Ex. Serviceman) – 1</p> <p>* Unreserved (Meritorious Sportsman) – 1</p> <p>* Unreserved (E.C.) - 3</p> <p>* OBC-A – 1</p> <p>* OBC-A(Ex. Serviceman) – 1</p> <p>* OBC-B -1</p> <p>* OBC-B (Ex. Serviceman) – 1</p> <p>* S.C. - 3</p> <p>* S.C.(E.C.) - 1</p> <p>* S.T. (Ex. Serviceman) - 1</p>	<p>Candidate excepting Sweeper must have <b>Class-VIII pass</b> certificate from any recognized school or <b>Madrassa or any other equivalent</b> recognized institution. The upper limit of educational qualification of the candidates appearing for the post of Sweeper must be up to <b>Class-VII pass.</b></p> <p><b>Graduate candidates are not entitled to apply – applications of such candidates will be summarily rejected. (The intending candidate, along with his/her application for the post, shall have to submit a declaration in the following format that he/she is not a graduate. If, at any stage, even he/she is appointed in terms of the instant notification, it is found that he/she has completed graduation on or before the date of publication of the instant Employment Notice, his/her candidature shall be cancelled without making any further reference to him/her).</b></p> <p><b>Candidates of Exempted Category and Ex-Serviceman Category need not apply directly since their names are to be forwarded from the respective authority/authorities.</b></p> <p><b>The unsponsored candidates of Exempted Category and Ex-Serviceman shall be treated as General / Unreserved category candidates.</b></p> <p><b>The following categories of sportsmen shall be considered Meritorious:</b></p> <p>(a) Sportsmen who have represented a State or the Country in a National or International State competition in any of the games/sports.</p> <p>(b) Sportsmen who have represented their Universities, in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of the games/sports.</p> <p>(c) Sportsmen who have represented the State Schools Teams in the National Sports/games for schools conducted by the All India School Games Federation in any of the games/sports.</p>
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*Chairman,*  
*District Recruitment Committee, District Judgeship,*  
*Bankura.*

  
 30/5/14  
 Chairman,  
 District Recruitment Committee, District Judgeship,  
 Bankura.  
**Chairman**  
**District Recruitment Committee**  
**Bankura**

APPLICATION FORM

POST APPLIED FOR .....

CATEGORY .....

(Mention categorically the name of the post and in which category do you belong)

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

For office Use  
Serial No.  
Roll No.

To

The Chairman,  
District Recruitment Committee, Bankura.  
District Judge's Office, Bankura  
P.O. Bankura, Dist.Bankura, PIN-722 101.

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 letters) :
- 2. Name of the Father/Husband :
- 3. Date of Birth :
- 4. Actual age as on the date of application : ..... years ..... months ..... days  
(give attested supporting documents)
- 5. Sex (Male/Female) :
- 6. Nationality :
- 7. Religion :
- 8. Address (Permanent & Present with Tel. No., if any) :
- 9. Whether belongs to S.C./S.T./OBC (give attested supporting documents) :
- 10. Physically Handicapped (write 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 English Shorthand (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 of Bank Challan / Indian Postal Order :

I, hereby declare that (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature is liable to be cancelled (b) {only for candidates, serving under Government} I have obtained “no objection” certificate from my Appointing Authority in writing, {Strike out the portion(b), if not applicable.}

Date:  
Place:  
Encl:

Full Signature of the Candidate



**ADMIT CARD**

**Staff Recruitment Examination, 2014 of Bankura 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 letters) :

2. Father's / Husband's Name :

3. Address :

*Signature and date with stamp of the Chairman,  
District Recruitment Committee, District Judgeship,  
Bankura.*

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**ADMIT CARD**

**Staff Recruitment Examination, 2014 of Bankura 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 letters) :

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.**



**DECLARATION**

(To be given by the Candidates appearing for the post of “Group-D”)

*I, Shri / Smt. / Ms. .... S/o / W/o / D/o ..... of  
(Address) ..... do hereby declare that I am not a graduate and if, at any stage,  
even I am appointed in terms of instant notification, it is found that I have completed graduation on or before  
the date of publication of the employment notification being no.01 dt.30.05.2014 of the Office of the  
Chairman, District Recruitment Committee & District Judge, Bankura, my candidature shall be cancelled  
without making any further reference to me.*

**Date:**

**Place:**

\_\_\_\_\_  
**(Full Signature of the Candidate)**



## Instructions

**N.B. :** The application form, proforma of admit card, instructions may be downloaded by the candidates from the following websites a) [www.calcuttahighcourt.nic.in](http://www.calcuttahighcourt.nic.in) b) [www.bankura.gov.in](http://www.bankura.gov.in) c) [www.ecourts.gov.in/bankura](http://www.ecourts.gov.in/bankura) (1) Sl. No.1-12 and 15, 16 & 17 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 are to be filled up by the candidates applying for the post of English Stenographer, Lower Division Clerk & Peon of Group “D”. (2) Eligibility of age :- Not less than 18 years and not more than 40 years as on 1<sup>st</sup> January, 2014 for all categories of posts. Relaxation of age limit for five years in case of candidates S.C. / S.T. categories and for 3 years in case of candidates of OBC category only. The upper age limit, in case of physically handicapped candidate, 45 years. Relaxation of age limit in case of Ex-serviceman categories as per existing Government rules. The upper age limit shall be relaxable upto 5 years for an employee under the State Government holding a permanent post. Moreover, due consideration of F.D. Notification No. 11653-F(P) dated 30.12.2011 is to be made for fixation of upper age limit for the candidates. (3) An applicant must not submit application for more than 1 post. An applicant's candidature will be liable for rejection if he/she submits 2 or more application against 1 or more than 1 post. (4) Self attestation will not be valid for the purpose. (5) **S.C./S.T./OBC candidates of other state will be treated as General Candidates.** (6) **Fees:** Each application must be accompanied by relevant application fees as hereunder:

**For the post of Group- “B” and Group- “C” category**

1. General & OBC candidate – Rs.200/-
2. S.C. candidate – Rs.50/-
3. S.T. candidate - Rs.25/-

**For the post of Group - “D” category**

1. General & OBC candidate – Rs.100/-
2. S.C. candidate – Rs.50/-
3. S.T. candidate - Rs.25/-

The applicant should remit the fees by Indian Postal Order which must be purchased on a date after publication of the Advertisement. The Application fees by I.P.O. is to be drawn in favour of **“Chairman, District Recruitment Committee, District Judgeship, Bankura”, Payable at Bankura.** 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(3) passport size photographs duly signed by the candidate should be pasted in the respective places mentioned in the format and Admit Card. (9) One self address envelope of the size 25 c.m. x 11 c.m. 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 / application submitted without proper application fee and not according to prescribed format will be summarily rejected. (11) The application fee is not refundable in any case. (12) Admit Card containing Venue, Date and Time of the tests, as also other information, will be sent to the candidates whose applications will considered to be in order in all respect by post. Candidates called for the Tests 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 make any reference to him/her and without assigning any reason.



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(14) A candidate furnishing incorrect or false particular or suppressing material information, will be disqualified and if, appointed shall be liable for dismissal from service. (15) The District Recruitment Committee reserves the right to appointment 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:-** (a) for **Lower Division Clerk**: The candidates shall have to appear in a written examination of 100 marks consisting of objective and subjective type of questions on English, General studies, Arithmetic, General Knowledge, Current Affairs and subjective questions paper consisting of English, Bengali/Hindi/Urdu/Nepali of composition, grammar, translation, within a time of two and half hours. Candidates who will take Hindi or Urdu or Nepali, as the case may be, in lieu of Bengali, shall before confirmation, have to pass a departmental examination in Bengali during the period of probation. On the basis of the result of the above written examination, a number of candidate will be selected for personality test and test for computer operation carrying 10 marks and a final panel will be prepared on the basis of result of the total marks obtained in the written examination, Personality test and test of Computer Operation. The committee may fix the minimum qualifying marks for the written examination as aforesaid. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

(b) for **English Stenographer** :- Paper-I – Dictation & Transcription (400 marks) (Dictation lasting for 6 minutes followed by transcription of notes in candidates' in own hand writing 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). Paper-III – Typing in type writer machine (100 marks) (the candidates are required to type from a manuscript accurately on the type-writer @ not less than 30 words per minute. The test will be for 10 minutes. On the basis of the result of the Paper-I, Paper-II and Paper-III and also Computer operation and Personality test, a final panel will be prepared.

(c) for **Office Peon, Night-watchman & Farash** :- The candidates have to appear for a written examination and the standard of such examination shall be similar to the standard of Class-VIII. The candidates shall have to appear in a written examination of 100 marks consisting of objective and subjective type of questions on English, General studies, Arithmetic, General Knowledge, Current Affairs and subjective questions paper consisting of English, Bengali/Hindi/Urdu/Nepali of composition, grammar, translation, within a time of two hours. On the basis of the result of written examination a number of candidate is to be selected for personality test and on the basis of total marks obtained in the written examination and Personality Test a final panel will be prepared.

(d) for **the post of Sweepers** :- The candidates have to appear for writing and reading ability test. Proficiency and eagerness of the candidate to work as a Sweeper are desirable.



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(17) Once appointed, the matter 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, Bankura shall be final. (19) Candidates whose application will not be found in order, will not be allowed to appear before the test and authority will bear no responsibility to inform. (20) The application may be submitted in closed envelope (mentioning the post applied for on the envelope) personally in the receiving section **between 9 a.m. to 12 noon** on all working days at the Office of the District Judge(English Deptt.), Bankura or by speed post, ordinary post, registered post (with or without A/D) addressed to the Chairman, District Recruitment Committee, District Judgeship, Bankura, P.O.-Bankura, District Bankura, PIN-722 101 on or before **30.06.2014**. Applications reaching in the respective office after the last date shall not be considered, even though the same are posted well in advance. (21) Candidate already in service under government / Public Sector under taking should submit application with “No objection” certificate to the concerned Authority. (22) The District Recruitment Committee reserves the right to make short lists of successful candidates. The panel thus formed shall remain effective till the process of giving appointment against the notified vacancies, is complete. However, the said panel 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 full discretion to fix minimum qualifying marks in all respect of categories of post shall have full discretion to relax any part of the norms.

***Chairman, District Recruitment Committee,  
District Judgeship, Bankura.***



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Bankura*