

**Office of the District Judge, Cooch-Behar  
(English Department)**

[ Employment Notice for recruitment in the different categories of posts under the Judgeship of Cooch-Behar to be conducted by the District Recruitment Committee, District Judge's Office, Cooch-Behar in accordance with the guidelines of the Hon'ble High Court, Calcutta]

Memo. No. 474 (Recruitment) /E, Dated, Cooch-Behar, the 30<sup>th</sup> March, 2016

**EMPLOYMENT NOTICE - 2016**

Applications are invited from the eligible Indian Citizens as per prescribed format for preparation of separate panels to fill up the existing and expected vacancies for the post of (1) **English Stenographer (Grade-III)**, (2) **L.D. Assistant (Group-C)**, (3) **Copyist/Typist-Copyist (Group-C)** and (4) **Group-D staff (Office/Ejlash Peon/Orderly)** in the Judgeship of Cooch-Behar.

- (1) **English Stenographer (Grade-III) ::**  
Scale of pay : (P.B. No. 3) Rs. 7100/- - 37,600/-, Grade Pay : Rs. 3900/- along with other allowances as per rules :: **Total Vacancy – 03 (UR-1, UR[PWD]-1 and OBC-A [EC]-1) { Existing Vacancy- 02, Expected Vacancy- 01, Total Vacancy - 03 }**
- (2) **L.D. Assistant (Group-C)::**  
Scale of pay : (P.B. No. 2) Rs. 5400/- - 25,200/-, Grade Pay : Rs. 2600/- along with other allowances as per rules :: **Total Vacancy – 06 (UR-2, UR[EC]-1, OBC-A-1, OBC-B-1 and SC [EC]-1)**
- (3) **Copyist/Typist-Copyist (Group-C)::**  
Scale of pay : (P.B. No. 2) Rs. 5400/- - 25,200/-, Grade Pay : Rs. 2600/- along with other allowances as per rules :: **Total Vacancy – 02 (UR-1 and ST-1) { Existing Vacancy- 01, Expected Vacancy- 01, Total Vacancy – 02}**
- (4) **Group – D (Office/Ejlash Peon/Orderly) ::**  
Scale of Pay : (P.B.-1) Rs. 4,900/- - 16,200/-, Grade Pay Rs. 1700/- along with other allowances as per rules ::  
**Total Vacancy - 10**  
[Unreserved (PWD)-01, Unreserved (EC)- 01, Unreserved - 03, OBC-B (Ex-Serviceman) – 01, OBC-A (EC)-01, Scheduled Caste (EC)- 01, Scheduled Caste – 01, Scheduled Tribe(EC) - 01 ]

**The SC/ST/OBC (A & B) Candidates of other States shall be treated as General Candidates.**

In the event of no suitable 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.

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

**Eligibility of Age** : Not less than 18 years and not more than 37 years as on 1st January, 2016 for the post of Group-B & not less than 18 years and not more than 40 years as on 1st January, 2016 for the post of Group-C and Group – D category. Relaxation of age limit for 5 (five) years in case of candidates for SC/ST category and for 3 (three) years for the candidates of OBC(A) and OBC(B) Categories. The upper age limit, in case of Physically Handicapped candidate is 45 years. Relaxation of age limit in case of Ex- Serviceman Category - as per existing Government Rules. For English Stenographer, there shall be no age limit for persons holding permanent posts of Typists or Steno-Typists under the Government.

**Essential Qualification :**

**For the post of English Stenographer ( Group –B )** The candidate 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 speed in Computer operation. Moreover, certificate in English Stenography from a recognized Institution having minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 30 w.p.m. in type writing from a legible manuscript in English is required.

**For the post of L.D. Assistant (Group-C)** The candidate 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 speed in computer operation are required.

**For the post of Copyist/Typist-Copyist (Group-C)** The candidate 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 speed in Computer operation. Moreover, certificate from a recognized Institution having a minimum speed @ 30 w.p.m. in type writing from a manuscript in English is required.

**For the post of Group–D (Office/Ejlash Peon/Orderly) :** The candidate must have class VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent Institution. They must have knowledge of reading and writing in Bengali and English.

**Fees :** For all category of post viz Group-B, C and D categories Rs. 300/-for General Candidate and Rs. 200/- for S.C / S.T candidate of West Bengal and Persons with Disabilities (of 40% and above) candidates only. Bank Challan may be downloaded from the Hon'ble High Court website [http:// www.calcuttahighcourt.nic.in](http://www.calcuttahighcourt.nic.in) or Government website of Cooch-Behar District. : [http:// www.coochbehargov.in](http://www.coochbehargov.in) or <http://www.Coochbehar.nic.in> in “ Latest News” and deposited on or before the last date of submission of application to any branch of United Bank of India. Any other mode of payment of application fee will not be accepted. The application fee is not refundable in any case.

**Each application must be accompanied by :** (i) Two recent and identical passport size photographs duly signed by the candidate (One to be pasted on the top right hand corner of the application form and other be pasted on the top right hand corner of the Admit Card format. (ii) Attested copy of Voter I.D./ Aadhaar Card (iii) Attested documents in support of his/her Date of Birth, Educational Qualification, Other Qualifications, if any, (iv) Attested copy of documents in support of knowledge in Computer application, (v) Attested copy of documents in support of knowledge in Typewriting (for Copyist/Typist-Copyist), (vi) Attested copy of documents in support English Stenography (for English Stenographer), (vii) Attested copy of documents regarding Caste and specific claim for other merit and disabilities etc. (in case of the candidates belonging to SC.ST & OBC, EC, Ex-Serviceman, Person with Disabilities categories), (viii) **One self-addressed envelope of the size of 25 cm X 11 cm with postal stamp of Rs. 5/- affixed thereon** (ix) Office copy of Bank Challan to be enclosed with the application.

Full signature of the candidate with date must be given at the bottom of the application. Incomplete application / unsigned applications / application submitted **without proper application fee and original copy of UBI Bank Challan and not according to the format will be summarily rejected.** The application fee is not refundable in any case.

### **Selection procedure :**

**1) For Lower Division Assistant :** Candidates whose applications will be considered to be in order in all respects, shall be called for competitive written examination. The written examination shall consist of two parts viz Part-I & Part-II. Only the successful candidates of Part-I Examination who will qualify, the qualifying marks for which will be fixed by the Appropriate Authority, shall be called 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 question on English, General Studies and Arithmetic. The duration of Part-I examination shall be 1½ hours. The Part-II shall consist of conventional type of question on (i) Group-A- English and (ii) Group-B- Bengali carrying 50 marks each for Group-A and Group-B. The duration of Part-II examination shall be 1 hour and the syllabus which will be fixed by the Appropriate Authority. On the basis of the result of part-II

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examination a number of candidates will be selected for personality test & Computer operation carrying 10 marks and a final panel will be prepared on the basis of the result of total marks obtained in Part-II examination and personality test & Computer operation. The Appropriate Authority shall fix the minimum qualifying marks in Part-II Examination. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

**(2) For English Stenographer :** Candidates whose applications will be considered to be in order in all respects shall be called for the Competitive Test consisting : **Paper-I** – Dictation and Transcription (400 marks) (Dictation lasting for 6 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 (Time limit 1 ½ hours); **Paper –III** - Typing in typewriter 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 all the three papers 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 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).

**(3) For Copyist/Typist-Copyist:** Candidates, whose applications will be considered to be in order in all respects, shall be called for competitive written examination. The candidates shall have to appear for i) Preliminary Examination (Objective Type) and ii) Main Examination (Type Test). The Preliminary Examination shall consist of one paper having objective type multiple choice questions on General English (30 marks) & Current affairs (20 marks). The duration of Preliminary Examination shall be one hour. Only the successful candidates of Preliminary Examination shall be called for Main Examination (Type Test). Every candidate shall be required to type 450 words in 15 minutes from a manuscript of English passage. The maximum number of mistake shall be allowable is 5 percent. The syllabus of written examination will be fixed by the Appropriate Authority. On the basis of the result of the Main Examination (Type Test) a number of candidates will be selected for Viva-voce/ Personality Test & Computer operation carrying 10 marks and a final panel will be prepared on the basis of the result of the total marks obtained in Type-writing Test, Viva-voce/Personality Test and Computer Operation. The Appropriate Authority shall fix the minimum qualifying marks for both Preliminary & Main Examination.

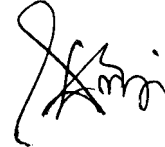
**(3) For the post of Group-D (Office/Ejlash Peon/Orderly) :** Candidates whose applications will be considered to be in order in all respects shall be called for a Competitive Written Test consisting of a multiple choice objective type paper comprising of questions in (i) Arithmetic, (ii) English (iii) Bengali and (iv) General Knowledge etc. Candidates selected and short listed in order of merit, shall be called for Viva-Voce and Personality Test and a final panel will be prepared on the basis of the result of the total marks obtained in Written Examination, Viva-Voce and Personality Test.

The Recruitment Authority shall have the discretion to fix total marks of Examination and qualifying marks in any or all the tests for different categories of posts mentioned above and to relax qualifying marks in respect of candidates belonging to S.C., S.T. and other Backwards Classes, if deemed necessary.

Candidates already in service under Govt. / Public Sector Undertakings and within the prescribed age limit, must submit their applications through Proper Channel with the "No Objection" Certificate of the concerned Authority. No advance copy shall be accepted.

Admission to the test/examination will be deemed provisional, subject to verification and determination of the Candidate's eligibility and suitability in all respects. If at any stage of the process, a Candidate is found to be ineligible for admission to the test/examination in terms of this Employment Notice or existing recruitment rules, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.

The eligible candidates may submit neatly hand-written or typed applications on plain paper with attested copies of certificates and testimonials etc., along with original copy of Bank Challan; addressed to **the District Judge and Chairman, District Recruitment Committee, District Judge's Office, Cooch-Behar, P.o & Dist : Cooch-Behar (W.B), Pin-736101** as per proforma annexed herewith.



District Judge and Chairman  
District Recruitment Committee  
District Judge's Office  
Cooch-Behar

## APPLICATION FORMAT

**POST APPLIED FOR .....**      **CATEGORY .....**

(Mention categorically the name of the post)      [Mention the category to which you belong]  
(SC/ST/OBC-A/OBC-B etc.)

To :            The District Judge and Chairman,  
                  District Recruitment Committee, District Judge's Office,  
                  Cooch-Behar, P.o. + Dist : Cooch-Behar.  
                  Pin – 736101.

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

Sir,

I beg to apply for the post of..... in your Judgeship and I  
beg to submit my particulars below as per prescribed format :-

- 1) Full Name (In Block Letters) :
- 2) Name of Father / Husband :
- 3) Address :
  - (a) Present address :
  - (b) Permanent address :
- 4) Date of birth :      dd      mm      yyyy  
(Give attested supporting documents)
- 5) Actual Age as on 01.01.2016 :      Year      Month      Days
- 6) Whether belongs to SC/ST/OBC :  
of the State of West Bengal ( If yes,  
Give attested supporting documents)
- 7) Educational Qualification :  
(Give attested supporting documents)
- 8) Have you any knowledge in Computer :  
Operation/Typing / If so, give details  
(Give attested supporting documents)
- 9) Have you any knowledge in Type- :  
Writing / If so, give details :  
(Give attested supporting documents)
- 10) Have you any knowledge in English :  
Stenography If so, give details  
(Give attested supporting documents)

- 11) Physically Handicapped (Yes / No) :  
(If yes, Give attested supporting documents)
- 12) Contact (Telephone / Mobile) Number :  
of the candidate.
- 13) Nationality and Religion :
- 14) Sex (Male/Female) :
- 15) Other Qualification, if any , :  
If so, give details (Give attested supporting documents)
- 16) Are you a Govt. Servant (Yes / No) :  
If yes, give details
- 17) Category :  
[mention sub-category if any e.g. UR(E.C., Ex-Serviceman etc. ) ST/SC/OBC-A /OBC-B {give attested supporting documents}]
- 18) Details of depositing application fees : (i) Bank Branch Name :  
[Attach counter part of the office copy of the Application Fees depositing receipt (ii) T.R. No.  
(in original)] (iii) Amount Rs.  
No application will be considered without (iv) Date :  
original copy of Bank receipt relating to  
depositing of Application Fees

### Declaration

I, hereby declare that :

(a) All statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled.

(b) **(Only for the 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 :  
Enclos :

Yours faithfully,

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(Signature of the Candidate)

(To be enclosed with the application form in a separate sheet)

**Staff Recruitment Examination – 2016**

JUDGESHIP OF COOCH-BEHAR

**ADMIT CARD**

(For Office Use)

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

Roll Number : .....

Date and 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 of the District Recruitment Committee

**Note : Instruction is enclosed in separate sheet.**

The application must be submitted in closed envelope, super scribing thereon the particular post applied for along with the category. No applications will be entertained after the last date, even though the same are posted well in advance.



**N.B.** (1) Statement made above in the application format must be supported by attested photocopies of proper documents/ certificates. (2) SC/ST/OBC candidates of other States will be treated as General Candidates. (3) **Each application must be accompanied by application Fee of Rs. 300/- as Examination Fees and Bank Charges. For S.C / S.T candidate of West Bengal and Persons with Disabilities (of 40% and above) candidates Rs. 200/- by Bank challan** which must be deposited on or after the date of publication of the advertisement. Bank Challan may be downloaded from the Govt. website of Cooch-Bihar district and website of the Hon'ble High Court, Calcutta. (4) Attested documents, as mentioned in the application format, above, should be accompanied with the application (5) Two recent and identical passport size photographs duly signed by the candidate should be pasted in the respective places mentioned in the application format and Admit Card format; (6) **Admit Cards containing Venue, Date and Time of the examination / test/s and also other information, will be sent to the candidates by post** whose applications will be considered to be in order in all respects. (7) Candidates called for the Test/s shall be required to appear **at their own expense**. (8) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable to be dismissed from service. (9) The candidates for the post of English Stenographer must bring their Shorthand Note Book, Pen/Pencil etc. and the candidates for the post of English Stenographer & Copyist/Typist-Copyist will be required to type from a manuscript accurately on the Type-writer. **The Type writer machine is to be brought by the candidate concerned.** (10) The District Recruitment Committee reserves the right to offer appointment to the selected candidate **at any place of the Judgeship of Cooch-Bihar and not according to the preference/option** given by an applicant. (11) Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship. (12) **In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final.** (13) Candidates, whose applications will be found not in order, will not be allowed to appear before the test/s and authority will bear no responsibility to inform. (14) The Application, by speed post, ordinary post, Registered post (with or without A/D) or any other mode must be submitted in a closed envelope to the appropriate authority **within 5.00 p.m. on or before 20-05-2016. The applications may also be dropped in the container/box which will be placed at the office of the District Judge, Cooch-Bihar within 5.00 p.m. on or before 20-05-2016.** Applications reaching this office after the last date shall not be considered, even though the same are posted well in advance. (15) The District Recruitment Committee reserves the right to make short list of successful candidates. The panel/s thus formed shall remain effective till the process of giving appointment against the notified and expected vacancies is completed. However, the said panel/s shall remain valid only for one year from the date of its formation. (16) **In absence of any stage of examination his/her candidature will be cancelled without any communication to him/her** (17) The District Recruitment Committee shall also 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. (18) The applicant must not submit application for more than one post. An Applicant's candidature will be liable for rejection, if he/she submit two or more applications against one or more than one post.

(19) All kinds of further instruction / information and corrigendum which will be taken up by the District Recruitment Committee, Cooch-Behar time to time in respect of this recruitment Process/ Examination, will be published in the website of the Hon'ble High Court, Calcutta as well as in the Government website of Cooch-Behar District. Candidates are therefore, requested to visit : <http://www.calcuttahighcourt.nic.in> or <http://www.Coochbehar.gov.in> or <http://www.Coochbehar.nic.in> in "Latest News" or <http://www.ecourts.gov.in/india/west-bengal/cooch-behar/recruitment> for up to date information.

Dated, Cooch-Behar

The 30-03 -, 2016.



District Judge and Chairman  
District Recruitment Committee  
District Judge's Office  
Cooch-Behar

<b>OFFICE OF THE DISTRICT JUDGE AT COOCH-BEHAR</b>	
<b>PAY IN SLIP</b>	<b>BANK COPY</b>
( Last date to remit the money : ____ / ____ / 2016 )	
Application for the Post of :	
<b>UNITED BANK OF INDIA</b>	
Payable at all Branches of UBI in India	
Paid in to the Credit of the District Judge and Chairman, District Recruitment Committee, District Judge's Office, Cooch-Behar	
<b>CD A/c No. 0240050029069</b>	
Name and address of the Candidate with Contact Number	:
Date of Birth	:
Category [GEN/SC/ST/OBC(A/B)/PWD]	:
(a) Examination Fee	:
(b) Bank Charge Rs.	40.00
<b>Total Rs.</b>	:
(Rupees : .....)	
Signature of the Candidate	:
Date of Deposit	:
Branch Name	UNITED BANK OF INDIA
Sol ID	:
Transaction /Journal Number	:
Signature of Bank Authority with Bank Stamp and Date.	:

<b>OFFICE OF THE DISTRICT JUDGE AT COOCH-BEHAR</b>	
<b>PAY IN SLIP</b>	<b>CANDIDATE'S COPY</b>
( Last date to remit the money : ____ / ____ / 2016 )	
Application for the Post of :	
<b>UNITED BANK OF INDIA</b>	
Payable at all Branches of UBI in India	
Paid in to the Credit of the District Judge and Chairman, District Recruitment Committee, District Judge's Office, Cooch-Behar	
<b>CD A/c No. 0240050029069</b>	
Name and address of the Candidate with Contact Number	:
Date of Birth	:
Category [GEN/SC/ST/OBC(A/B)/PWD]	:
(a) Examination Fee	:
(b) Bank Charge Rs.	40.00
<b>Total Rs.</b>	:
(Rupees : .....)	
Signature of the Candidate	:
Date of Deposit	:
Branch Name	UNITED BANK OF INDIA
Sol ID	:
Transaction /Journal Number	:
Signature of Bank Authority with Bank Stamp and Date.	:

<b>OFFICE OF THE DISTRICT JUDGE AT COOCH-BEHAR</b>	
<b>PAY IN SLIP</b>	<b>TO BE ENCLOSED WITH THE APPLICATION</b>
( Last date to remit the money : ____ / ____ / 2016 )	
Application for the Post of :	
<b>UNITED BANK OF INDIA</b>	
Payable at all Branches of UBI in India	
Paid in to the Credit of the District Judge and Chairman, District Recruitment Committee, District Judge's Office, Cooch-Behar	
<b>CD A/c No. 0240050029069</b>	
Name and address of the Candidate with Contact Number	:
Date of Birth	:
Category [GEN/SC/ST/OBC(A/B)/PWD]	:
(a) Examination Fee	:
(b) Bank Charge Rs.	40.00
<b>Total Rs.</b>	:
(Rupees : .....)	
Signature of the Candidate	:
Date of Deposit	:
Branch Name	UNITED BANK OF INDIA
Sol ID	:
Transaction /Journal Number	:
Signature of Bank Authority with Bank Stamp and Date.	: