

**Office of the District Judge, Howrah**  
**English Department**

Notification for the recruitment in different categories of posts in the Judgeship of Howrah.

**Employment Notification No: 1166-Recruitment**

**Dated, Howrah May 22, 2014**

Applications from the eligible Indian citizens in the prescribed format appended hereunder are invited for preparation of panels to fill up the existing and expected vacancies in different categories of posts in the Judgeship of Howrah.

The examinations/tests of all categories of posts will be held on a particular date and time as per schedule of programme which shall be fixed and conducted by the District Recruitment Committee of Howrah Judgeship in due course of time. One can apply for only one vacant post of any particular category. Vacancy details, scale of pay, application fees and other details are given below:

**1. Vacancy Details:**

Sl No	Name of Post	Gen	Gen (Ex-servicemen in Group D)	Gen (PH)	Gen (E.C)	S.C	S.C (E.C)	SC (Ex-servicemen in Group D)	S.T	OBC (A)	OBC (B)	OBC (A) E.C	OBC (B) E.C	OBC (B) (Ex-servicemen in Group D)	Total
1	English Stenographer	01	-	-	-	-	-	-	02	-	-	-	-	-	03
2	L.D. Clerk	02	-	01	01	-	-	-	-	-	-	01	01	-	06
3	Process Server/Summon Bailiff	04	01	-	03	02	-	01	02	-	01	01	01	-	16
4	Group D (Peon/Day Guard/Night Guard/Farash)	04	03	01	01	02	01	01	01	-	-	02	01	-	17
5	Group D (Mali)	-	-	-	01	-	-	-	-	-	-	-	-	-	01
Total Vacancies in this Judgeship of Howrah															43

**2. Scale of Pay:**

Sl. No.	Name of the post	Scale of pay
1	English Stenographer	PB-3 of Rs. 7100-37600/- plus Grade pay of Rs. 3900
2	Lower Division Clerk	PB-2 of Rs. 5400-25200/- plus grade pay of Rs. 2600/-
3	Process Server (Redesignated as Bailiff/Seal Bailiff)	PB-2 of Rs. 5400-25200/- plus Grade pay of Rs. 2300/-
4	Peon/Night Guard/Day Guard/Farash/Mali	PB-1 of Rs. 4900-16200/- plus Grade pay of Rs. 1700/-

3. 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.

#### 4. Eligibility of Age:-

Not less than 18 years and not more than 40 years as on 1st January, 2014 for all categories of posts. Relaxation of age limit for five years in case of SC/ST and for three years for OBC candidates. The upper age limit for Physically Challenged candidates is 45 years. Relaxation of age limit in case of Ex-serviceman Category is as per existing Government Rules. For the post of English Stenographer, there shall be no age limit for persons holding permanent posts of Typist or Steno-Typist under the Government.

#### 5. Essential Qualification:-

a) For the posts of English Stenographer, Lower Division Clerk, the candidate must have passed Madhyamik or Equivalent examination from any recognized Board and should have a certificate in computer training from a recognized institution and a satisfactory fingering speed in computer operation. Preference would be given to the candidates who are proficient in computer operation.

(i) For Lower Division Clerk, knowledge in type writing in English is preferable. (ii) For English Stenographer, a 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 is required.

b) For the posts of Process Server (Summon Bailiff), Peon, Day Guard, Night Guard, Farash and Mali (Gardener) the candidates must have Class-VIII passed certificate from any recognized school or recognized Madrasah or any other recognized equivalent institution. Preference would be given to the candidates who are proficient in computer operation.

#### 6. Mode of Examination:-

**For English Stenographer:** *Paper-I* – Dictation & 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 the all the three papers, a number of successful candidates will be called for Personality test where knowledge in computer operation shall also be tested. On the basis of the result of all three papers and personality test, a final panel will be prepared. Candidates will be called for interview in the ratio of 1:3 (i.e. for each vacant post 3 candidates will be called up for interview).

**For Lower Division Clerk:** The examination shall consist of two parts viz. Part-I and Part-II. The Part-I examination will carry 100 marks having 100 questions of one mark each, comprising multiple choice objective type questions on Mathematical Skills, English, General Awareness and Computers. The Part –II examination shall consist of conventional type question on English carrying 50 marks. The total duration of the examinations shall be 2 & 1/2 hour and the syllabus will be fixed by the Appropriate Authority. The appropriate authority shall have the discretion to fix qualifying marks for the Examinations. On the basis of result of the examinations, a number of candidates will be selected and called for personality test carrying 10 marks where knowledge in computer operation shall also be tested and a final panel will be prepared on the basis of result of total marks obtained in the written examinations and personality test. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education. Candidates will be called for interview in the ratio of 1:3 (i.e. for each vacant post 3 candidates will be called up for interview).

**For the posts of Process Server/Summon Bailiff, Peon, Day Guard, Night Guard, Farash and Mali (Gardener):** The candidates shall have to appear in a written examination to be conducted by the Authority. The Authority shall determine the syllabus for the examination and qualifying marks of the written examination. On the basis of result of the written examination, a number of candidates will be selected for personality test and on the basis of the total marks obtained in the

written examination and personality test, a final panel will be prepared. Candidates will be called for interview in the ratio of 1:3 (i.e. for each vacant post 3 candidates will be called up for interview).

7. The appropriate authority/authorities shall have the discretion to fix qualifying marks in any or all the tests for different categories of posts mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, if deemed necessary.

**8. S.C./S.T./O.B.C. candidates of other State will be treated as General Candidates.**

9. **How to Apply:** Eligible candidates may submit legible handwritten or typed (one side of the paper) single application for any of the aforementioned post as per format given below, **addressing District Recruitment Committee of Howrah Judgeship** accompanied by application fees prescribed below and attested copies of documents mentioned in the application form, and one self-addressed envelope of the size of 25 cm x 11 cm with postal stamp of Rs.5/- (Five) only. Self attestation will not be valid for the purpose.

**10. Application fees :**

Categories of post	Categories of candidates and amount of application fees		
	General & others excluding S.C./S.T.	Scheduled Caste	Scheduled Tribe
English Stenographer, Lower Division Clerk	Rs.300/-	Rs.50/-	Rs.50/-
Process Server/Summon Bailiff, Peon, Night Guard, Day Guard, Farash, Mali/ Gardener	Rs.200/-	Rs.25/-	Rs.25/-

11. **Mode of payment of application fee:** By Bank Draft issued by any nationalized Bank on a date after publication of the advertisement, **in favour of the CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE, HWH & DIST JUDGE, HOW** payable at Howrah. Any other mode of payment of application fee will not be accepted. Application fee is not refundable in any case.

**12. Other Instruction / information:-**

- i) Two passport size recent photographs duly signed by the candidate should be pasted in the respective places in the application form and admit card.
- ii) Full signature of the candidate with date must be given at the bottom of the application.
- iii) Defective/incomplete/unsigned application/applications submitted without proper fees and not according to format will be summarily rejected.
- iv) Admit cards containing venue, date and time of examination/test as also other information will be sent to the candidates whose application will be considered to be in order in all respect by post and email (if any). Candidates called for the examination shall be required to appear at their own expenses.
- v) Admission to the test/examination will be deemed provisional subject to verification and determination of the candidates' 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 making any reference to him/her and without assigning any reason.
- vi) A candidate furnishing incorrect or false particulars or suppressing material information will be disqualified and if appointed shall be liable for dismissal from service.

- vii) The District Recruitment Committee reserves the right to offer appointment to the selected candidates at any place of the Judgeship and not according to the preference/option given by the applicant.
- viii) Once appointed the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the rules followed in the Judgeship of Howrah.
- ix) In case of any dispute, the decision of the District Recruitment Committee of Howrah judgeship shall be final.
- x) Candidates, whose application will not be found to be in order, will not be allowed to appear in the test and the authority will bear no responsibility to inform them.
- xi) The application by speed post, ordinary post, registered post (with or without A/D) must be submitted in a closed envelope mentioning the name of the post applied for on the top of the envelope within the date and time mentioned hereunder to the office of District Judge, Howrah. The applications may also be dropped at the respective container/box which will be placed at a conspicuous place of District Judges Court Premises at Howrah.
- xii) Applications reaching the office of the District Judge, Howrah after the last date shall not be considered, even though the same are posted well in advance.
- xiii) The Candidates already in service under Govt./Public Sector undertaking and within the prescribed age limit must submit their applications through proper channel with “no objection certificate” of the concerned authority.
- xiv) The District recruitment Committee of Howrah Judgeship reserves the right to make shortlist of the successful candidates. The Panel/s thus formed shall remain effective till the process of giving appointment against the notified vacancies is completed. However, the said Panel/s shall remain valid for a year from the date of its formation.
- xv) The District Recruitment Committee shall have the full discretion to fix the minimum qualifying marks in respect of all categories of post notified above and shall have full discretion to relax any or part of the norms.

**LAST DATE FOR RECEIPT OF APPLICATION IS WITHIN 5 P.M ON OR BEFORE  
20.06.2014**

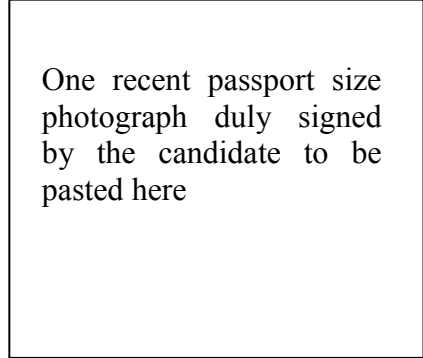
**Sd/-  
Chairman,  
District Recruitment Committee, Howrah**

APPLICATION FORMAT

POST APPLIED FOR \_\_\_\_\_

CATEGORY \_\_\_\_\_

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



To  
The District Judge, Howrah  
& Chairman, District Recruitment Committee of  
Howrah Judgeship.  
PIN- 711 101.

Sir,

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

1. Full Name (in block letter) :
  2. Name of the father/ Husband :
  3. Date of Birth :
- (Furnish attested supporting documents)
4. Actual Age as on 01.01.2014 :
  5. Sex (Male/ Female) :
  6. Nationality :
  7. Religion :
  8. a) Address (Permanent with PIN Code) :
  - b) Address (Present with PIN Code) :

- 9 a) Contact/ Telephone Number :
- b) E-mail address (if any) :
10. Whether belongs to SC/ST/OBC :
- (If yes, furnish attested supporting documents)
11. Whether Physically Handicapped (yes/no) :
- (If yes, furnish attested supporting documents)
12. Whether Ex-serviceman (yes/no) :
- (If yes, furnish attested supporting documents)
13. Do you claim reservation under Exempted category? :
- (If yes, furnish attested supporting documents)
14. Educational Qualification :
- (Furnish attested supporting documents)
15. Do you have any knowledge in Computer Operation/  
Typing? If so, give details :
- (Furnish attested supporting documents)
16. Do you know ordinary Type-Writing? If so, give  
details :
17. Are you a Govt. Servant (Yes/No)? If Yes, give  
details. :
18. Other Qualifications, if any :
- (Furnish attested supporting documents)
19. Please state the Demand Draft No., date and  
Amount of Bank Draft and name of the issuing Bank  
:

### **Declaration**

I do 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 candidates, service under Government} I have obtained “No Objection” Certificate from my Appointing Authority in writing.[Strike-out the portion (b), if not applicable].

Yours faithfully,

Date:

(Full Signature of the candidate)

Place:

Enclos:

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

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

ADMIT CARD

Staff Recruitment Examination 2014-2015

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

Recruitment in different categories of posts in the Judgeship of Howrah

(For Office use)

Roll No.	
Date of Examination	
Time of Examination	
Venue	

(To be filled up by the candidate)

1.	Name of the Candidate (in Block letter)	
2.	Father's/ Husband's Name	
3.	Address	

Signature and date with stamp of the Chairman of the District Selection Committee