

IN THE JUDGESHIP OF NADIA

Employment Notification No. 01/NJ/14

Dated, Krishnagar, the 15.05.2014 .

[REF : MEMO No. 1034-RG DATED 21.04.2014 OF THE HON'BLE HIGH COURT, CALCUTTA].

Application from the eligible Indian Citizens in the following prescribed format are invited for preparation separate panels to fill up the total vacancy consisting existing and expected vacancies up to 31st December, 2014, mentioned below, in different categories of posts, in the Nadia judgship to follow up the instructions conveyed by aforesaid memo number of the Hon'ble Court.

The Examination /Test of a particular category of post will be held in a particular day and time in the district of Nadia. One can apply for only one vacant post of this Judgship. Details of vacancies, Scales of pay, detail address of the appointing authority to whom the application is to be addressed and in whose favour the respective application fee (mentioned below) by I.P.O. (which must be purchased on a date after publication of advertisement) need be drawn and where the same is payable are given hereunder :-

The application is to be addressed "The District Judge, Nadia at Krishnagar, Pin-741101 and Application Fee by I.P.O. to be drawn in favour of "District Judge, Nadia," payable at Krishnagar.

Category of Posts :-

1. **English Stenographer (Gr. -B) :-** [Scale of pay - Rs. 7100/- - 37,600/- :- Gr. pay -3900/-]
Total Vacancy = 9 (Nine) [Gen - 6, SC - 2, OBC(A) - 1]
2. **Lower Division Clerk (Gr.-C):-** [Scale of pay – Rs. 5400/- - 25,200/- :- Gr. pay- 2600/-]
Total Vacancy = 39 (Thirty nine) [Gen - 21, OBC(A) - 4 , OBC(B) - 3 , SC – 8 & ST - 3]
3. **Process Server (Summons Bailiff):-**[Scale of pay – Rs. 5400/- - 25,200/-, Gr. pay 2300/-].
Total Vacancy = 8 (Eight) [Gen - 4 , OBC(A) - 1 , SC - 2 & ST - 1]
4. **Group- 'D' category :-** [Scale of pay – Rs. 4900/- - 16,200/-:- Grade pay 1700/-].
Total Vacancy = 20 (Twenty) [Gen - 12 , OBC(A) - 3, SC – 3 & ST - 2]

The Appointment will initially be made on a purely temporary basis but is likely to be made permanent for all categories of posts.

Eligibility of Age , Minimum Educational Qualification and other qualification required , scheme of Examination and syllabus for each examination for each category are given below :-

Eligibility Age :- Not less than **18** years and must not be more than **40** years as on **01.01.2014** for all categories of posts, excepting the post of English Stenographer. Relaxation of age limit for 5 years in case of candidates SC / ST Category and for 3 years in case of candidates of OBC Category only. The upper age limit, in case of P.H. Candidate, 48 Years , Relaxation of age limit in case of EX-Serviceman Category- as per existing Govt. Rules . For English Stenographer, age must not be less than 18 Years and must not be more than **32** years on **01.01.2014** and the upper age limit shall be relaxable up to 5 Years for an employee under the State Government holding a permanent post. For English Stenographer, there shall be no age limit for persons holding permanent posts of Typists or Steno – Typist under the Government of W.B..

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Essential Qualifications :-

(1) For 'English Stenographer' :- The Candidate must have passed the Higher Secondary Examination or equivalent examination from any recognized Board / Council and at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation are required. A minimum speed @ 80 w.p.m. in Shorthand and minimum speed @ 30 w.p.m. in typewriting from a legible manuscript in English .

(2) For 'Lower Division Clerk' :- The Candidate must have passed the 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.

(3) For 'Process Server' (Summons Bailiff) :- The candidate must have class VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent institution.

(4) For 'Group- 'D' category :- The candidate must have class VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent institution.

Mode of Examinations :-

1. For 'English Stenographer' (Group- B):-

Paper-I - Dictation and Transcription (200 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 – conventional type questions and Grammer which will be the similar to that of 12th standard. Time limit 1 ½ hour);

Paper – III - Typing on Typewriter (100 marks) not less than @ 30 w.p.m. .
(The test will be for 10 minutes).

On the basis of the result of all the 3 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 3 papers and also Computer Operation and Personal 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).

2. For 'Lower Division Clerk' (Group- C) :- The examination shall consist of two parts viz. Part –I and 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 questions of English, General studies and Arithmetic. The duration of Part - I examination shall be 1 ½ hours.

The **part -II** shall consists of conventional type question on (a) group - A- English and group (b) Group- B- Bengali/ Hindi/ Urdu/ Nepali carrying 50 marks each for Group - A and Group - B. The duration of part- II examination shall be 1½ hours and the syllabus for which will be fixed by the appropriate authority. Candidates who will take Hindi or Urdu or Nepali, as the case may be, lieu of Bengali of the Group B of part -II examination shall, before confirmation have to pass a Departmental Examination, In Bengali during the period of probation . On the basis of the result of the part -II examination a number of candidates

(3)

will be selected for personality test carrying 10 marks, when knowledge in Computer Operation shall also be tested and final panel will be prepared on the basis of the result of the marks obtain in part -II Examination and personality test. 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 West Bengal Board of Secondary Education.

3. **For 'Process Server(Summons Bailiff)' and Gr-'D' category :-** A written examination to be conducted by the authority . The authority shall determine the syllabus and scheme and mention of the written examination . On the basis of the result of written examination , a number of successful 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.

The appropriate authority 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 S.C. S.T. and Other Backward Classes, if deemed necessary.

N.B. (1) Each application must be accompanied by application fee of Rs. 200/- for the post of Group B & C category and Rs. 100/- for Process Server(Summons Bailiff) & Group-D category (Rs. 50/- and Rs 25/- respectively for S.C. and S.T. Candidates) only by I.P.O. (which must be purchased on the date after publication of advertisement); **2)** Attested copies of documents regarding Educational Qualification, Date of Birth, caste and other as mentioned in the application format, above should be accompanied with the application (self attestation in this respect will not be valid); **3)** Two passport size recent photograph duly signed by the candidate should be pasted in the respective place mentioned in the Application Form and Admit Card; otherwise the candidature will be canceled; **4)** One self addressed envelope of the size 25 cm. X 11 cm with postal stamp of Rs. 5/- affixed thereon should be accompanied with the application. **5)** Full signature of the candidate with date must be given at the bottom of the application . Defective or incomplete application/ unsigned application / application submitted without proper application fee and according to format will be summarily rejected; **6)** The District Recruitment committee reserves the right to offer appointment to selected candidates at any place of this judgship and not according to the preference / option given by an applicant; **7)** Once appointed the matters regarding service, seniority, promotion etc, in respect of an appointee will be regulated by the Rules followed in the judgship. **8)** One Application, by speed post, ordinarily post, Registered post (with or without A/D) must be submitted in a closed envelope to the appropriate authority **within 5.00 p.m. on or before 15th June 2014, addressed to The District Judge, Nadia , At Krishnagar, Pin 741101.** The application may also be dropped at the respective container / box which will be placed at the head quarter of this Judgship i.e office of the District Judge, Nadia at Krishnagar. Application reaching this office after the last date shall not be considered, even though the same are posted well in advance; **9)** 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; **10)** The District Recruitment Committee reserves 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 completed. However, the said panel/s shall remain valid only for a year from the date of this formation; **11)** In case of any dispute, the decision of the District Recruitment Committee shall stand final; **12)** The District Recruitment Committee shall also have the full discretion to relax any or part of the norm; **13)** The application fee is not refundable in any case.

Sd/- C.L. Singha
District Judge, Nadia
cum
Chairman, District Recruitment Committee .

**APPLICATION FOR
RECRUITMENT OF STAFF IN NADIA JUDGESHIP, 2014**

POST APPLIED FOR.....

CATEGORY.....

To
The District Judge, Nadia
at Krishnagar , PIN -741101.
cum
Chairman, District Recruitment Committee, Nadia

Paste one recent
passport size
photograph duly
signed by the
candidate.

Sir,

I beg to apply for the post of in your judgeship for
which I am submitting my particulars as per prescribed format, given below:

1. Full Name (In Block Letter) :
2. Name of the Father / Husband :
3. Date of Birth :
(Give attested supportive document)
4. Actual Age as on 01.01.2014 :
5. Gender :
6. Nationality :
7. Religion :
8. Permanent Address (with Pin Code) :

9. Present Address (with Pin code) :

10. Whether Belongs to SC/ST/OBC(A)/OBC(B) :
(Give attested supportive document)

(2)

11. Whether PH (Y/N) :
(Give attested supportive document)
12. Educational Qualification :
(Give attested supportive document)
13. Have you any knowledge in Computer :
(Give attested Supportive Documents)
14. Have you any knowledge in :
Manual Type writing
(Give attested Supportive Documents)
15. Do you know English Stenography :
(Give attested Supportive Documents)
16. Are you a Govt. Employee (Y/N) :
(Give details)
17. Other qualification (if any) :
(Give attested Supportive Documents)
18. Please mention the number, date :
& amount of IPO

I, hereby declare that, (a) all the 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” from my appointing authority in writing.

- **Strike out the portion (b), if not applicable.**

Date :

Place :

Yours faithfully,

ADMIT CARD

Staff Recruitment Examination, 2014

JUDGESHIP : NADIA

(For Office Use only)

Roll No. :
Date of Examination :
Time of Examination :
Venue of Examination :

Paste one recent
passport size photo-
graph duly signed by
the candidate

Signature of the invigilator with date

(To be retained by the Invigilator at the time of examination)

(To be filled by the candidate in BLOCK letters)

1. Post applied for :
2. Roll No. (**For Office Use**) :
3. Name of the candidate :
4. Father's /Husband's Name:

**Chairman,
District Recruitment Committee, Nadia.**