


**Office of the District Judge, Purba Medinipur.
(Vernacular Department)**

Employment Notification No. 01/November/2016, Dated, Tamluk, 18th November, 2016

Applications are invited from eligible Indian Citizens for the following categories of posts in the Judgeship of Purba Medinipur, West Bengal along with copies of testimonials to be submitted within 17.12.2016 (05-00 P.M.)

Sl. No.	Name of the Post & Scale of Pay	Total vacancy category wise.	Essential qualification.
1	English Stenographer (Group-B) Rs. 7100-37600/- (PB-3) Gr. Pay - Rs. 3900/-	Total : 6 Gen-1 Gen-(EC)-2, S.C. -01, OBC-A-1. OBC-B-1	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. Minimum speed @ 80 w.p.m. in Shorthand for 6 minutes and a minimum speed at 30 w.p.m. in typewriting from a legible manuscript in English for 10 minutes.
2.	Lower Division Clerk. Group 'C': Rs. 5,400-25,200/- (PB-2) Gr. Pay-2,600/-	Total:-11 Gen-4, Gen(EC)-1 Gen(PH)-1, SC-1, SC(EC)-1, ST(EC)-1, OBC(A)-1, OBC-A(EC)-1	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. Knowledge in Type-writing in English is preferable.
3.	Office Peon, Night-watchman, Farash Group-'D' Rs..4,900-16,200/- (PB-1), Gr. Pay-1700/-	Total:-18 Gen-06, Gen(EC)-03 SC-2, SC(EC)-2, ST) Ex-Serviceman)-1, OBC(A)-1, OBC-A(EC)-1 OBC-B-1, OBC-B(Ex-Serviceman)-1	Candidates must have Class -VIII pass Certificate from any recognized school or Madrasa or any other equivalent recognized institution.


**District Judge,
Purba Medinipur
18.11.2016**

APPLICATION FORM

POST APPLIED FOR GROUP..... CATEGORY.....

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

**One recent passport size
Photograph duly signed by
the candidate to be pasted**

here.

For Office use

Sl. No.

Roll No..

To
The Chairman,
District Recruitment Committee,
District Judge's Court,
P.O. & P.S.-Tamluk.
Purba Medinipur,Pin-721636.

Sir,

I beg to apply for the post of.....in your judgship 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 :
(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 SC/ST./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 Typewriting? If so, give details. (Give attested supporting documents) :
14. Do you know English Shorthand? If so, give details . (Give attested supporting documents) :
15. Are you Govt. Servant - Yes/No. If yes, give details :
16. Other Qualification, if any. (Give attested supporting documents) :
17. Please state the No., date and amount of Indian Postal Order :

D e c l a r a t i o n

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, 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:

Place:

Encl:

ADMIT CARD

**Staff Recruitment Examination, 2016 of Purba Medinipur 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, Purba Medinipur**

ADMIT CARD

**Staff Recruitment Examination, 2016 of Purba Medinipur 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.**

INSTRUCTIONS

Nota Bene: The application form, proforma of admit card, instructions may be downloaded by the candidates from the following websites

(a) www.calcuttahighcourt.nic.in (b) www.purbamedinipur.gov.in

(c) www.ecourts.gov.in/purbamedinipur

(1) Sl. Nos. 1 to 12 and 15, 16 and 17 of the application format 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 and 14 are to be filled up by the candidates applying for the post of English Stenographer and Lower Division Clerk.

(2) Eligibility of age: Not less than 18 years and not more than 40 years as on 1st January, 2016 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 up to five years for an employee under the State Government holding a permanent post. Moreover, due consideration of Finance Department 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 applications against one 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 the District Judge, Purba Medinipur payable at Tamluk Head Post Office. 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 Cards. (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, and also other information, will be sent to the candidates whose applications will be considered to be in order in all respects by Post. Candidates called for the Tests shall be required to appear at their own expenses. (13) Admission to the Test or 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 in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason. (14) A candidate furnishing incorrect or false particulars 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 candidates will be selected for Personality Test and Test for computer operation carrying ten(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 a test of Computer operation. The Committee may fix the minimum qualifying marks for the written examination as aforesaid. The standard of written examination shall be similar to that of the 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' 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 one and half hours). Paper-III- Typing in typewriter machine (100 marks). (The candidates required to type from a manuscript accurately on the type-writer @ not less than 30 words per minutes.) The test will be for 10 minutes. On the basis of the result of the Paper-I, the qualified candidates will be called for Paper-II and Paper-III and also computer operation and Personality test, and thereafter a final panel will be prepared on the results of Paper-I, Paper-II, Paper-III and Type-writing/computer operation and Personality Test.

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.(17) Once appointed, the matter regarding service, 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. Purba Medinipur 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 10-30 a.m. to 05-00 p.m. on all working days at the Office of the District Judge,(Nazarath Department), Purba Medinipur or by speed post, ordinary post, registered post (With or without A/D) addressed to the Chairman, District Recruitment Committee, District Judgeship, Purba Medinipur, P.O. & P.S.-Tamluk, District Purba Medinipur, PIN-721636 on or before 17.12.2016. Applications reaching in the respective office after the last date shall not be considered even though the same are posted well in advance.(21) Candidates already in service under Government / Public Sector undertaking 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 respects of the categories of posts and to relax any part of the norms.


District Judge,
Purba Medinipur.
18.11.2016