

Office of the District Judge, Purba Medinipur.
Employment Notification No. 01/May/2014,
Dated, Tamluk, the 28th May, 2014

Applications from the eligible Indian Citizens in the following prescribed formate are invited for preparation of separate panels to fill up the existing and expected vacancies, mentioned below in different categories of posts, in the judgeship of Purba Medinipur.

The application is to be addressed to the **"The District Judge, Purba Medinipur, PIN 721636 and application fee by original Bank receipt of application fee to be paid in the S/B Account No.32935654636 (Branch Code 0193) in favour of the Chairman, District Recruitment Committee, Purba Medinipur at Abasbari Branch, State Bank of India, Tamluk, Purba Medinipur / by I.P.O. to be drawn in favour of the Chairman, District Recruitment Committee, Purba Medinipur payable at Tamluk Head Post Office (Mentioned in the Instructions).**(1) **English Stenographer (Group-B):** Scale of pay -PB-3-Rs. 7100/- - 37,600/-, Grade Pay - Rs. 3900/- **Total vacancy-** 2, Gen (EC)-1, SC-1, .(2) **Lower Division Clerk (Group-C):**Scale of Pay - PB-2-Rs 5400-25,200/-,Gr. Pay-2600/-:**Total vacancy-12 (Gen-3),Gen(EC)-2,Gen.(PH)-1, SC-2, SC(EC)-1, SC(Ex-Serviceman)-1, OBC(A)(EC)-1; OBC-B(EC)-1 (3) Peon/Night Guard/Farash (Group-D)::** Scale of Pay PB-1-Rs. 4900-16,200/- **Total vacancy-07**(Gen-1)Gen(EC)-1, Gen-(Ex-Serviceman)-1, Gen-(Meritorious Sports person)-1, SC-1, SC(EC)-1, OBC(B)-1.

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

Eligibility, Age, Minimum 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 not more than 40 years as on 1st January,2014 for all categories of posts except the Post of Group-B English Stenographer. In case of Group-B i.e. English Stenographer, the age limit should be not less than 18 years and not more than 37 years as on 1st January, 2014. Relaxation of age limit for 5 years in case of candidates belonging to SC/ST categories. Relaxation of age limit in case of Ex-Serviceman Category- as per existing Government Rules.

Essential Qualification: In respect of Group-B & C: For all posts in Group-B and C categories, 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, (i) for L.D.C. knowledge in type-writing in English is preferable ((ii)for English Stenographer, a minimum speed @ 80 w.p.m. in Shorthand for six minutes and followed by transcription in own handwriting with one hour and a minimum speed @ 30 w.p.m. in typewriting from a legible manuscript in English for 10 minutes and also at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation are required.

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In case of Group - D category(Other than sweeper): The candidate must have class VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent Institution. For the post of **Night Guard**, the candidates should be of sound health, good physique and free from any organic defect and bodily infirmity.

Mode of Examination:(1) For lower Division Clerk: 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 on English, General studies and Arithmetic. The duration of Part-I examination shall be 1 and 1/2 hours. The part-II shall consist of conventional type question on (a) Group-A-English and (Group-B)Bengali/Hindi/Urdu/Nepali carrying 50marks each for Group-A and Group-B. The duration of Part-II examination shall be 1(One) hour 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, in 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 will be selected for personality test carrying 10 marks and a final panel will be prepared on the basis of the result of the total marks obtained 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 the West Bengal Board of Secondary Education.

(2) **Group-D(Excepting Sweeper):** A written examination to be conducted by the Authority. The Authority shall determine the syllabus for and scheme and method of the written examination. On the basis of the 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.

(3) For **English Stenographer:-** Paper-I-Dictation & Transcription, Paper-II-General English, Paper-III-Typing in typewriter machine/Computer. On the basis of the result of all the three papers a number of successful candidates will be called for Personality test. On the basis of the merit, a final panel will be prepared.

Eligible candidates may submit legible hand-written or typed single application for any of the aforementioned categories of posts, as per format given in separate sheet.

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APPLICATION FORMAT

Application for the post of Group-B(English Stenographer) or Group-C(Lower Division Clerk/ Group-D(Peon/Night Guard/Farash)(put tick mark on the desired group and post)

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

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

One recent passport sized
Photograph duly signed by
the candidate to be pasted
here.

To
.....
.....
PIN.....

Sir/Madam,

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 :
(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 (say 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 Shorthand(English/Bengali)?
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 /Bank Receipt. :

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 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.:

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

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

ADMIT CARD

Staff Recruitment Examination, 2014

Purba Medinipur Judgeship

(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 Letters) :
2. Father's/Husband's Name :
3. Address :

Signature and date with stamp of the
Chairman, District Recruitment Committee.
Purba Medinipur Judgeship at Tamluk.

Note:- Instruction is enclosed in separate sheet.

Instructions

Nota Bene:- 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 Stenographer and Typist-Copyist. (2) Self-attestation will not be valid for the purpose; (3) SC/ST/OBC candidates of other States will be treated as General Candidates;(4)Each application must be accompanied by application Fee of Rs. 200/- for the posts under Group B & C categories and Rs. 100/- for Group-D category (Rs. 50/- & Rs. 25/- respectively for SC/ST candidates only) by Original Bank Receipt/ by I.P.O. which must be purchased on a date after publication of advertisement. Any other mode of payment of Application Fee will not be accepted. (5) 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; (6) Two passport size recent photographs duly signed by the candidate should be pasted in the respective places mentioned in the Format and Admit Card;(7)One self-addressed envelope of the size of 25 cm. X 11cm. with postal stamp of Rs. 5/- affixed thereon should be accompanied with the application. (8) Full signature of the candidate with date must be given at the bottom of the application. Defective/incomplete application/unsigned applications/ applications submitted without proper application fee and according to format will be summarily rejected. (9)The application fee is not refundable in any case.(10)Admit Cards containing Venue, Date and time of the test(s), as also other information, will be sent to the candidates whose applications will be considered to be in order in all respect, by Post. Candidates called for the Tests(s), shall be required to appear at their own expense.(11) 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(s) in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason. (12) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service. (13)The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place of the judgeship and not according to the preference/option given by an applicant.(14) Once appointed, the matters regarding service, seniority, promotion,etc. in respect of an appointee will be regulated by the Rules followed in the judgeship.(15) In case of any dispute, the decision of the District Recruitment Committee of the Judgeship shall stand final. (16)Candidates, whose application will be found not in order, will not be allowed to appear before the test(s) and authority will bear no responsibility to inform. (17)The application, by speed post, ordinary post, Regd. 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 20th June, 2014.** Application reaching the office after the last date shall not be considered, even though the same are posted well in advance.(18) 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. (19) 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 completed.(20) In case of any dispute, the decision of the District Recruitment Committee shall stand final. (21) The District Recruitment Committee shall also have the full discretion to fix minimum qualifying marks in respect of all categories of posts and shall have the full discretion to relax any or part of the norms.

Sd/-
Chairman,
District Recruitment Committee,
Purba Medinipur Judgeship at
Tamluk.