

OFFICE OF THE DISTRICT JUDGE
UTTAR DINAJPUR AT RAIGANJ

EMPLOYMENT NOTIFICATION NO. 01 DATED : 19.04. 2016

Staff Recruitment Examination, 2016 for the Judgeship of Uttar Dinajpur

Online applications from the eligible Indian Citizens 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 Uttar Dinajpur. **Online application is to be submitted from 27.04.2016 onwards. No other means/mode of application will be accepted. Last date of online application is 20.05.2016.**

The examination/test of all categories of posts will be held in a particular date and time which shall be fixed and conducted by the District Recruitment Committee of Uttar Dinajpur Judgeship in due course of time, to be notified later on through websites : www.ecourts.gov.in/Northdinajpur / www.uttardinajpur.nic.in as well as www.calcuttahirhighcourt.nic.in. **One can apply for only one vacant post of any particular category.**

Details of Vacancies, Scales of Pay, Application Fees, Eligibility Criteria, Mode of Examination/s and Instructions are given below :

Vacancies and Scale of Pay			
1	English Stenographer (Group B) :Grade-III	Scale of Pay :	PB-3, Rs.7100-37600/- plus Grade Pay of Rs.3900/- and other allowances as per Govt. Rules.
Existing Vacancy :6, Expected Vacancy : NIL; Total Vacancy : 6 [Unreserved -1, Unreserved (E.C.) - 2 OBC -B (E.C.) - 1, SC-2]			
2	LDC (Group C)	Scale of Pay :	PB- 2, Rs.5400-25200/- plus Grade Pay of Rs.2600/- and other allowances as per Govt. Rules.
Existing Vacancy :09, Expected Vacancy : 4; Total Vacancy : 13 [Unreserved -5, Unreserved EC -2, Unreserved Ex Serviceman -1, SC-1, SC (EC) -2, OBC-B -1, OBC A - 1]			
3	Process Server (Group D)	Scale of Pay :	PB-2, Rs.5400-25200/- plus Grade Pay of Rs.2300/- and other allowances as per Govt. Rules.
Existing Vacancy : 1, Expected Vacancy : Nil, Total Vacancy : 1 [Unreserved -1]			
4	Peon (Group D)	Scale of Pay :	PB-1, Rs.4900-16200/- plus Grade Pay of Rs.1700/- and other allowances as per Govt. Rules.
Existing Vacancy:14, Expected Vacancy:6, Total Vacancy: 20 [Unreserved -5, Unreserved Ex Serviceman -2 Unreserved (EC) – 3, Unreserved (Persons with disabilities of blindness or low vision) -1, SC- 2, SC (EC)-2, OBC A-2, OBC-B-1, ST-1, ST (EC) -1			

Eligibility- 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 5 years in case of candidates of SC/ST category and for 3 years in case of candidates of OBC Category only, The upper age limit, in case of Persons with disabilities is 45 years. Relaxation of age limit in case of Ex – Serviceman Category is followed as per existing Government Rules.

No relaxation is applicable to SC/ST/OBC candidates of other States as they shall be treated as Unreserved candidates.

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 of West Bengal.

Essential Qualification : **For all posts in Group B and Group 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, for English Stenographer, a minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 40 w.p.m. in Typewriting from a legible manuscript in English for 10 minutes are required. The candidate under Group B category must have also at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer Operation is required.

For all posts in Group – D category (Process Server and Peon) : The candidate must have passed Class -VIII from any recognized School or recognized Madrashah or any other recognized equivalent Institution.

Mode of Examination :

1. **For the post of English Stenographer (Grade-III)** : There will be a three-phase examination conducted on the same day. Phase-I consisting of **Paper-I (400 marks)** will be “Dictation and Transcription” - dictation for 6 minutes' duration followed by transcription of **shorthand notes** in candidates' own handwriting for an hour. Phase-II of **Paper-II (100 marks**, one and half an hour's duration) will be General English – Syllabus : Spelling, Correct Use of Words, Correctness of Sentence, Use of Common Phrases, Synonyms & Antonyms, Punctuation and Phase-III of **Paper -III (100 marks** : 10 minutes' duration) will be typing on type machine (**to be brought by the candidate**) from a manuscript @ 40 w.p.m..

On the basis of the results of all the three papers, a number of candidates securing qualifying marks, shall be called at a particular ratio to be fixed by the authority for a Personality Test when knowledge in Computer Operation shall also be tested.

On the basis of result of all the three papers and also Computer Operation Test (50 marks) & Personality Test (10 marks), a Final Panel will be prepared.

[The number of errors admissible in respect of papers-I and III and Qualifying Marks in any or all the Papers and in the aggregate shall be fixed by the Authority]

2. **For the post of LDC** : There shall be a Preliminary Examination (of one and half hours duration) followed by Main Examination (of one hour duration) both to be conducted on the same day. The answer-scripts of the Main Examination will not be assessed of those candidates who will fail to obtain the qualifying marks in the Preliminary Examination. The qualifying marks shall be fixed at the discretion by the Recruitment Committee. The Preliminary Examination will carry 100 marks having 100 questions of 1 (one) mark each, comprising multiple choice objective type questions on English, General Studies and Arithmetic. 1(One) mark shall be deducted in each wrong answer. The Main Examination shall consist of conventional type questions of English [Group -A : 45 marks: letter writing, paragraph writing and translation] and Bengali/*Hindi/*Urdu/*Nepali (*if opted by any candidate) [Group- B: 45 marks : letter writing, translation and report]. Candidates who will opt for Hindi/Urdu as the case may be, in lieu of Bengali in the Main Examination shall, before confirmation, have to pass Departmental Examination in Bengali during the period of probation. On the basis of the result of the Main Examination, a number of candidates securing qualifying marks, shall be called at a particular ratio to be fixed by the authority for a Personality Test carrying 10 marks when knowledge in Computer Operation shall also be tested and a Final Panel will be prepared on the basis of the result of total marks obtained in Main Examination and Personality Test. The standard of the examination shall be similar to that of Madhyamik Pariksha of the West Bengal Board of Secondary Education / equivalent examination (s).

3. For the posts under Group – D : (Process Server and Peon) :- A written examination to be conducted by the Authority. Written Examination will be of 80 marks comprising multiple choice objective type questions on Bengali : 20 marks; General English : 20 marks; Arithmetic : 20 marks and General Knowledge : 20 marks.. 1(One) mark shall be deducted in each wrong answer. On the basis of the result of the Written Examination, a number of candidates will be selected for the Personality Test (20 marks) and on the basis of the total marks obtained in the written examination and personality test, a final panel will be prepared.

The appropriate authority/authorities shall have the discretion to fix qualifying marks in any or all the test/s for different categories of posts, mentioned above, and to relax such marks in respect of candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes and Persons with Disabilities etc., if deemed necessary.

Application Fees *: Application Fee together with Bank Charge is shown below :

Name of the Post	Unreserved	SC/ST/BC
A	B	C
English Stenographer	Rs. 400/- + Bank Charge	Rs. 300/-+ Bank Charge
Lower Division Clerk	Rs. 350/- + Bank Charge	Rs. 250/-+ Bank Charge
Process Server	Rs. 250/-+ Bank Charge	Rs.200/-+ Bank Charge
Peon	Rs. 250/-+ Bank Charge	Rs.200/-+ Bank Charge

* **SC/ST/OBC candidates of other States shall have to pay Application fee + Bank charge as shown under column B.**

To apply : Log on to www.ecourts.gov.in/Northdinajpur and to follow the instructions available in the site as well as the instructions mentioned below prior to apply.

INSTRUCTIONS :

Instructions/information (Read carefully before Online application)	
a)	<p>Applicants are advised to note down their password as well as Application Number carefully with them as it will be used whenever the applicants have to log-in as Registered candidate . To download their Admit Cards from the site as aforesaid the Application No. and Password are required.</p> <p>Expected date of examination/s is 03.07.2016. Admit Card will be generated from 3rd week of June, 2016. SMS alerts in regard to availability of Admit Cards will be sent to the candidates</p> <p>However, once application made, candidates should follow the website for further information. No individual correspondence shall be made from the side of the District Recruitment Committee. The District Recruitment Committee shall not be responsible for any non communication of information or SMS.</p>
b)	<p>Candidates have to keep the following items ready before filling up of application :</p> <p>i) Scanned Image of recently obtained clear colour passport size photograph of the applicant (Image of type .jpg only and image size restricted upto 20KB. System will not accept file size more than 20KB). Applicants with hazy/unclear images will be summarily disqualified.</p>

Contd.....INSTRUCTIONS :

	<p>ii) Scanned Image of full signature of the applicant (Image of type .jpg only and image size restricted upto 20KB. System will not accept file size more than 20 KB)</p> <p>Both the scanned images are to be uploaded at the time of Online Application.</p>
c)	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.
d)	In case of any dispute, the decision of the District Recruitment Committee of Uttar Dinajpur Judgeship shall stand final.
e)	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.
f)	Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in the judgeship where he/she will be appointed.
g)	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 vacancies, is completed. However, the said panel shall remain valid only for a year from the date of its formation.
h)	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.
i)	The application fee and Bank charge are not refundable in any case.
j)	<p>At the time of Personality Test/Viva Voce, selected candidates have to bring "Print out" of Filled in Application Format, Payment Details, if any and following original documents with one set of photocopies of the same when verification of those documents will be made by the District Recruitment Committee. In case of failure to produce following original documents as applicable at the time of Personality Test/ Viva Voce, their candidature will be liable to be summarily rejected.</p> <p>A) In Case of Group D Posts (Peon and Process Server) :</p> <p>a) Educational qualification – Original and photocopy of the same. b) Age Proof – Original and photocopy of the same. c) Caste Certificate – Original and photocopy of the same. d) Disability of blindness or low vision – Original and photocopy of the same. e) Exempted Category Certificate – Original and photocopy of the same. f) Ex-serviceman Certificate – Original and photocopy of the same. g) NOC in case of candidate who is in Government Service/Public Sector Undertakings</p> <p>B)In Case of Group C Posts (LDC) : Original documents and photocopies under items a) to g) and h) Knowledge in computer operation – Original and photocopy of the same.</p> <p>C)In Case of Group B Posts (English Stenographer) : Original documents and photocopies under items a) to h) and</p> <p>i) Knowledge in Shorthand – Original and photocopy of the same. j) Knowledge in Type-writing – Original and photocopy of the same.</p>
LAST DATE FOR SUBMISSION OF ONLINE APPLICATION IS 20.05.2016	

Sd/-
(Sandip Kumar Ray Chaudhuri)
District Judge
Uttar Dinajpur at Raiganj
-cum-
Chairman, District Recruitment Committee,
Uttar Dinajpur Judgeship