

**OFFICE OF THE DISTRICT JUDGE OF PURULIA**  
**ENGLISH DEPARTMENT**

**Notification No. 1 / 2014 ( Recruitment ) , Dated Purulia 28th day of May 2014**

Applications from the eligible Indian Citizens in the following prescribed format are invited for preparation of panel to fill up the existing and expected vacancies for the post of Lower Division Clerk, in the Judgeship of Purulia.

The application is to be addressed to the “District Judge, Purulia”. Pin-Code No. 723101. Each application must be accompanied by application fee of Rs. 250/- for unreserved category and Rs. 60/- for SC/ST candidates only 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. The I.P.O to be drawn in favour of the District Judge, Purulia payable at Purulia Head Post Office.

**Category-wise number of vacancies :-**

1. **Lower Division Clerk –09** {Un-Reserved-3, Un-Reserved (Exempted Category)-3  
Un-Reserved-(Sportsman)- 1, Un-Reserved (Disabled)  
-1, Other Backward Classes (A)-1}.
2. **English Stenographer - 07** {Schedule Caste-3, Schedule Tribe-2, Un-Reserved-2}  
**Scale Pay- Rs.7,100/- Rs.37,600/-, Grade Pay Rs. 3,900/-.**
3. **Typist + Copyist -01** {Schedule Caste (Ex-Serviceman)-1}.  
**Scale Pay- Rs. 5,400/- Rs.25,200/-, Grade Pay Rs.2,600/-.**
4. **Group-D -09** {Un-Reserved-2, Other Backward Classes (B)-1,  
Un- Reserved (Exempted Category)-1, Schedule Caste-1,  
Other Backward Classes-A(Ex-Serviceman)-1, }.  
**Scale Pay- Rs. 4,900/- Rs.16,200/-, Grade Pay Rs.1,700/-  
special allowance of Rs.200/- in addition to the scale pay  
in case of Nigh Guards.**  
*Out of 09 Group-D posts, 03 posts for Night Guards ( 2 posts for Un-Reserved and 01 for  
Schedule Tribe), 06 posts for Office Peon/Ejlash Peon/Orderly Peon.*
5. **Process Server - 04** (Schedule caste-1, Schedule Tribe-1, Un-Reserved-2).  
**Scale Pay- Rs. 5,400/- Rs.25,200/-, Grade Pay Rs.2,300/-.**

The appointment will initially be made on purely temporary basis but is likely to confirm and made permanent subject to satisfactory performance and as per existing rules.

**Eligibility Age :-** Not less than 18 years and not more than 40 years as on 1st January, 2014. Relaxation of age limit for five years is permissible in case of candidates belonging to SC/ST category and for three years in case of candidates belonging to OBC Category

of this State of West Bengal only. The upper age limit, in case of Physically Handicapped Candidates is 45 years and the upper age limit shall be relaxable up to five years for an employee under the State Government holding a permanent post.

**Essential Qualification for the post of Lower Division Clerk:-** The candidate must have passed Madhyamik or equivalent examination from any recognized board and at least have 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.

**Essential Qualification for the post of English Stenographer:-** The candidate must have passed Madhyamik or equivalent examination from any recognized Board and at least have a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation. Good knowledge in Type writing in English is must. 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.

**Essential Qualification for the post of Typist + Copyist :-** The candidate must have passed Madhyamik or equivalent examination from any recognized Board and at least have 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. A minimum typing speed from legible manuscript @ 30 w.p.m in English is required

**Essential Qualification for the post of Group-D :-** The candidate must have Class-VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent Institution the applicants must have ability to read and write Bengali. For the post of Night Guard, the candidates should be sound health, good physique and free from any organic defect and bodily infirmity.

**Essential Qualification for the post of Process Server :-** The candidate must have Class-VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent Institution. the applicants must have ability to read and write Bengali the candidates should be sound health, good physique and free from any organic defect and bodily infirmity.

**Mode of Examination :-**

**For English Stenographer :** Paper-I – 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-II - Dictation & Transcription (400 marks) (Dictation lasting for 6 minutes followed by transcription of notes in candidates own handwriting for an hour); 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- Para-I and Part-II. Only the successful candidates of Part-I examination who will qualify, the qualifying marks which will be fixed by the Appropriate Authority, shall be called for Part-II Examination. The Part-I examination will carry 100 marks having 100 questions of one (1) mark each, comprising multiple choice objective type questions on Mathematical Skills, English, General Awareness and Computer. The duration of Part-I examination shall be one and half hours. The Part-II examination shall consist of descriptive type question on (a) Group-A-English and (b) Group-B-Bengali carrying 50 marks each for Group-A and Group-B. The duration of Part-II examination shall be 1 hour. 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-I Examination. 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). **In case of the post of Typist – Copyist, a separate type test to be followed after Part-II Exam, 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 and only thereafter the panel shall be prepared taking into consideration of the marks obtained in Part-II Examination, the Type Test and Personality Test.**

**For Process Server and Group-D:** The candidates shall have to appear in a written examination to be conducted by the Authority. The Authority shall be determined the syllabus for the examination and qualifying marks 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. The standard of examination shall be similar to that of Class-VIII standard of West Bengal Board of Secondary Education. Candidates will be called for the interview in the ratio of 1:3 (i.e. for each vacant post 3 candidates will be called up for interview).

**Last date for receipt of application is 20th June, 2014.**

Eligible candidates may submit legible hand-written or typed (one side A-4 of the paper) single application as per format given below.

District Judge, Purulia  
and  
Chairman of the Recruitment Committee.

**APPLICATION FORMAT**

To  
The District Judge cum Chairman of the District Recruitment Committee.  
Purulia District, P.O & District- Purulia, 723101.

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

**Affix your  
recent Passport  
size Photograph  
duly signed on  
the front side**

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

Sir,  
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 letter) :
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 Type-writing ? :  
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 a 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. :

**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 canceled, (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,

Full signature of the candidate.

Date :

Place :

Enclos :

ADMIT CARD

**Affix your  
recent Passport  
size Photograph  
duly signed on  
the front side**

1. Name of the Candidate :- (Block Letter)
2. Father's/Guardian's Name :-
3. Full address with Pin Code :-
4. Roll No. :-
5. Venue :-
6. Time :-

Chairman  
District Recruitment Committee  
District Judge's Court, Purulia.

**Clause Nos. 1, 2 and 3 above should be filled up by the candidate.**

N.B. :- (1) Application must be filled up and signed by the candidate. (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) 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; (5) Two passport size recent photograph duly signed by the candidate should be pasted in the respective place mentioned in the Format and Admit Card; One self-addressed envelope of the size of 25cm X 11cm, with postal stamp of Rs.5/- affixed thereon should be accompanied with the application. (7) Full signature of the candidate with date must be given at the bottom of the application. Defective/incomplete/unsigned application submitted without proper application fee and not according to format will be summarily rejected. (8) The application fee is not refundable in any case. (9) Admit Cards containing Venue, Date and Time of the test/s, and 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 Test/s shall be required to appear at their own expense. (10) 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 canceled without making any reference to him/her and without assigning any reason. (11) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and if appointed, shall be liable for dismissal from service. (12) The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any court under this Judgeship and not according to the preference/option given by applicant. (13) Once appointed, the matter 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; (14) In case of any dispute, the decision of the District Recruitment Committee shall stand final. (15) 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. (16) The Application, by speed post, ordinary 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 any working day on or before **20.06.2014**. Applications reaching the respective office after the last date shall not be considered, even though the same are posted well in advance. (17) Candidates already in service under Govt./Public Sector Undertakings, and within the prescribed age limit, must submit their applications through Proper Channel with "No Objection" Certificate of the concerned Authority. (18) 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 one year from the date of its formation.(19) 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. (20) **S.C/S.T/O.B.C candidates of other State will be treated as General Candidates.**

Candidates seeking relaxation of norms of eligibility or consideration against reserved vacancies will have to submit attested certificates, issued by prescribed authorities which will be accepted as true, subject to police verification finally. In case such certificates are not submitted or found to be not in order at any stage, the candidate will be treated as being of general category.

**Checklist :** Candidates must go through this checklist and ensure compliance thereof, before submitting their forms. Applications not complying with this checklist will be summarily rejected during scrutiny and candidates will not be issued Admit Cards, and the Fees paid shall be forfeited and not refunded back.

1. Signatures of the candidates over photographs on the form and Admit Card matching the signature of candidate at the bottom of the form.
2. Attested copies of certificates, in support of date of birth, educational qualifications, caste (category), computer training, no-objection form employees etc. as and where necessary.
3. IPO of full amount prescribed for the category applied for carrying the name of the candidate at given place.
4. Self addressed and proper envelope.
5. Any other conditions.
6. Last date for receipt of application is 20th June, 2014.

District Judge, Purulia  
and  
The Chairman of the Recruitment Committee.



