OFFICE OF THE DISTRICT JUDGE OF HOOGHLY

ENGLISH DEPARTMENT

Employment Notice No.01/2016 Dated:22.02.2016

Applications are invited from eligible Indian citizen for the following categories of posts in the Judgeship of Hooghly, West Bengal along with attested copies of testimonials to be submitted within 31/03/2016 (5p.m.).

Sl. No.	Name of the Post and Scale of Pay	Total vacancy category-wise	Essential Qualification
1	**English Stenographer** (Group-B) Rs.7100/- -Rs.37,600/- +Grade Pay Rs.3900/-	**Total Vacancy=09** UR=01 UR(EC)=04 UR(Meritorious Sportsman)=01 SC(EC)=02 ST(EC)=01	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 and a minimum speed @ 30 W.P.M. in typewriting from a legible manuscript in English for 10 minutes.
2	**Bengali Translator** (Group-B) Rs.7100/- -Rs.37,600/- +Grade Pay Rs.3600/-	**Total Vacancy=3** UR(EC)-1 SC-1 ST-1	Graduate or Passed equivalent College Examination from any recognized University and well versed in Bengali and English Language having at least a certificate in Computer Training from recognized institution with a satisfactory fingering speed in Computer operation.
3	**Lower Division Clerk** (Group-C) Rs.5,400/--Rs.25,200/- +Grade Pay Rs.2600/-	**Total Vacancy=19** UR(E.C.)=07 UR(Persons with Disabilities)=02[hearing impairment=1 and another Loco-motor disability or cerebral Palsy=1] UR(Ex-Serviceman)=03 UR(Meritorious Sportsperson)=01 OBC-A(EC)=02 SC(EC)=03 SC(Ex-Serviceman)=01	Passed Madhyamik or equivalent examination from any recognized Board and at least a certificate in Computer Training from recognized institution and a satisfactory fingering speed in computer operation.
4	**(Group-D)** Rs.4,900/--Rs.16,200/- +Grade Pay Rs.1700/-	**Total Vacancy=21** UR-07 UR(EC)=05 UR(Ex-Serviceman)=01 UR(Persons with Disabilities)=01(hearing impairment) SC(E.C.)=04 OBC-A(EC)=01 OBC-B(Ex-Serviceman)=01 ST(EC)-1	The Candidate must have Class-VIII Pass Certificate from any recognized school or Madrasa or any other recognized equivalent institution.

[*****In the event no candidate is found from Sub-categories of UR/SC/ST/OBC-A and OBC-B, vacancies shall be filled up from UR/SC/ST/OBC-A and OBC-B][For details please visit Calcutta High Court Website (www.calcuttahighcourt.nic.in) and website of Hooghly Judgeship (www.ecourts.gov.in/hooghly)and Hooghly District Government Website(www.hooghlygov.in) and also follow the Notice Board of District and Sub-Divisional Court of Hooghly Judgeship, the office of District Magistrate, Hooghly, Sub-Divisional Officer(Hooghly/Chandernagore /Serampore /Arambagh), the Office of Superintendent of Police, Hooghly, ZilaParishad, Hooghly.]

{******Any misinformation found as regards qualification of any candidate, candidature of the said candidate shall be cancelled by the Recruitment Committee at any stage when such facts are detected.

Chairman,
District Recruitment Committee
District Judgeship, Hooghly

N.B.:- For Application Format :(1) Sl. Nos.1-11and 15, 16 and 17 are required to be filled up by all the candidates applying for any category of post and in addition to the other relevant particulars in respect of Sl. Nos.12 to be filled up by the candidates applying Bengali Translator, Lower Division Clerk and optional for Group-D, Sl.Nos. 12,13 & 14 to be filled up by the candidates applying for the post of English Stenographer. **Eligibility(2) Age**:- Not less than 18 years and not more than 40 years as on 1st January, 2016 for all categories of post. Relaxation of age limit for **5 years** in case of candidates **SC/ST** category and for **3 years** in case of candidate of **OBC** category only. The upper age limit in case of physically handicapped candidate is 45 years. Relaxation of age limit in case of Ex-Serviceman category and EC category as per existing Government Rules. For English Stenographer, there shall be no age limit for persons holding permanent posts of Typist or Steno-Typist under the Government. **(3)** An Applicant must not submit application for more than one post. An Applicant's candidature will be liable for rejection, if he/she submit two or more applications against one or more than one post. **(4)** Self attestation will not be valid for the purpose; **(5)** SC, ST, OBC candidates of other States will be treated as General Candidates. **(6)** Each application must be accompanied by application Fee of Rs.300/- for the post of Group-'B' and Group-'C' Category and Rs.250/- for Group-'D' Category in respect of candidates belongs to Unreserved and O.B.C. Category. Application fee payable by S.C./S.T./P.W.D. for Group-'B' and Group-'C' post is Rs.250 and application fee payable by S.C./S.T./P.W.D. Candidates for Group-'D' post is Rs.200/-***BANK CHARGES EXTRA*** to be deposited at S.B.I. by cash through challan given in the advertisement which must be on a date after publication of Advertisement. **The Application Fees to be deposited in favour of "Chairman, District Recruitment Committee, District Judgeship, Hooghly",** payable at S.B.I. No 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)** There passport size recent photograph duly signed by the candidate should be pasted in the respective places mentioned in the application form and Admit Card in addition to that they should make available two similar photograph for future reference. **(9)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. (10) Full signature of the candidate with date must given at bottom of the application. Defective/incomplete application/unsigned application/applications submitted without proper application fee and not according to the prescribed format will be summarily rejected.(11)** the application fee is not refundable in any case. **(12)** Admit Cards containing Venue, Date and Time of the test/s, as also other information, will be sent by post to the candidates whose applications will be considered to be in order in all respect. Candidates called for the Tests shall be required to appear at their own expenses. **(13)**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 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 appoint to the selected candidate at any place of the Judgeship and not according to performance/option given by an applicant.

(16)Mode of Examination:-

(1) **For English Stenographer**:- Paper(I)- Dictation &Transcription (400 marks)(Dictation lasting for 06 minutes followed by transcription of notes in candidates' own handwriting for an hour): Paper -

II-General English(100 marks) (Syllabus-Spelling correct use of words, correctness of sentences, use of common phase, Synonyms, Antonyms and punctuation (time limit1 ½ hours); successful candidates of Paper-I and Part-II will be called to appear for Paper-III examination. Paper-III Typing in Computer(100marks)(the candidates are required to type from manuscript accurately on the Computer @ not less 30 words per minute. The test will be for 10 minutes). On the basis of the result of Paper-III 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 three papers and also Computer operation personality test, a final panel will be prepared. (The number of errors that shall be admissible in respect of Paper-I and II and qualifying marks in any other papers in the aggregate shall be fixed by the authority).

(II) Bengali Translator:- The examination shall consist of two papers. 1st paper shall be objective grammar based, both on English and Bengali languages. The 2nd paper shall be subjective with Paragraph Writing, Comprehension, Translation and Gist Writing. The examination will be of 1 hour duration for the 1st paper and of 2 hours duration for the 2nd paper.

The Final panel will be prepared on the basis of the result of the total marks obtained in P-I and P-II.

(III) For Lower Division Clerk:- The examination shall consist of two parts viz. Part-I and Part-II. The answer script of Part-II examination of the successful candidates of Part-I examination i.e. those candidates who have obtained the qualifying marks fixed by the appropriate authority will be assessed. It is made clear that the Part-II answer scripts of unsuccessful candidates shall not be assessed. It is further made clear that all candidates for the post of Lower Division Clerk shall have to undertake both Part-I and Part-II examination which will be held on the same date. The Part-I will carry 50 marks having50 questions of 1(one) marks each, comprising of multiple choice objective type questions on English, General Studies and Arithmetic. The duration of Part-I examination shall be 1 hour. The Part-II examination shall consist of conventional type question on (a) Group-A-English and Group-B-Bengali/carrying 25 marks each from both Group-A and Group-B. The duration of Part-II examination shall also be 1 hour.

The Final Panel will be prepared on the basis of the result of the total marks obtained in Prt-II Examination and personality test. The appropriate authority shall fix the minimum qualifying marks in Part-II examination. The Standard and Syllabus of Examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

(IV)For Group(D):-A written examination to be conducted by the Authority. The standard and Syllabus of examination shall be similar to that of Class-VIII of the West Bengal board of Secondary Education and on the basis of the result of the written examination will be selected for and on the basis of the total marks obtained in the written examination will be selected for personality test, a final panel will be prepared.

(17) Once appointed, the matters regarding services, 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 of this Judgeship shall be final.**(19)** Candidates whose application will not be found in order, shall not be allowed to appear in the written test(s)and for that reason authority will bear no responsibility to

inform the concerned candidate about the same. **(20)** The application may be submitted **from 24.02.2016** in closed **Envelope with clearly mentioning the Post and Category applied for**, either personally depositing in drop box between 10.30 a.m. to 5.00 p.m.on all working days at the Head Quarter of District Court(English Department), Chinsurah, Hooghly or by Speed Post, Ordinary Post, Registered Post (with or without A/D) addressed to the **"Chairman, District Recruitment Committee, District Judgeship, Hooghly, P.O.-Chinsurah, Dist.-Hooghly, Pin-712101"** on or **before 31/03/2016 by 5.00p.m..** Applications reaching the respective office after the last date shall not be considered, even through the same are posted well in advance. **(21)** Candidate already in service under Govt./Public sector undertakings should submit application with "No objection" certificate of the concerned authority.**(22)** 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 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 the full discretion to fix minimum qualifying marks in all categories of posts and shall have full discretion to relax any part of the norms.

Chairman,
District Recruitment Committee,
District Judgeship, Hooghly

OFFICE OF THE DISTRICT JUDGE OF HOOGHLY
ENGLISH DEPARTMENT

APPLICATION FORMAT

POST APPLIED FOR_____ CATEGORY_____

(Mention the name of the post applied for and the category the candidate belongs to)

For Office use only

Serial No.

Roll No.

Affix one recent Passport size Photograph, duly Signed by the candidate

To
The Chairman,
District Recruitment Committee,
District Judgeship, Hooghly.
District Judge's Court, Hooghly,
(English Department)
P.O.-Chinsurah, Dist.-Hooghly, Pin-712101.

Sir,
I beg to apply for the post of_____ in your Judgeship and I beg to submit my particulars as per the prescribed format, given below:

1. Full Name (in BLOCK letters) :_____
2. Name of Father/Husband :_____
3. Date of birth(in DD/MM/YYYY format) :_____
4. Actual age as on 01.01.2016 :_____
   (give attested supporting documents)
5. Sex(Male/Female) :_____
6. Nationality :_____
7. Category :_____
   [mention sub-category if any e.g. UR(E.C.,Ex-Serviceman, Meritorious Sportsman, etc.) SC/ST/OBC-A/OBC-B {give attested supporting documents}]
8. Address (Present) with P.S. and Tel/Mob No.:_____
   _____
9. Address (Permanent) with P.S. and Tel/Mob No.:_____
   _____
10. Whether physically handicapped(Yes/No) :_____
    (If yes mention the nature along with attested copy of supporting documents)
11. Educational Qualification :_____
    (give attested supporting documents)

12. Have you got any knowledge in Computer Operations/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)? :_____
    if so give details
    (give attested supporting documents)

15. Are a you a Govt, Servant(Yes/No.) :_____
    if so give details
    (give attested supporting documents)

16. Other Qualification, if any :_____

17. Please state the No., Date and amount and branch of Bank deposit.

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. 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}

Date: _____

Place: Signature of the the applicant

Enclosure(s) :

BANK'S COPY

CHAIRMAN, DIRSTRICT RECRUITMENT COMMITTEE, DISTRICT JUDGESHIP, HOOGHLY
(TO BE DEPOSITED ANY STATE BANK BRANCH)

CREDIT A/C NO.33992638018

CANDIDATE'S NAME_____

_____

CONTACT NO._____

D.O.B._____/_____/_____ GENDER:MALE/FEMALE

CATEGORY: GEN/SC/ST/OBC

POST APPLIED FOR_____

EXAM FEE Rs.200/-/250/-/300/-+50/- (TICK WHICH IS APPLICABLE)
CARE:-NO SEPARATE BANK CHARGES TO BE RECOVERED SINCE NON HOME CHARGES WILL BE CREDITED AUTOMATICALLY IN BRANCH COMM. THE TOTAL AMOUNT(FEES+BANK CHGS) IS TO BE CREDITED TO THE ABOVE MENTIONED ACCOUNT.

TOTAL RS.250/-/300/-/350/- (TICK WHICH IS APPLICABLE)

IN WORDS _____

_____

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FOR BANK'S USE ONLY

BRANCH NAME_____

BRANCH COE_____

JOURNAL NO._____

DATE OF DEPOSIT _____/_____/_____

BANK SEAL WITH AUTHORISED SIGNATURE

CANDIDATE'S COPY

CHAIRMAN, DIRSTRICT RECRUITMENT COMMITTEE, DISTRICT JUDGESHIP, HOOGHLY
(TO BE DEPOSITED ANY STATE BANK BRANCH)

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COPY TO BE SUBMITTED

CHAIRMAN, DIRSTRICT RECRUITMENT COMMITTEE, DISTRICT JUDGESHIP, HOOGHLY
(TO BE DEPOSITED ANY STATE BANK BRANCH)

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