

OFFICE OF THE DISTRICT & SESSIONS JUDGE, BANKURA

Notification for recruitment of different categories of staff in the Judgeship of Bankura

Employment Notification No 1, dated Bankura, the 14th Day of May, 2018

Online applications are invited from eligible Indian citizen in the prescribed proforma for preparation of panel to fill up the vacancies mentioned below, in different categories of posts in respect of the Judgeship of Bankura.

The Application must be submitted online in the websites www.calcuttahighcourt.nic.in, www.ecourts.gov.in/bankura commencing from **14.05.2018**. The last date of submission of online application form is **15.06.2018**(midnight).

The details are given here under:

1. Vacancy

- (a) English Stenographer Grade III (Total Vacancy: 09) [UR : 2, UR-EC: 2, SC: 1, SC-EC: 1, OBC-A: 1, OBC-B: 1, OBC-B(EC): 1]
- (b) Lower Division Clerk (Total Vacancy : 14) [UR: 6, UR-EC: 2, SC: 1, SC-EC: 2, ST-EC: 1, OBC-A: 1, OBC-B: 1]
- (c) Process Server (Total Vacancy : 06) [UR: 2, UR-EC: 1, UR-MERITORIOUS SPORTSMAN: 1, SC: 1, OBC-B: 1]
- (d) Group D (Peon/ Night Guard/ Farash) (Total Vacancy : 26) [UR: 11, UR-EC: 3, UR-EXSM: 2, SC: 2, SC-EC: 3, SC-EXSM: 1, OBC-A: 2, OBC-A(EC): 1, OBC-B: 1]

2. Scale of Pay

(a) English Stenographer Grade III :: Pay Band No. 3 of Rs. 7,100 – 37,600/- with Grade Pay of Rs. 3900/-

(b) Lower Division Clerk :: Pay Band No. 2 of Rs. 5,400 – 25,200/- with Grade Pay of Rs. 2600/-

(c) Process Server :: Pay Band No. 2 of Rs. 5,400 – 25,200/- with Grade Pay of Rs. 2300/-

(d) Group D (Peon/ Night Guard/ Farash) :: Pay Band No. 1 of Rs. 4,900 – 16,200/- with Grade Pay of Rs. 1700/-

3. Eligibility age :

Not less than 18 years and not more than 40 years as on 01.01.2018 for all categories of posts as per Notification no.11653-F(P) dated 30.12.2011 of the Department of Finance, Government of West Bengal.

Relaxation of age limit for five years in case of candidates belonging to SC & ST Category and three years in case of OBC(A) & OBC(B) category is permissible.

The upper age limit in case of Person With Disability is 45 years.

Relaxation of age limit in case of Ex-serviceman category is as per existing Government Rules.

There shall be no upper age limit for persons holding permanent posts of Typists or Steno-Typists under the Government applying for the post of Stenographer Grade III.

4. Essential Qualification :

Candidates applying for the post of English Stenographer Grade III and Lower Division Clerk must have passed Madhyamik or equivalent examination from any recognised Board and must possess at least a Certificate in Computer Training from recognised Institution and a satisfactory fingering speed in computer operation. Moreover, for Stenographer Grade III, a minimum speed @ 80 w.p.m. in Shorthand and typing speed @ 30 w.p.m. is required.

Candidates applying for the post of Process Server must have passed Madhyamik or equivalent examination from any recognised Board.

Candidates applying for the post of Group-D must have passed Class- VIII from any recognised School or recognised Madrasa or any other recognized equivalent Institution.

5. Mode of Examination :

(a) For the post of English Stenographer Grade III: –

- **Paper-I: General English (100 marks):** Syllabus: Spelling, Correct use of words, Correctness of sentences, Use of common phrases, Synonyms and Antonyms, Punctuation, etc. This test will last for 02 hours. There will be 100 Multiple Choice Questions each carrying 01 mark. 01 mark shall be deducted for each wrong answer. Only the successful candidates of Paper I examination who will qualify, the qualifying marks which will be fixed by this Authority, shall be called for Paper II and paper III Examination.
- **Paper-II: Dictation & Transcription (400 marks):** Dictation @80 w.p.m. lasting for 06 (six) minutes followed by transcription of notes in candidates' own handwriting for an hour. Transcription Sheets will be supplied by the Authority. However, Shorthand Notebook, Pen, Pencil shall have to be brought by the Candidates at the time of Examination. Used shorthand Note-sheets need to be attached with the transcription sheet(s) before leaving the examination hall.
- **Paper-III: Typing in Computer (100 marks):** The candidates are required to type from an English Text (to be supplied by the Authority) accurately in a Computer at a speed which is not less than 30 w.p.m. This test will last for 10 (ten) minutes. Before the commencement of test, the Candidates shall be given 02 (two) minutes' time for practice with the Computer.

The number/ amount of errors to be admissible in respect of Paper-II and Paper-III and qualifying marks in any or all the papers and in aggregate shall be fixed by the Authority.

On the basis of the result of the Paper-II and Paper- III, a number of successful candidates will be called for Personality Test, which will be of 50 marks, where knowledge in Computer operation shall also be tested. On the basis of the result of Paper-II, Paper- III, the test of Computer operation and Personality Test, the final panel will be prepared.

- (b) Lower Division Clerk and Process-Server:** - The candidates shall have to appear in a Written Examination of 100 marks comprising 100 Multiple Choice Questions each carrying 01 marks on Simple Arithmetic, English, Bengali and General Knowledge. 01 marks shall be deducted for each wrong answer. The duration of the Examination will be of 02 hour. On the basis of the result of the Written Examination, a number of successful candidates will be called for Personality Test, which will be of 20 marks. On the basis of the total marks obtained in the Written Examination and Personality Test, the final panel will be prepared. The standard of examination shall be similar to that of Madhyamik examination of the West Bengal Board of Secondary Education.

(c) Group-D : - The candidates shall have to appear in a Written Examination of 100 marks comprising 100 Multiple Choice Questions each carrying 01 marks on Simple Arithmetic, English, Bengali and General Knowledge. 01 marks shall be deducted for each wrong answer. The duration of the Examination will be of 02 hour. On the basis of the result of the Written Examination, a number of successful candidates will be called for Personality Test, which will be of 20 marks. On the basis of the total marks obtained in the Written Examination and Personality Test, the final panel will be prepared. The standard of examination shall be similar to that of Class VIII.

The following points are also unanimously resolved by the Committee for smooth conducting of the recruitment process :-

1. This Authority shall have the discretion to fix qualifying marks in any or all of the tests for different categories of posts mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Caste, Scheduled Tribe, OBC(A) & OBC(B), E.C., if deemed necessary.

2. In case of non-availability of a suitable Exempted Category Candidate belonging to SC, ST, OBC-A and OBC-B for any of such reserved point according to 100-Point Roster, the said vacancy shall be filled up by a non-Exempted Category Candidate belonging to SC, ST, OBC-A and OBC-B, as the case may be. Caste Certificates need to be produced at the time of physical document verification.

3. The benefits of reservation of vacancies and age concession for SC, ST & OBC candidates are admissible only to SC, ST & OBC candidates of West Bengal only. SC/ ST/ OBC candidates belonging to States other than West Bengal will be treated as General Candidate. Such benefits are also admissible to all candidates with disabilities of 40% and above.

4. No claim for being a member of SC, ST and OBC or a Person with Disability or a Meritorious Sports person or Exempted Category (E.C.) will be entertained any time after submission of the application.

5. Particulars and Certificates required: A candidate claiming to be SC, ST, OBC (A), OBC (B), Physically Handicapped, Exempted Category or Meritorious Sports person must have a certificate in support of his/her claim from a Competent Authority as specified below :-

For S.C, S.T & OBC (A), OBC (B) candidates [vide the W.B.S.Cs & S.Ts (Identification) Act, 1994 and S.Cs & T.W Department order no. 261-TW/EC/MR-103/94 dated 06.04.95]:-

(i) In the district, the Sub-Divisional Officer of the Sub-Division concerned, and

(ii) In Kolkata, the District Magistrate, South 24 Parganas or such Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas, on his behalf.

For Physically Handicapped candidates/ Persons with Disabilities [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999.]:- A medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-divisional Hospitals. The disabled Persons should have physical disability of 40% and above.

For Meritorious Sports persons:- Meritorious Sports persons in the area of International Competition, National Competition, Inter-University Tournament and National Sports/ Games for School Education in Athletics (including Track and Field events), Weightlifting, Badminton, Wrestling, Basket Ball, Boxing, Cricket, Cycling, Football, Gymnastics, Hockey, Judo, Swimming, Rifle Shooting, Table Tennis, Kabaddi, Volley Ball, Kho-Kho and Tennis will be entertained to avail the benefit of availing the Sports Quota:-

Competent Authorities for issuing Certificate to Meritorious Sportspersons are as follows:

AREA	COMPETENT AUTHORITY
International Competition	Secretary of the National Federation / National Association of the Sports concerned.
National Competition	Secretary of the State Association of the Sports concerned.
Inter-University Tournament	Dean/Director of Sports or other Officer in overall charge of Sports of the University concerned.
National Sports/ Games for School Education	Director or Deputy Director in overall charge of Sports/ Games for Schools in the Directorate of School Education, West Bengal.

For Exempted Category:- Certificate issued by the Competent authority, in terms of Government of West Bengal, Labour Department, Notification No. 301-EMP-/1M-10/2000 dated 21st August, 2002.

For Ex-Serviceman Category:- Candidates belonging to Ex-Serviceman category need to furnish Discharge Certificates in original from their earlier Appointing Authorities at the time of physical document verification.

6. Candidates already in service under Government / Public Sector Undertakings, and within the prescribed age limit, must submit their application through proper Channel with 'No Objection' Certificate of the concerned Authority.

7. Application Fee : -

Application Fees for different posts, castes and categories of candidates are stated in the following chart.

Sl. No.	Name of Post	UR and Others excluding SC & ST	SC & ST
1	English Stenographer (Grade-III)	Rs.300/-	Rs.200/-
2	Lower Division Clerk	Rs.300/-	Rs.200/-
3	Process-Server	Rs.300/-	Rs.200/-
4	Group D	Rs.200/-	Rs.150/-

8. Mode of Application & Mode of payment of Application Fees:- Applications for the aforementioned Examinations will be received in **ONLINE MODE** only. **Application Fees are to be paid Online using Debit Card or Credit Card or Internet Banking or e-challan.** Any other mode of payment will not be accepted under any circumstances. Payment gateway charges and Service Taxes (if any) may be charged and debited additionally. Candidates should retain the 'Payment Confirmation Receipt' generated online and keep a printout of the same for future reference. Application fee including the additional charges is NOT REFUNDABLE in any case.

9. Admit Card containing the Venue, Date and Time of Examination and other information will be made available for download 02 (Two) weeks before the date of Examination till the very day of Examination.

Candidate must download the Admit Card (Hall Ticket) and bring a printout of the same to enter the Examination Venue. Candidates called for test(s) shall be required to appear at their own expense and no T.A. / D.A. is admissible.

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 this Notice, his / her candidature shall be cancelled 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 place of the judgeship and not according to the preference / option given by the applicant.

13. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.

14. In case of any dispute, the decision of the District Recruitment Committee shall stand final.

15. Candidates whose applications will be found not in order, will not be allowed to appear in the examination and authority will bear no responsibility to inform the candidates.

16. The District Recruitment Authority 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 complete. However, the panel(s) shall remain valid for a maximum of 01 (one) year from the date of its formation.

Apart from the above; the applicants are advised to go through the detailed information related to online application as provided under "**How to Apply**" and "**General Instructions for Applicants before Online Submission of Application**" links of the website through which online application has to be submitted. Further, in case of any query regarding online application submission, applicants are advised to send e-mail to rectt2018bankuracourt@gmail.com. **No other mode of communication and/or correspondence will be permitted.**

**Sd/- District Judge-cum- Chairman,
District Recruitment Committee
Judgeship of Bankura
Dated: 14th day of May, 2018 at Bankura**