

OFFICE OF THE DISTRICT JUDGE, BURDWAN
ENGLISH DEPARTMENT.

Notification for recruitment of different categories of post of staff in the Judgeship of Burdwan for the year 2016.

Employment Notification No. **1205 /III-9**

Dated, Burdwan, the **06** May, 2016.

On line applications from the eligible Indian Citizens are invited for preparation of panels to fill up the existing and expected vacancies, in different categories of posts, in the Judgeship of Burdwan.

The examination/ test of all categories of posts will be held on a particular date and time as per schedule of programme which shall be fixed and conducted by the District Recruitment Committee of Burdwan Judgeship in due course of time. One can apply for only one vacant post of any particular category. Vacancy position, Scale of pay, application fees and other details are given hereunder :-

1. Post wise and category wise vacancy position.

Category of vacancy	Category of post										
	English Stenographer (Basic Grade in Schedule-B).	Lower Division Clerk	Typist-copyist	Process Server/ Summon Bailiff	Peon	Night Guard	Day Guard	Farash	Gardener	Sweeper	Category wise total
U.R.	7	14	2	1	6	7	1	1	1	1	41
UR(Sports)	0	1	0	0	0	0	0	0	0	1	2
U.R.(EC)	2	5	2	1	1	2	0	1	0	2	16
UR(Ex)	1	1	0	0	4	0	0	0	0	1	7
UR (PH)	0	3	0	0	2	0	0	0	0	0	5
S.C.	2	8	1	0	4	2	0	0	0	1	18
S.C.(EC)	2	1	0	0	1	1	0	0	0	0	5
SC(Ex)	0	1	0	0	0	0	0	1	0	0	2
S.T.	0	2	1	1	1	0	1	0	0	0	6
S.T. (EC)	1	2	0	0	1	1	0	0	0	0	5
OBC-A	1	3	1	1	2	1	0	0	0	1	10
OBC-A (EC)	0	1	0	0	2	1	0	0	0	0	4
OBC-A(Ex)	0	0	0	0	1	0	0	0	0	0	1
OBC-B	1	2	0	0	1	0	0	0	0	1	5
OBC-B (EC)	0	1	0	0	0	0	0	0	0	0	1
OBC-B (Ex)	0	0	0	0	0	1	0	1	0	0	2
Post wise total :-	17	45	7	4	26	16	2	4	1	8	130

2. Scale of pay :

Sl. No.	Name of the post	Scale of pay
1.	English Stenographer (Basic Grade in Schedule-B)	PB-3 of Rs.7100-37600/- plus Grade pay of Rs.3900/- and other allowances as per Govt. Rules.
2.	Lower Division Clerk	PB-2 of Rs.5400-25200/- plus Grade pay of Rs.2600/- and other allowances as per Govt. Rules.
3.	Typist- Copyist	PB-2 of Rs.5400-25200/- plus Grade pay of Rs.2600/- and other allowances as per Govt. Rules.
4.	Process Server/ Summon Bailiff	PB- 2 of Rs.5400- 25200/- plus Grade pay of Rs.2300/- and other allowances as per Govt. Rules.
5.	Peon Night Guard/ Day Guard/ Farash/ Gardener/ Sweeper	PB-1 of Rs.4900 - 16200/- plus Grade pay of Rs.1700/- and other allowances as per Govt. Rules.

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

4. Eligibility of 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 five years in case of SC/ST. and for three years for OBC candidates. The upper age limit for Physically handicapped candidates, is 45 years. Relaxation of age limit in case of Ex-Serviceman Category – as per existing Government Rules. 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.

Contd..P/2

5. **Essential Qualification** :-

- a) For the posts of English Stenographer, Lower Division Clerk and Typist- Copyist, the candidates must have passed Madhyamik or Equivalent examination from any recognized Board and at least a certificate in computer training from a recognized institutions and a satisfactory fingering speed in computer operation, (i). English Stenographer, 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. (ii) For Lower Division Clerk, knowledge in type writing in English is preferable. (iii) For Typist-copyist, a minimum typing speed from legible manuscript @ of 30 w.p.m.
- b) For the posts of Process Server (Summon Bailiff) , Night Guard, Day Guard and Farash, the candidate must have Class-VIII passed certificate from any recognized school or recognized Madrasah or any other recognized equivalent institution. (i) For the post of Night Guard and Day Guard the candidate must be physically sound and fit.
- c) For the post of Gardener and Sweeper, the candidate must have ability to read and write Bengali

6. **Mode of Examination** :-

i)For the post of Lower Division Clerk :- the examination shall consist of two part viz. Part-I and Part-II. Only the successful candidates of the Part-I examination shall be called for Part-II examination. The Part-I examination will carry 100 marks having 100 questions of one mark each, comprising of multiple choice objective type questions on English, general studies and arithmetic. 1(one) marks shall be deducted for each wrong answer. The duration of the Part-I examination shall be 1 & ½ hours. The Part –II examination shall consist of conventional type question on (a) Group-A-English and (b) Group-B-Bengali/Hindi/Urdu/Nepali carrying 50 marks for each group. The duration of the Part-II examination shall be 1 hours and the syllabus for which will be fixed by the Appropriate Authority. Candidates who will take Hindi or Urdu as the case may be, in lieu of Bengali of the Group-B of the Part-II examination shall, before confirmation, have to pass a departmental examination in Bengali during the period of Probation The duration of the Part-II examination shall be 1 hours and the syllabus for which will be fixed by the Appropriate Authority. The appropriate authority shall have the discretion to fix qualifying marks for both Part-I and Part-II Examination. On the basis of result of part-II examination a number of candidates will be selected for 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 result of total marks obtained in Part-II examination and personality test. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

ii)For the post of Typist-copyist :- The candidates shall have to appear for (I) Preliminary Examination (Objective Type) and (II) Main Examination (Type test). The Preliminary Examination will consist of one paper having objective type multiple choice questions on General English (30 marks), Current Affairs (20 marks). 1 (one) mark shall be deducted for each wrong answer. The duration of Preliminary Examination shall be one hour. Only the successful candidates of Preliminary Examination shall be called for Main examination (Type test). Every candidate shall be required to type 450 words in 15 minutes from a manuscript of English Passage. The minimum number of mistakes allowable is 5 per cent. The appropriate authority shall have the discretion to fix qualifying marks for both Preliminary and Main Examination. On the basis of result of Main Examination (Type test) a number of candidates will be selected for personality test carrying 10 marks when the knowledge in computer operation shall also be tested. A final panel will be prepared on the basis of result of the total marks obtained in typewriting, computer operation and personality test.

iii)For English Stenographer :- Paper-I – Dictation & Transcription (400 marks) (Dictation lasting for 6 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 phrases, Synonyms, antonyms, Punctuation etc. (Time limit 1& ½ hours); Paper –III- Typing in Typewriter machine to be brought by the candidates (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 all the three papers 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 three papers and also computer operation and personality test, a final panel will be prepared. (The number of errors shall be admissible in respect of Paper –I and III and qualifying marks in any or all the papers and in aggregate shall be fixed by the authority).

iv) For the posts of Process Server/Summon Bailiff, Peon, Day Guard, Night Guard, Farash :-

The candidates shall have to appear in a written examination to be conducted by the Authority. The examination will carry 100 marks having 50 questions of two mark each, comprising of multiple choice objective type questions on General knowledge, Mathematics, English and current affairs. 2(two) marks shall be deducted for each wrong answer. Duration of examination shall be one hour. The Authority shall determine the syllabus for the scheme and method and qualifying marks of the written examination. On the basis of result of the written examination, a number of candidates will be selected for personality test carrying 10 marks and on the basis of the total marks obtained in the Written examination and personality test; a final panel will be prepared.

v) For Sweeper and Gardener :- The selection shall be made on the basis of an interview.

7. The appropriate authority/authorities shall have the discretion to fix qualifying marks in any or all the tests for different categories of posts, mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Cast, Scheduled Tribe and Other Backward Classes, if deemed necessary.

8. **S.C./S.T./O.B.C. candidates of other State will be treated as General Candidates.**

a) **Application fees :-** Only online payment of application fees through DEBIT CARD/CREDIT CARD, NET BANKING etc. will be accepted. No other mode of payment of application fees even through online generated challan will be accepted. At the time of payment of application fee through online, the candidates should pay extra bank charge. The District Recruitment Committee shall not be responsible for short deposit of fee. Application of candidate shall be rejected for short deposit.

Categories of post	Categories of candidates and amount of application fees.		
	General & others excluding S.C./S.T.	Scheduled Caste	Scheduled Tribe.
English Stenographer, Lower Division Clerk & Typist-copyist	Rs.250/-	Rs.50/-	Rs.50/-
Process Server/Summon Bailiff, Peon, Night Guard, Day Guard, Farash, Gardener & Sweeper	Rs.150/-	Rs.25/-	Rs.25/-

10. **How to Apply:-**

Applications must be submitted only in online mode as per following instruction on and from 16.05.2016 to 14.06.2016 up to 5.00 P.M. No application will be accepted after 5.00 P.M. on 14.06.2016. Only online payment of application fees will be accepted.

i) The online submission of the application may be made at the following two websites only :-

(1) **ecourts.gov.in/Burdwan**. The applicant has to log-in to website **ecourts.gov.in/Burdwan** first then click on the 'Recruitment Process' link for online submission of application.

(2) **bardhaman.nic.in/employment/employment.htm**. The applicant has to log-in to website **bardhaman.nic.in/employment/employment.htm** first then click on 'Recruitment Process in the Burdwan Judgeship for the year 2016' link for online submission of application.

ii) **Keep the following items ready;**

- b) Scanned Image of recently obtained clear colour passport size photograph of the applicant (Image of type .jpg only and image size restricted up to 20KB. System will not accept file size more than 20KB). Applicants with hazy/unclear images will be summarily disqualified.
- c) Scanned Image of full signature of the applicant (Image of type .jpg only and image size restricted up to 20KB. System will not accept file size more than 20 KB)
- d) Suitable mechanism to deposit fees online like DEBIT CARD/CREDIT CARD, NET BANKING ETC

iii) The filling of online application contains three parts; - a) Part-I Registration, b) Part-II Registration & Part- III Registration

iv) In Part-I registration, candidate will have to fill basic information. On submission of details, candidate shall be prompted to check the details and make any correction in the application. Candidate should press "I agree" button after ensuring that information supplied by him/her is in order and no correction is required. Thereafter no correction/modification etc. shall be allowed

v) At the time of Part-I registration, a password (8 digit numeric code) will be displayed. The applicant has to carefully enter this password and remember it. (Applicants are advised to note down this password carefully with them as it will be used whenever the applicant has to log-in as Registered candidate)

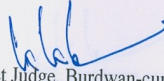
- vi) Once Part-I registration is completed, the software will generate a unique application number. Applicants are advised to note down this unique application number carefully with them as it will be used whenever the applicant has to log-in as Registered candidate
- vii) The application procedure is incomplete without Part-II & Part-III registration. Part II registration is meant for making online payment of application fees.
- viii) After completion of Part-I registration the applicant has to click on the link for payment of fees ONLINE as will be displayed in the webpage. The candidate will have to supply registration number, name, caste, date of birth and name of the post on the payment link. After completion of the online payment of application fees, an e-receipt will be generated. Applicants are advised to note down the number of that e-receipt as will be provided by the Bank. That e-receipt may be downloaded and / or printed by the applicants.
- ix) Part-III registration requires filling of payment details, uploading of the photograph and scanned signature. Once fees is paid online, the applicant has to log-in as Registered candidate by entering both application number and password. Now Feed the various payment details like a) Amount Paid b) e-receipt number as provided by the Bank, c) date of deposit etc.
- x) Now upload the scanned image of recently obtained clear colour passport size photograph of the applicant (*image of type .jpg only and image size restricted up to 20 KB. System will not accept file size more than 20 KB*)
- xi) Then upload the scanned image of full signature of the applicant (*image of type .jpg only and image size restricted up to 20 KB. System will not accept file size more than 20 KB*). Be it noted that images once uploaded cannot be changed. Hence check carefully before uploading.
- xii) Online application will be completed only if scanned signature and photo are uploaded as per instructions
- xiii) After fulfilling all the above, download the filled in form which contains all information as entered by the applicant and preserve the same with them for future reference.
- xiv) Candidates are advised to go through the instructions carefully before filling up the application form
- xv) Request for change/correction in any particular in the Application Form shall not be entertained under any circumstances. The Recruitment authority will not be responsible for any consequence arising out of non acceptance of any correction/addition/deletion in any particular filled in application form whatever the reasons may be.
- xvi) Application form without photograph/signature or with Blurred photograph/signature or incomplete in any matter will summarily be rejected.
- xvii) Please note that sample questions, Admit Card and other instructions will be issued only through this website in due course of time. The applicants are advised to log-in- periodically and check the status. The issued Admit Card has to be downloaded and / or printed by the candidate.

11. Other Instruction / information :-

- i) 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.
- ii) A candidate furnishing incorrect or false particulars or suppressing material information will be disqualified and if appointed, shall be liable for dismissal from service.
- iii) The District Recruitment Committee reserves the right to offer appointment to the selected candidates at any place of the Judgeship and not according to the preference / option given by the applicant.
- iv) Once appointed the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the rules followed in the Judgeship of Burdwan .
- v) In case of any dispute, the decision of the District Recruitment Committee of Burdwan Judgeship shall stand final.
- vi) The application fee is not refundable in any case.
- vii) Candidates, whose application will be found not in order, will not be allowed to appear in the test/s and authority will bear no responsibility to inform.

- viii) The Candidates already in service under Govt./Public Sector undertaking and within the prescribed age limit must obtain “no objection certificate” of the concerned authority before making online application.
- ix) The District recruitment Committee of Burdwan Judgeship reserves the right to make shortlist of the successful candidates. The Panel/s thus formed shall remain effective till the process of giving appointment against the notified vacancies, is completed. However the Panel/s shall remain valid for a year from the date of its formation.
- x) For the posts of English Stenographer and Typist-copyist, the candidates must bring with him/her Typewriter Machine at the time of test.
- xi) The District Recruitment Committee shall have the desecration to fix the minimum qualifying marks in respect of all categories of post notified above and shall have desecration to relax any or part of the norms

**LAST DATE FOR RECEIPT OF APPLICATION (ONLY THROUGH ONLINE MODE)
IS, 14.06.2016 within 5.00 P.M.**


District Judge, Burdwan-cum-
Chairman of the District Recruitment
committee of Burdwan Judgeship
06-05-16