

**OFFICE OF THE DISTRICT JUDGE
CUM
DISTRICT RECRUITMENT COMMITTEE, MALDA.**

Notification for recruitment of different categories of posts of staff in the Judgeship of Malda, west Bengal to be conducted by the District Recruitment Committee of Malda under the supervision of the Committee of Registrars of High Court at Calcutta.

Employment Notification No. 4791/G.

Dated, Malda, the 16th May, 2016

Staff Recruitment Examination, 2016 for the Judgeship of Malda

The application from the eligible Indian Citizens in the following prescribed format are invited for preparation of separate panels to fill up the existing and expected vacancies, mentioned below in different categories of post in the Judgeship of Malda up to 31-12-2016.

The examination/test of all categories of posts will be held in a particular date and time in the district of Malda which shall be fixed and conducted by the District Recruitment Committee of Malda Judgeship in due course of time.

The application is to be addressed to **"The Chairman, District Recruitment Committee, Malda Judgeship, P.O. & Dist. Malda Pin -732 101"**. The application is liable to be cancelled for not furnishing any necessary particular/document and for any sort of defect in filling up the application form and also for any error/omission to follow the instruction stated herein after.

One can apply for only one vacant post of any particular category.

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

- 1) **English Stenographer (Grade-III) : Scale of pay Rs. 7100/- - 37600/-, P.B.-3, Grade Pay – Rs. 3900** Total vacancy (including existing and expected up to 31-12-2016) = **05** [**01-Unreserved, 01-Unreserved (E.C.), 01-S.C. (E.C.), 01-OBC Category-A and 01-OBC Category-B**]
- 2) **Lower Division Clerk (Group – C): Scale of pay Rs. 5400/- - 25200/-, P.B.-2, Grade Pay – Rs. 2600/-** Total vacancy (including existing and expected up to 31-12-2016) = **12** [**07-Unreserved, 01-Unreserved(E.C.), 01-S.T.(E.C.), 01-S.C., 01-S.C.(E.C.) and 01-OBC Category-A**]
- 3) **Process Server : Scale of pay Rs. 5400/- - 25200/-, P.B.-2, Grade Pay – Rs. 2300/-** Total vacancy (including existing and expected up to 31-12-2016) = **04** [**01-Unreserved, 01-Unreserved(E.C.), 01-S.T. and 01-OBC Category-A.**]
- 4) **Group-D : Scale of pay Rs. 4900/- - 16200/-, P.B.-1, Grade Pay – Rs. 1700/-** Total vacancy (including existing and expected up to 31-12-2016) = **14** [**04-Unreserved, 02-Unreserved (E.C.), 01-S.C., 01-S.C. (E.C.), 01-S.T., 01-OBC Category-A, 01-OBC Category-B, 01-Unreserved (Ex-Serviceman), 01-S.C. (Ex-Serviceman) and 01-Unreserved (Meritorious Sportsmen)**]
- 5) **Sweeper (Karmabandhu) (Group-D): Scale of pay Rs. 4900/- - 16200/-, P.B.-1, Grade Pay – Rs. 1700** Total vacancy (including existing and expected up to 31-12-2016) = **03** [**01-Unreserved, 01-Unreserved (E.C.) and 01-S.C.**]

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

Age Limit.

Not less than 18 years and not more than 40 years as on 1st January, 2016 as per Finance Department's Notification No. 11653-F(P) dated 30.12.2011 for all categories of post.

- Relaxation of age limit for 05 (five) years in case of SC/ST. and for 03 (three) years for O.B.C candidates is permissible. The upper age limit for Physically handicapped candidates, is 45 years.
- Relaxation of age limit in case of Ex-Serviceman Category is 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.

A) For the posts of English Stenographer :

The candidate must have passed Madhyamik or Equivalent examination from any recognized Board and at least he must possess a certificate in computer training from a recognized institution and a satisfactory fingering speed in computer operation. 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 along with certificate of Stenography & Typing.

B) For the posts of L.D.C :

The candidate must have passed Madhyamik / Matric from any recognized school or recognized Madrasah or any other recognized equivalent institution and at least a Certificate / Diploma in Computer Training from a recognized Institute and with the ability of typing on Computer at the Speed of 20 Words per minute in English.

C) For the posts of Process -Server :

The candidate must have passed Madhyamik / Matric from any recognized school or recognized Madrasah or any other recognized equivalent institution.

D) For the posts of Group-D (Class-IV):

The candidate must have Class-VIII pass certificate from any recognized school or recognized Madrasah or any other recognized equivalent institution.

E) Sweeper (Karmabandhu) (Group-D):

The applicants must have ability to read and write Bengali.

a) For the posts of 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 and antonyms and Punctuation (Time limit 1 & ½ hours)
- Paper –III- Typing in Computer (100 marks) (The candidates are required to type from a manuscript accurately on the Computer @ not less than 30 words per minute. The test will last 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 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)

b) For the posts of Lower Divisional Clerk :

The candidate shall have to appear in an Examination consisting two parts viz Part-I and Part-II

- **Part-I :** The candidates shall have to appear in a Preliminary Screening test comprising Multiple choice question of 100 Marks on General Knowledge, Mathematics , Computer and English carrying 100 Marks. 1 mark shall be reduced for each wrong answer. The duration of the examination would be 1 ½ hour.

- **Part-II** : On the basis of result of the Preliminary Examination , a number of candidates will be selected for Part-II examination consisting conventional type question on (a) Group-A : English and (b) Group-B: Bengali. The duration of Part-II Examination shall be 1 (One) hour. The standard of the Written Examination shall be similar to Madhyamik or Secondary Examination.
- On the basis of the result of the Part-II Examination a number of candidates shall be selected and called for Personality Test and with Computer Test. On the basis of total marks obtained in the Written Examination and personality test, a final panel will be prepared. The Recruitment Committee shall fix the minimum qualifying marks in Part-II Examination.

c) For the posts of Process-Server :

- The candidates shall have to appear in a written examination comprising Multiple choice question of 100 Marks on General Knowledge, Mathematics , Computer and English carrying 100 Marks. 1 mark shall be reduced for each wrong answer. The duration of the examination would be 1 ½ hour.

d) For the posts of Group-D (Class-IV) :

- The candidates shall have to appear in a written examination to be conducted by the District Recruitment Committee, Malda Judgeship. The Authority will determine the syllabus for the scheme and method of the written examination. On the basis of 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 finally selected candidates for the post of Group-D may be appointed in any of the post of Office Peon , Farash , Night Guard etc.

e) Sweeper (Karmabandhu) : The selection shall be made on the basis of an interview.

- 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 S.C, S.T and O.B.C, if deemed necessary.

- Eligible candidates may submit only legible typed (one side of the paper) single application.
- (*Hand written application can not be entertained*) for any of the aforementioned post as per format given below, addressing to *The Chairman, District Recruitment Committee, District Judge's Office, Malda, P.O. + Dist.- Malda, Pin- 732 101 (W.B)* accompanied by application fees prescribed below along with *self-addressed envelope specified below with postal stamp of Rs.5/- (Five) and attested copies of documents mentioned in the application starting from 19-05-2016 and ending at 05: 00 pm on 18-06-2016.*

Sl. No. Categories of post Unreserved & others excluding S.C./S.T. Scheduled Caste Scheduled Tribe.

Sl. No.	Categories of post	Unreserved & others excluding S.C./S.T.	Scheduled Caste & Scheduled Tribe
1	English Stenographer(Grade-III)	Rs. 400/-	Rs. 200/-
2	Lower Division Assistant	Rs. 300/-	Rs. 150/-
3	Process - Server	Rs. 200/-	Rs. 100/-
4	Group-D	Rs. 200/-	Rs. 100/-

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

The applicant is directed to deposit application fees in SB A/C No. 50171758965 IFSC Code No. ALLA0210500 of "District Judge, Malda," of Allahabad Bank, Malda Branch directly. **It is made clear that the application fees as mentioned in the above column are excluding bank charges.** In such case the candidate is instructed to write his/her full name in depositor' column and the applicant should file the original Bank Deposit Slip (Counter foil) along with the application. **The Bank Charge if any shall be borne by the applicant himself/herself if deposited other than Malda Branch of Allahabad Bank.** Application fee is not refundable in any case.

Applications will be received on and from 19-05-2016 .The last date of receiving application 18-06-2016), *No application will be received after 5:00 P.M of 18-06-2016 in any circumstances. Any application, if dispatched earlier but reaches to the Office of the undersigned after the last date will not be entertained.*

- Two passport size coloured recent photographs duly signed by the candidate should be pasted in the respective place in the application format and admit card.
- Full signature of the Candidate with date must be given at the bottom of the application
- The application, by Speed Post, Ordinary Post, Registered Post (with or without A/D) & any Courier Service must be submitted in a closed envelope mentioning the name of the post applied for, category of the candidate on the top of the envelope within the date and time mentioned hereunder to the *office of District Judge, Malda* The applications may also be dropped at the respective container / box which will be placed at a conspicuous place of District Judge's Office Premises at Malda .
- One Self-addressed envelope of the size of 25 cm X 11 cm with postal stamp of Rs.5/- (Five) affixed thereon should be accompanied with the application.
- Defective / incomplete / unsigned application / application submitted without proper & requisite fees and not according to format will summarily be rejected.
- Admit cards containing venue, date and time of examination / test as also other information, will be sent to the candidates whose application will be considered to be in order in all respect, by post. Candidates called for the examination / test shall be required to appear at their own expenses.
- Admission to the test/ examination will be deemed provisional, subject to verification and determination of the candidates 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.
- A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified and if appointed, shall be liable for dismissal from service.
- 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.
- 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.
- In case of any dispute, the decision of the District Recruitment Committee of Malda Judgeship shall stand final.
- 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.
- Application reaching the office of the District Judge, Malda after the last date shall not be considered, *even though the same are posted well in advance.*
- The Candidates already in service under Govt./Public Sector undertaking and within the prescribed age limit *must submit their applications through proper channel with " no objection certificate " of the concerned authority.*
- The District recruitment Committee reserves the right to make shortlist of the successful candidates. The Panel/s thus ,so be formed, shall remain effective till the process of giving appointment against the notified vacancies, is completed. However the said Panel/s shall remain valid for a year from the date of its formation.
- The District Recruitment Committee shall have the full discretion to fix the minimum qualifying marks in respect of all categories of post notified above and shall have full discretion to relax any or part of the norms.

Sd/-
(JAYASHREE BANERJEE)
 Chairman,
 District Recruitment committee,
 -cum-
 District Judge, Malda.

APPLICATION FORMAT**Employment Notification No. . Dated, Malda .****POST APPLIED FOR _____ CATEGORY _____**

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

To
The Chairman,
District Recruitment Committee,
MALDA Judgeship,
Malda , P.O. & Dist. Malda , Pin- 732101

Affix passport size
 recent photographs

Sir,

I beg to apply for the post of _____ in the category 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 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) :
with Tel. No., if any
9. Address (Present) :
with Tel. No., if any
10. Whether belongs to SC/ST/OBC-A/ :
OBC-B/ E.C.
(Give attested supporting documents)
11. Physically Handicapped (say yes/no) :
(Give attested supporting documents)

Contd.....P/2.....

: 2 :

12. Educational Qualification :
(Give attested supporting documents)

Name of Exam. passed	Year of passing	Name of Board/University	Total Marks obtain	% of Marks

13. Have you any knowledge in Computer Operation/Typing ? If so, give details. :
(Give attested supporting documents)

14. Do you know ordinary Type-writing :
If so, give details. (Give attested supporting documents)

15. Do you know Shorthand (English) ? :
If so, give details.
(give attested supporting documents)

16. Are you a Govt. Servant – Yes/No :
If yes, give details.

17. Are you a Ex-serviceman – Yes/No :
If yes, give details.

18. Other Qualifications, if any :
(Give attested supporting documents)

19. Please state the No. Date and amount :
of Bank Chalan.

Challan No./Transaction ID No.	Date	Amount

Declaration

I, hereby declare that. (a) all statements made in this application are true, complete and correct to the best of knowledge and belief and 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 Authority in writing [Strike out (b), if not applicable].

Dated :

Yours faithfully,

Place :

Enclos :

ADMIT CARD**Staff Recruitment Examination 2016.****Judgeship of Malda**Affix passport size
recent photographs**(For Office use)**

Roll No. :

Date of Examination :

Time of Examination :

Venue :

(To be filled up by the candidate)

- 1) Name of the Candidate :
(in Block Letter)
- 2) Father's/Husband's Name :
- 3) Address :

**Signature and date with stamp
of the Chairman of the District Selection Committee**