

**OFFICE OF THE JUDGE,
FAMILY COURT
KAILASHAHAR : UNAKOTI, TRIPURA**

No.F.11(6)(FC/N)/KLS/Appt./2015-16/ 133

Dated, Kailashahar,
The, 21st January, 2016

NOTIFICATION

Applications are invited in prescribed format available in the official Website of the District & Sessions Judge, Unakoti Judicial District (<http://ecourts.gov.in/unakoti/history>) from the Indian Nationals for filling up of following posts of Group-“C” & “D” in the establishment of the Judge, Family Court, Kailashahar, Unakoti, Tripura.

Name of Post	P.A.-II (Jr. Grade Stenographer) (Group-C)
Number of Vacancies	01 (One) (Reserved for ST)
Pay Structure	Regular scale, Pay Band-2, Rs. 5700-24000/- and Grade Pay Rs. 2800/-
Eligibility	i) Educational Qualification :- Graduation in any discipline from any recognized College/University. ii) Technical Qualification a) Must have passed a provisional speed of 100 words per minute in shorthand (English) and Typing speed of at least 60 words per minute in Computer from a recognized/registered Institution. b) Certificate in computer education in a course of minimum 06 months duration.
Fees	Rupees 200/- in the nature of Postal Order.
Candidates will have to undergo a short-hand and typing test on Computer (100 Marks) to qualify to sit in the written examination consisting of total 85 Marks (English-50, G.K., Current affairs-25 & Mathematics – 10) followed by viva-voce (15 marks).	

Name of Post	LDC (Group-C)
Number of Vacancies	03 (Three) Nos. (UR-02 Posts, ST-01 Post) (01 No. in Regular Scale & 02 Nos. on fixed Pay basis).
Pay Structure	Regular scale, Pay Band-2, Rs. 5700-24000/- and Grade Pay Rs. 2200/- and Fixed Pay Rs. 6260/- (per month).
Eligibility	i) Educational Qualification :- Graduation in any discipline from any recognized College/University. ii) Technical Qualification a) Candidate must be computer savvy with a Typing Speed of atleast 30 words per minute on Computer. b) Certificate in computer education in a course of minimum 06 months duration.
Fees	Rupees 300/- for UR category and Rupees 150/- for S.T., S.C & PH category in the nature of Postal Order.
Candidates will have to undergo Computer test (at least 30 words per minute speed) (50 Marks) to qualify to sit in the written examination consisting of total 85 Marks (English-30, G.K., Current affairs-30 & Mathematics – 25) followed by viva-voce (15 marks).	

Name of Post	Group-D (Peon Grade)(Night & Day Guard and Sweeping & Cleaning Assistant)
Number of Vacancies	03 (Three) Nos. (On fixed Pay basis), (UR-02 Posts, ST-01 Post) (Posts likely to be increased)
Pay Structure	Fixed Pay Rs. 4680/- (per month) in the Pay Band-1, Rs. 4850-13000/- and Grade Pay Rs. 1400/-.
Eligibility	Educational Qualification :- Must have passed Class-VIII examination from any recognized institution.
Fees	Rupees 150/- for UR category and Rupees 80/- for S.T., S.C & PH category.
Candidates will have to sit in the written examination consisting of total 75 Marks (Letter Writing in Bengali -25, Hand Writing Test (English & Bengali)-25 and G.K. & Current affairs-25) to qualify for viva-voce (25 marks).	

Name of Post	Part-Time Contingent Water Carrier, (Fixed Wages)
Number of Vacancies	01(One) (The post is purely on contingent basis, will not entitle to be appointed as regular employee in the ministerial establishment of the Family Court, Kailashahar and also shall not carry any weightage in future when the posts available in Family Court, Kailashahar).
Pay Structure	Rs. 3,688/- (Fixed).
Eligibility	Educational Qualification :- Must have passed Class-VIII examination from any recognized institution.
Fees	Rupees 150/- for UR category and Rupees 80/- for S.T., S.C & PH category in the nature of Postal Order.
Candidates will have to sit in the written examination consisting of total 75 Marks (Letter Writing in Bengali -25, Hand Writing Test (English & Bengali)-25 and G.K. & Current affairs-25) to qualify for viva-voce (25 marks).	

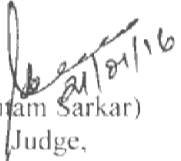
Candidates will be selected strictly on the basis of Merit.

Handwritten signature/initials
21/01/16

How to Apply

1. Application in plain paper as per prescribed format addressed to the Judge, Family Court, Kailashahar, Unakoti, Tripura along with all self attested copies of relevant Certificates and Testimonials, 3(three) recent self attested passport size coloured photographs alongwith fees for conducting examination/test for the recruitment **in the nature of Postal Order** in favour of the Judge, Family Court, Kailashahar payable at the Kailashahar Post Office and should reach to the Office of the Judge, Family Court, Kailashahar on or before **29.02.2016 (04:30 P.M.)**. Application may be submitted by hand in the "Receipt Section", of the Office of the undersigned on all working days between **11 A.M. to 3.30 P.M.**
2. Separate application should be filed for each post.
3. **Age limit :-** Minimum 18 years and maximum 40 years for UR and relaxable by 5 years for ST/SC/PH candidates and Govt. servant (**as on 01.01.2016**).
4. Reservation will be as per rule.
5. The Department shall not be responsible for delayed postal delivery of application beyond the date fixed.
6. Incomplete application will be summarily rejected.
7. Candidate already in service must apply through proper channel or attach "No Objection Certificate" from his employer alongwith the application.
8. The venue, date & time of computer test/written test/viva-voce test etc shall be informed in due course of time.
9. No TA/DA shall be paid for attending any test for the selection process.

Visit Recruitment link in official website (<http://ecourts.gov.in/unakoti/history>) for prescribed format, syllabus etc.


(Gautam Sarkar)
Judge,
Family Court,
Kailashahar, Unakoti, Tripura

Schedule -1

Application form for direct recruitment to the posts in the establishment of Judge, Family Court, Kailashahar, Unakoti District.

To
The Judge,
Family Court, Kailashahar,
Unakoti, Tripura

Affix self attested recent
Passport size colour
Photograph (Also provide
three extra copy of
photograph)
**Do not staple your
photograph here**

Subject : Application for the post of

Reference :- Your Advertisement No. Dated published in dated
inviting application for the post.

Sir,

With reference to above. I would like to offer myself as a candidate for the post of
under your judgeship. Necessary particulars of my candidature are as follows:-

1.	Application for the post applied for	
2.	Name of the candidate (in BLOCK letters)	
3.	Father's/Mother's/Husband's name	
4.	Present postal address	Village P.O. /PIN P.S. Sub-Division District State
5.	Date of BirthDDMM.....YYYY
6.	Nationality	
7.	Caste Status	UR/ST/SC
8.	Educational qualification	
9.	Technical qualification in computer application	
10.	Working experience, if any	
11.	Employment exchange Registration No.	
12.	Contact No.	Land : , Cell.....
13.	If employed in Govt./Private Undertaking Department? If yes, whether permission obtained for better employment/applied through proper channel?	
14.	Fees paid (IPO No., Amount & date)	

Date :
Place :

Full signature of the applicant

Enclosed : Self attested copies of the aforesaid documents including Permanent Resident Certificate are annexed herewith in sheets of paper.

Schedule E

Syllabus for competitive examination for appointment of
LDC by direct recruitment in the establishment
of Judge, Family Court, Kailashahar

Written Examination: 85 Marks in Total

Duration : 3 hours

Parts	Subjects	Standard and scope of Written Paper	Marks
I	English	This part of the written paper will be set to test the candidate's proficiency in the language. It may include translation from Bengali into English, narration, précis writing etc. The standard will be that of H.S.(+2 Stage) Examination of the Tripura Board of Secondary Education.	30
II	Mathematics	This written paper will be set to test the speed and accuracy of the candidate in making routine calculation	25
III	General Knowledge & Current affairs	This part of the written paper will be set to test the general intelligence; power of observation and knowledge of the candidate in current affairs of the country	30

Viva –Voce - 15 Marks

I	Viva Voce	To assess the overall personality of the candidate	15
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Typing speed Test on Computer - 50 Marks

I	Typing speed Test on Computer	The candidate must be computer savvy with a typing speed of at least 30 words per minute in computer	50
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Schedule F

Syllabus for competitive examination for appointment of Stenographers by direct recruitment in the stenographer cadre in the establishment of Judge. Family Court, Kailashahar

Written Examination: 85 Marks in Total

Duration : 2 hours

Parts	Subjects	Standard and scope of Written Paper	Marks
I	English	This part of the written paper will be set to test the candidate's proficiency in the language. It may include translation from Bengali into English, narration, précis writing etc. The standard will be that of H.S.(+2 Stage) Examination of the Tripura Board of Secondary Education.	50
II	Mathematics	This written paper will be set to test the speed and accuracy of the candidate in making routine calculation	10
III	General Knowledge & Current affairs	This part of the written paper will be set to test the general intelligence; power of observation and knowledge of the candidate in current affairs of the country	25

Viva –Voce - 15 Marks

I	Viva Voce	To assess the overall personality of the candidate	15
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Short hand & Typing speed Test on Computer - 100 Marks

I	Short hand & Typing speed Test on Computer	The candidate must be computer savvy with a capacity to take dictation of 100 words per minute and typing speed of at least 60 words per minute in computer	100
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Schedule G

Syllabus for competitive examination for appointment of Group-D Posts of various categories by direct recruitment in the establishment of Judge, Family Court, Kailashahar

Written Examination: 75 Marks in Total

Duration : 2 hours

Parts	Subjects	Standard and scope of Written Paper	Marks
I	Letter Writing	This part of the written paper will be set to test the candidate's proficiency in the language. It may include writing letter in Bengali with a view to test the capacity of expression and clarity of thought of the candidate.	25
II	Hand Writing Test	This part of the paper will consist of hand writing test in English and Bengali. The candidates will be asked to copy paragraphs consisting of 60 words each in English and Bengali	25
III	General Knowledge & Current affairs	This part of the written paper will be set to test the general intelligence; power of observation and knowledge of the candidate in current affairs of the country	25

Viva –Voce - 25 Marks

I	Viva Voce	To assess the overall personality of the candidate	25
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