

OFFICE OF
THE CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE
DAKSHIN DINAJPUR DISTRICT JUDICIARY
- CUM -

THE DISTRICT JUDGE, DAKSHIN DINAJPUR
DISTRICT COURT COMPLEX, P.O. BALURGHAT
DIST. DAKSHIN DINAJPUR, WEST BENGAL, PIN
733101



ENGLISH DEPARTMENT

No. 30/DRC-DD/2019-20

Date: 17.04.2023

IN CONTINUATION OF EARLIER NOTIFICATION BEING No.2/DRC-DD/2019-20 DATED 20-12-2019 THE FOLLOWING NOTIFICATION IS MADE FOR THE CANDIDATES THOSE WHO HAVE BEEN ALREADY SHORTLISTED FOR APPEARING IN THE WRITTEN EXAMINATION OF), *Lower Division Clerk*, and *Office-Peon*, WHICH WAS SUSPENDED DUE TO OUT BREAK OF COVID-19 IN THE YEAR 2020 VIDE RESOLUTION NO.15/2019 DATED 18-03-2020 IS HEREBY REVIVED AND THE WITTEN EXAMINATION WILL BE CONDUCTED ON 11-06-2023

Applications from eligible Indian citizens has already been invited and scrutinized for selection and preparation of selection lists to fill up the existing and expected vacancies in Dakshin Dinajpur District Judiciary for 2019-20.

The Recruitment Examinations for the posts of *English Stenographer (Grade-III)*, and *Mali* has already been completed.

Now *Lower Division Clerk*, and *Office-Peon* will be conducted by the District Recruitment Committee, Dakshin Dinajpur District Judiciary on 11-06-2023 (Sunday) as per the schedule of programme fixed by the Committee.

Vacancy position, pay structure, mode of appointment, eligibility criteria, application procedure, application fees and other details were already given are given in **NOTIFICATION BEING No.2/DRC-DD/2019-20 DATED 20-12-2019, earlier.**

However the following instructions and/or information are given once again for the candidates appearing for the post of Lower Division Clerk and Office Peon.

1. Mode of Examination:

A. For the posts of Lower Division Clerk:

- **Tier-I: Objective type Examination (100 marks):** The candidates shall have to appear in an Objective type Examination comprising 100 Multiple Choice Questions each carrying 01 mark. 01 marks shall be deducted for each wrong answer. Scope of the examination will be Simple Arithmetic, English and General Studies. The duration of the examination will be 01 hour 30 minutes.



Tier-II: Subjective type Examination (100 marks): On the basis of the result of the Tier-I (Objective type Examination), a number of selected candidates will be called for a Subjective type Examination containing conventional questions on English and Bengali language. The duration of the examination will be 01 hour 30 minutes.

- **Tier-III: Personality Test (20 marks):** On the basis of the total marks obtained only in the Tier-II (Subjective type Examination), a number of selected candidates will be called for a Personality Test where knowledge in **Computer operation** shall also be tested. On the basis of the total marks obtained in the Tier-II (Subjective type Examination) and the Tier-III (Personality Test), the final selection list will be prepared. Marks obtained in the Tier-I (Objective type Examination) will not be considered while preparing the final selection list.

B. For the posts of Office-Peon:

- **Tier-I: Objective type Examination (70 marks):** The candidates shall have to appear in an Objective type Examination on Simple Arithmetic, English, Bengali and General Awareness. There will be 35 multiple choice questions each carrying 02 marks. 02 marks will be deducted for each wrong answer. The duration of the Examination will be 01 hour. This examination will be treated as a **Screening Test** only.
- **Tier-II: Subjective type Examination (100 marks):** The candidates shall also have to appear in a Subjective type Written Examination containing conventional type questions on Simple Arithmetic, English and Bengali. The duration of the Examination will be 01 hour 30 minutes. This examination will be held on the **same day** after completion of the Tier-I (Objective type Examination).

Important Note: *Please take note that both Tier-I and Tier-II booklets will be given at the same time and the candidates will get 02 hour 30 minutes in total. There will be no break in between examination of Tier-I and Tier-II. Tier-I booklet-cum-Answer-sheet will be collected after completion of first 01 hour of the examination.*

Important Note: The answer-scripts of Tier-II (Subjective type Examination) will be evaluated only for the candidates securing qualifying marks in the Tier-I (Objective type Examination), to be decided by the DRC later on.

- **Tier-III: Personality Test (20 marks):** On the basis of the result of only the Tier-II (Subjective type Examination), a number of selected candidates will be called for Personality Test. On the basis of the total marks obtained in the Tier-II (Subjective type Examination) and Tier-III (Personality Test), the final selection list will be prepared.

The District Recruitment Committee reserves the right of fixing qualifying marks in any or all the tests for different categories of posts mentioned above and may relax/reduce such marks in respect of reserved category candidates belonging to S.C., S.T. and O.B.C. categories, if deemed necessary.

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

- Candidates are required to Visit the Recruitment Section in the website of **Dakshin Dinajpur District Court** and to follow the link provided next to **Recruitment of Staff 2019-20** for necessary notices.

Procurement of Online Admit Card (Hall Ticket):

- Admit Card (Hall Ticket) containing the Venue, Date and Time of Examination and other information will be made available for **download 03 (Three) weeks before the date of Examination(11-06-2023) 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.
- To download the Online Admit Card, visit the Recruitment Section in the website of **Dakshin Dinajpur District Court** and click on 'Download Admit Card' link provided next to **Recruitment of Staff 2019-20** in the **Recruitment** section of the website of Dakshin Dinajpur District Court at <https://districts.ecourts.gov.in/dakshindinajpur>.
- The Admit Card shall be purely provisional and shall not constitute an offer of employment. The Admit Card must be produced at the time of entering the Venue of Examination. No one shall be permitted to enter the Examination Venue without the printout (hardcopy) of his/her Admit Card.
- The Candidates must bring an original photo identity card issued by Central/ State Government like **PAN Card or Voter ID or Aadhaar Card or Passport or Driving License** and produce the same at the Venue of Examination for verification of identity with the details in Admit Card failing which he/she will NOT be allowed to appear in the examination.
- **Candidates are suggested NOT TO CARRY ANY BAGS OR BELONGINGS AT THE EXAMINATION CENTER EXCEPT ADMIT CARD/IDENTITY PROOF/BALL PENS ETC.**

Publication of Result:

- The Result(s) of the Examination(s) will be published in the website of **Dakshin Dinajpur District Court**, website of the Hon'ble High Court at Calcutta and conspicuous places in the Office premises at Dakshin Dinajpur District Court in due course of time.

2. Important Dates:

Availability of Admit Cards	03 (three) weeks before the date of Examination till the day of Examination
Date of Examination	11th Day of June, 2023 (Sunday)
Date of Publication of Result	To be notified later.

N.B. All the aforementioned dates may be altered at the discretion of the District Recruitment Committee, Dakshin Dinajpur District Judiciary.

3. Other Important Information for the Applicants:

The District Recruitment Committee, Dakshin Dinajpur District Judiciary reserves the right to shortlist the successful candidates. The Selection List(s) thus, so be formed, shall remain effective till the process of giving appointment against the notified vacancies, is completed. However, the said Selection List(s) shall remain valid for a maximum of 01 (one) year from the date of its formation.





- ❖ The District Recruitment Committee, Dakshin Dinajpur District Judiciary shall have full discretion to fix the minimum qualifying marks in respect of all categories of vacant posts notified above and shall have full discretion to relax any or part of the norms.
- ❖ Admission to the Examination Hall will be entirely 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 Examination Hall, in terms of this Employment Notification, his/ her candidature shall be cancelled without making any reference to him/ her and without assigning any reason.
- ❖ Candidates called for the Examination shall be required to reach their respective Examination Venues at their own expenses.
- ❖ There will be provision for frisking the Candidates at every entrance of the Examination Venues.
- ❖ Mobile phone, Digital watch, Scanner & other IT Gadgets are strictly prohibited inside the venue. If any candidate is found with any of these devices, his/her candidature will stand cancelled immediately, even if he/she was not found using such gadgets.
- ❖ Request for change of Venue of Examination shall not be entertained under any circumstances.
- ❖ No candidate will be allowed to leave the examination hall before the completion of examination.
- ❖ Canvassing in any form during the process will disqualify the candidate.
- ❖ Decision of supervising officer(Judges) will be final in the examination hall.
- ❖ In case of a legal dispute in respect of this Recruitment Process, the legal Jurisdiction will be the Hon'ble High Court at Calcutta, West Bengal.

Sd/- Sujata Kharga
Member, D.R.C.
cum
A.D.J, Special Court,
Balurghat, D/Dinajpur

Sd/- Jibon Kumar
Sadhu Chairman,
District Recruitment
Committee,
-cum-
District Judge,
Dakshin Dinajpur at Balurghat

Sd/- Gairik Roy
Member, D.R.C.
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Chief Judicial Magistrate
D/Dinajpur at Balurghat