

**OFFICE OF THE DISTRICT JUDGE
UTTAR DINAJPUR AT RAIGANJ**

EMPLOYMENT NOTIFICATION NO. 01 /DRC

Dated, the 10th day of January, 2025

Online applications from the eligible Indian Citizens are invited for preparation of panel to fill up the existing and expected vacancies, as mentioned below, for the post of English Stenographer (Group B) Grade III, in the Judgeship of Uttar Dinajpur. The appointments will initially be made on purely temporary basis but are likely to be made permanent.

| | |
|--|--|
| Starting date of ONLINE Application* | 11-01-2025 (from 10:30 a.m. onwards) |
| Closing date for submission of application | 22-01-2025 (till 11:59 p.m.) |
| Last date for submission of Fees | 22-01-2025 (till 11:59 p.m.) In case of any problem in respect to submission of fees, communications to be made with proof within 24-01-2025 (till 11:59 p.m.) in the helpdesk Email id at helpdeskdcourtreruitmentud@gmail.com |

***Application must be submitted through <https://uttardinajpurcourtreruitment2024.in> . No other means/mode of application will be accepted.**

The examination/test will be held on particular date and time which shall be fixed and conducted by the District Recruitment Committee of Uttar Dinajpur Judgeship in due course of time, to be notified later on through websites : <https://northdinajpur.dcourts.gov.in> / www.uttardinajpur.nic.in as well as www.calcuttahighcourt.gov.in .

Applicants are to visit <https://northdinajpur.dcourts.gov.in> for further notifications relating to instant recruitment process.

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

| Vacancies and Scale of Pay | |
|--|---|
| 1 | English Stenographer (Group B) : Grade-III |
| | Scale of Pay : Pay Level- 10 of ROPA 2019 [Pay Range- Rs. 32,100/- to 82,900/-] |
| | Existing Vacancy: 01, Expected Vacancy: 02 [O.B.C. (B) = 01, E.W.S.= 01, O.B.C. (A) = 01] |
| NOTE: * The eligibility of the OBC-A & OBC-B candidates shall abide by the Judgement passed by the Hon'ble High Court, Calcutta on 22-05-2024 in WPO 60 of 2011 with WPA 22145 of 2010, WPA 8840 of 2020 with WPO 1160 of 2013 with WPO 578 of 2012 regarding OBC certificates. | |

Minimum age limit: Candidates should not be less than 18 years as on 1st January, 2025. The upper age limit is mentioned/specified against the respective post.

NOTE : As proof of Age, Admit card/ Certificate of Madhyamik (10th standard) or equivalent examination issued by any recognized Board/ Council will only be accepted in case of English Stenographer.

English Stenographer (Group-B Category):

Qualification: a candidate (1) must have passed Madhyamik or equivalent examination from any recognized Board and

2) a Certificate in Computer Training from a recognized Institution and

3) a satisfactory fingering speed in Computer operation and

4) a minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 40 w.p.m. in Typewriting from a legible manuscript in English for 10 minutes.

Age limit : 1) For candidates belonging to E.W.S. category, the age limit is 32 years.

2) For candidates belonging to OBC A/ OBC B category, the age limit is 35 years.

For EWS candidates:

The candidates seeking benefit of reservation under EWS category should furnish an Income and Asset Certificate issued by ;

1) Block Development Officer (B.D.O) of Rural Areas

2) Sub-Divisional Officer (S.D.O) for Municipal Areas

3) District Welfare Officer, Kolkata (D.W.O) for Kolkata Municipal Corporation areas (KMC)

NOTE : The Recruiting Agency will verify the veracity of the Income and Asset Certificate submitted by the candidate through the certificate Issuing Authority.

For O.B.C. A/ O.B.C. B Candidates*:-

Candidates seeking the benefit of reservation as **O.B.C A/ OBC B** must produce a certificate issued by:

- 1) the Sub-Divisional Officer (S.D.O) of the Sub-Division concerned,
- 2) the District Welfare Officer, (D.W.O) Kolkata for Kolkata,
- 3) the District Magistrate, (D.M) or the Additional District Magistrate, (A.D.M) , as authorized by the District Magistrate, for the District: South 24 Parganas,

The said certificate must confirm to the West Bengal 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.

Mode of Examination :

1. For the post of English Stenographer (Grade-III) :

- (a) There will be a three-phase examination.
- (b) **Phase-I- Screening Test-** It will be of 100 marks having **100 questions of 1 (one) mark each**, of duration of **one and half hours**. A written examination consisting of Objective type paper comprising questions on General English (Syllabus : Spelling, Correct Use of Words, Correctness of Sentence, Use of Common Phrases, Synonyms & Antonyms, Punctuation etc.) will be held. **There will be negative marking of 0.5 marks for each wrong answer.**
- (c) The candidates who will qualify in the Screening Test will be considered eligible to appear in Phase-II & Phase-III.
- (d) **Phase-II- "Dictation and Transcription"** - It will be of 100 marks- dictation for 5 minutes followed by **transcription of shorthand notes** in candidates' own handwriting for one hour.
- (e) **Phase-III-** There will be a typing test on computer from a manuscript @ 40 w.p.m., which will be of **100 marks** with **10 minutes' duration**.
- (f) **Phase-II and Phase-III examination will be conducted on the same day.**
- (g) On the basis of the results of Phase-II and Phase-III examination, a number of candidates securing qualifying marks, shall be called in the ratio decided by the District Recruitment Committee time to time for Personality Test (30 marks) and Computer Proficiency Test (20 marks) on OS UBUNTU 18.4.
- (h) On the basis of result of Phase-II and Phase-III examination, Personality Test and Computer Proficiency Test, a final Panel will be prepared.
- (i) The qualifying marks at all levels shall be fixed at the discretion by the Recruitment Committee.
- (j) The number of errors admissible in respect of Paper-II and III shall be fixed by the Authority.

Application Fees *:

Application Fee for each category of post, is shown below :

| Name of the Post | OBC-A / OBC-B/ E.W.S. |
|----------------------|------------------------|
| English Stenographer | Rs. 600/-+ Bank charge |

*** OBC/E.W.S. candidates of other States shall not be considered eligible for the notified vacancies .**

To apply:

Open the website <https://northdinajpur.dcourts.gov.in> and to follow the instructions available in the site as well as the instructions mentioned below prior to apply.

INSTRUCTIONS

| | |
|----|---|
| a) | <p><u>Candidates have to keep the following items ready before filling up of application :</u></p> <p>i) Mobile no. of their own</p> <p>ii) Email ID of their own</p> <p>iii) Soft copy of recently obtained clear colour passport size photograph of the applicant (Image type .jpg/ .jpeg only and image size restricted upto 100 KB. System will not accept file size more than 100 KB). Applicants with hazy/unclear images will be summarily disqualified.</p> <p>iv) Soft copy of full signature of the applicant (Image type .jpg/ .jpeg only and size restricted upto 100 KB. System will not accept file size more than 100 KB)</p> <p>v) Soft copy of document for age proof , as mentioned in page 2 under the “Note” under the clause “Age” under the caption “Eligibility”(Image type .jpg/ .jpeg only and image size restricted upto 200 KB. System will not accept file size more than 200 KB)</p> <p>vi) Soft copy of document for essential qualification, as mentioned against the respective post (Image type .jpg/ .jpeg only and image size restricted upto 200 KB. System will not accept file size more than 200 KB)</p> <p>vii) Soft Copy of Computer Certificate, if applicable (Image type .jpg / .jpeg only and image size restricted upto 200 KB. System will not accept file size more than 200KB)</p> <p>viii) Soft Copy of Certificate of OBC A/OBC B/ E.W.S. , if applicable (Image type .jpg / .jpeg only and image size restricted upto 200 KB. System will not accept file size more than 200 KB).</p> <p>ix) Soft copy of “No Objection Certificate”, if applicable (Image type .jpg / .jpeg only and image size restricted upto 200 KB. System will not accept file size more than 200KB).</p> |
|----|---|

| | |
|----|--|
| | x) One Photo identity Card issues by the Government (Aadhaar Card, Voter ID, PAN Card, Passport, Driver's License) |
| b) | <p>Applicants are advised to note down their password as well as Application Number carefully with them as it will be used whenever the applicants have to log-in as Registered candidate. To download their Admit Cards from the site as aforesaid the Application No. and Password are required.</p> <p>Various alerts in regard to availability of Admit Cards, date of examination, publication of result will be sent to the candidates through their registered mobile no and registered email ID. Hence the candidates should retain the registered mobile no. and email ID till completion of the process of the recruitment.</p> <p>Candidates should also follow website for further information. No other correspondence shall be made from the side of the authority. The District Recruitment Committee shall not be responsible for any non-communication of information/ sms/ email.</p> |
| c) | 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 present notification , his/her candidature shall be canceled without making any reference to him/her and without assigning any reason. |
| d) | The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place of the judgeship in accordance with existing service rules. |
| e) | 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. |
| f) | The District Recruitment Committee reserves the right to make short list of successful candidates. The panel/s thus formed shall remain effective till the completion of the process of giving appointment against the notified vacancies. However, the said panel shall remain valid only for a year from the date of its publication. |
| g) | The District Recruitment Committee shall also have the full discretion to fix minimum qualifying marks in respect of all categories of post and shall have the full discretion to relax any or part of the norms. |
| h) | In the event of rejection of application for reasons of not adhering to terms and conditions of the instant Notification, there will be no refund of examination fee. |

| | |
|----|--|
| i) | At the time of Personality Test/Viva Voce, selected candidates have to bring “Print out” of Filled in Application Format and following original documents with one set of photocopies of the same when verification of those documents will be made by the District Recruitment Committee. In case of failure to produce following original documents as applicable at the time of Personality Test/ Viva Voce, their candidature will be liable to be summarily rejected. |
| | <p>3) Documents to be uploaded by the Candidate while applying :</p> <p>I) Educational qualification – Original and photocopy of the same.</p> <p>II) Age Proof – Original and photocopy of the same.</p> <p>III) Caste Certificate – Original and photocopy of the same.(if applicable)</p> <p>IV) NOC in case of candidate who is in Government Service/Public Sector Undertakings (if applicable)</p> <p>V) Knowledge in computer operation– Original and photocopy of the same</p> <p>VI) Knowledge in Shorthand– Original and photocopy of the same.</p> <p>VII) Knowledge in Type-writing – Original and photocopy of the same.</p> |

For any Technical Support, contact the following HELP DESK nos. and E-mail ID during working days (Monday – Saturday) between 10.30 A.M. and 05.00 P.M.

| | |
|-------------------------------------|---|
| Helpdesk E-mail ID for Registration | helpdeskdcourtreruitmentud@gmail.com |
| Help Desk phone and whatsapp number | 9735212221 |

ADMIT CARD:-

The candidates are required to download and take a printout of Admit Card from <https://uttardinajpurcourtreruitment2024.in> . NO ADMIT CARD WILL BE SENT BY POST.

GENERAL INSTRUCTIONS/ CONDITIONS

- 1. Applications can be submitted only through online mode through <https://uttardinajpurcourtreruitment2024.in> and no offline applications will be entertained.**
2. The candidates are advised to go through the website <https://northdinajpur.dcourts.gov.in> / www.uttardinajpur.nic.in / www.calcuttahighcourt.gov.in regularly for the latest update and information.
3. Candidates are requested to read the Notification and when satisfied about the eligibility conditions of the Notification, then only apply.

4. Candidates are required to apply online with correct and complete information carefully. If at any stage of the process, a Candidate is found to be ineligible for admission to the test/s in terms of the present notification, his/her candidature shall be canceled without making any reference to him/her and without assigning any reason.
5. No subsequent request for change of any entry in filled up online application form will be considered or granted.
6. Candidates should keep two printouts of the duly filled online application form submitted by them, for their record and for future reference.
7. All the candidates who are already in Central/State Government Service or in any Central/State Government undertaking or in any type of other organization established and governed by the Central/State Government shall have to produce No Objection Certificate (NOC) as and when called for.
8. The candidates shall produce all certificates in original which he / she relies upon at the time of filling up his / her online application, during verification of documents.
9. The candidates must keep with them at least one **ORIGINAL** Photo- Identity proof viz. Aadhar, Voter ID Card(EPIC), Driving License, Passport, PAN Card thereon and shall produce the same on demand at the time of examination in the examination centre.
10. Mobile phones, Pagers, Smart watch, Bluetooth devices, calculators and any other electronic gadgets/communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail immediate elimination and necessary action.
11. Canvassing in any form and use of unfair means during the examinations/tests will disqualify the candidature of the applicant.
12. The venue and date of the examinations/tests along with Roll Numbers will be intimated through Admit Cards.
13. The decision of District Recruitment Committee shall be final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and appointment to the posts etc.
14. The District Recruitment Committee reserves the right to correct any error that may have inadvertently crept in. However, it does not owe any responsibility for any error committed by any candidate.
15. Instructions are to be complied with strictly by the candidates in the examinations.
16. No T.A. /D.A. shall be given to the candidates for appearing in the examinations/tests.

17. The District Court shall not be responsible for any loss/injury caused to the candidates during their participation in the examinations.

18. Information uploaded on the website shall not be provided to the candidate under R.T.I. Act, 2005. The uploaded information on the website shall be retained for a specific period. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In course of the recruitment examinations, no application under the Right to Information Act, 2005 shall be entertained nor any information can be provided. Factual information under R.T.I. Act shall be provided only after declaration of final results. Replies to inferential (speculative) question shall not be provided.

19. The character of a person participating in the process of instant recruitment to service must be such as to render him/ her suitable in all respects for appointment to the service. Persons dismissed from service by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment.

20. Candidates are required to produce necessary medical certificate as required for their candidature at the time of appointment/joining.

21. No recommendation either written or oral will be taken into consideration.

Any attempt on the part of a candidate to enlist directly or indirectly for his candidature by other means will disqualify him for appointment.

22. In case of any dispute, the decision of the District Recruitment Committee shall be final.

Sd/-

(Partha Pratim Chakravorty)
District Judge
Uttar Dinajpur at Raiganj
-cum-
Chairman, District Recruitment
Committee,
Uttar Dinajpur Judgeship