

**OFFICE OF THE PRESIDENCY SMALL CAUSE COURT, CALCUTTA**

**2&3, Kiran Sankar Roy Road, Kolkata- 700001.**

**Notification for recruitment of different categories of post of staff in this Court to be conducted by the District Recruitment Committee of this Judgeship under the supervision of the Committee of Registrars of the Hon'ble High Court at Calcutta.**

*Employment Notification No. PSC/01/14 of 2014 dated .....day of June, 2014.*

Applications are invited from the eligible Indian Citizens in the following prescribed format for preparation of separate panels to fill up the Existing and Expected vacancies, mentioned below in different categories of posts in this Judgeship for the year 2014.

The Examination/ Test of a particular category of post will be held in a particular day and time as per schedule to be declared later. One can apply for only one vacant post of this Judgeship. Details of vacancies, Scales of Pay, detailed address of the Appointing Authority to whom the application is to be addressed and in whose favour the respective application fee are detailed hereinbelow.

The application is to be addressed to “**The Chief Judge, Presidency Small Cause Court, Calcutta, 2&3, Kiran Sankar Roy Road, Kolkata- 700001**” and application fee *is to be deposited directly to the recruitment fund Bank Account being S.B. A/c. No. 31858348269, IFSC Code No, SBIN0014524, Branch Code 14524 as held at the State Bank of India, Specialised Institutional Bank, Samriddhi Bhavan, 4<sup>th</sup> Floor, Strand Road, Kolkata – 700 001 in favour of “The Chief Judge, Presidency Small Causes Court, Calcutta” and the original receipt showing deposit of said application fee shall accompany the application for recruitment.*

**Vacancies:**

1. **English Stenographer (Group-B):** Scale of Pay: Rs. 7100-37600/- plus Grade Pay of Rs. 3900/-. Existing Vacancy: 2, Expected Vacancy: 0, Total Vacancy: 2 [GEN – 1, S.C.-1].
2. **Lower Division Clerk (Group- C):** Scale of Pay: Rs. 5400-25200/- plus Grade Pay of Rs. 2600/-. Existing Vacancy: 3 Expected Vacancy: 1, Total Vacancy: 4 [GEN-1, GEN(EC)-1, SC-1, Reserved for Compassionate Appointment-1].
3. **Summons Bailiff (Group- C):** Scale of Pay: Rs. 5400-25200/- plus Grade Pay of Rs. 2300/-. Existing Vacancy: 1 Expected Vacancy: 0, Total Vacancy: 1 [SC-1, ].
4. **Orderly (Group- D):** Scale of Pay: Rs. 4900-16200/- plus Grade Pay of Rs. 1800/-. Existing Vacancy: 4, Expected Vacancy: 0, Total Vacancy: 4 [GEN-1, GEN(E.C)-1, SC-1 ST-1].
5. **Peon (Group- D):** Scale of Pay: Rs. 4900-16200/- plus Grade Pay of Rs. 1700/-. Existing Vacancy: 3, Expected Vacancy: 1, Total Vacancy: 4 [GEN-1, GEN(E.C)-1, SC-1, Reserved for Compassionate Appointment-1 ].

The appointments will initially be made on purely temporary basis, but likely to be made permanent for all categories of posts as per existing Rules and Notifications of the State Government for the time being in force.

**Eligibility, Age, Minimum Educational Qualifications and other Qualifications required, Scheme of Examination and Syllabus for each Category are given below:**

**Eligibility and Age:**

Not less than 18 years and not more than 40 years as on 1<sup>st</sup> January, 2014 for all categories of posts. Relaxation of age limit for five years in case of candidates of SC and ST Categories and for three years in case of candidates of OBC Category only. The upper age limit in case of Persons with disabilities is 45 years. For English Stenographer, there shall be no upper age limit for persons holding permanent posts of Typist/ Steno-Typist under the Government.

**Essential Qualification:**

For all posts in Group- B and Group- C Categories, the Candidate must have passed Madhyamik/ equivalent examination from any recognized Board and at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation. Moreover, for 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 are required. The candidate must have also at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation is required.

For all posts in Group- D Category, the candidate must have Class- VIII pass Certificate from any Recognized School/ Madrasah or any other equivalent recognized Institution.

Contd.

**Note:** Suppression of higher qualification amounts to suppression of material fact. Such suppression of material fact, if and when detected will be a ground for cancellation of the candidature at any stage.

**Mode of Examination:**

**1. English Stenographer:**

**Paper- I:** Dictation and Transcription (50 Marks); Dictation lasting for 6 minutes followed by Transcription of notes by typewriting within one hour.

**Paper- II:** (i) *General English:* 50 Marks (Comprehension Test: 20 marks, Correction of Sentence: 5 marks, Make Sentence: 10 marks, Synonym: 5 marks, Antonym: 5 marks, Punctuation: 5 marks) (ii) *Arithmetic* of Madhyamik Standard: 20 marks (iii) *General Knowledge:* 30 marks (Time Limit of this Paper: One and a half hour).

**Paper- III:** Typing in Typewriter machine (90 Marks) (The candidate is required to type from a manuscript accurately on the Typewriter @ not less than 30 w.p.m. The Test will be for 10 minutes. On the basis of the result of the all three Papers a number of successful candidates will be called for Personality Test and at the same time the knowledge in computer operation shall also be tested. On the basis of the result of all the three Papers and also Computer Operation Test (50 marks) and Personality Test (10 marks), a final Panel will be prepared. (The number of errors shall be admissible in respect of Papers- I and III and Qualifying Marks in any or all the Papers and in the aggregate shall be fixed by the Authority.)

**2. Lower Division Clerk:**

A Written Examination in Two Parts shall be conducted. Only the successful Candidates of Part-I examination shall be called for Part-II Examination. The minimum Qualifying marks for both Part-I and Part-II shall be fixed by the District Recruitment Committee.

**Part-I** shall be of 100 Marks. The duration of the examination shall consist of 100 Questions of 1 mark each. The question paper shall be of Objective Type consisting of English Grammar, General Studies and Arithmetic.

**Part-II** Examination shall be divided into two parts – Group (A)- English, Group (B) – Bengali/Hindi/Urdu/Nepali. Translation, Letter writing in English and in Bengali/Hindi/Urdu/Nepali, Paragraph writing in English and Bengali/Hindi/Urdu/Nepali and Newspaper reporting in English and in Bengali/Hindi/Urdu/Nepali.

The candidates who shall take Hindi/Urdu/Nepali, as the case may be, in lieu of Bengali Group – (B) of Part-II Examination shall be required to pass a departmental Examination in Bengali during the Probation period in order to be considered for confirmation in service.

After obtaining the minimum qualifying marks of Part-II Examination, the successful candidates shall be called for viva-voce test of 10 marks in the ratio of 1:3 as far as practicable, when the test in computer knowledge for L.D.C. Candidates shall also be taken. On the basis of the results of written examination and viva voce, the final panel shall be prepared. The standard of examination of both Part – I and Part – II shall be that of Madhyamik standard of West Bengal Board of Secondary Education.

Eligible candidates may submit legible Hand – Written, Typed or Computer Typed single application (One side of the paper) for any one of the aforesaid post as per the format given below:

**3. Summons Bailiff, Orderly and Peon:**

A Written Examination to be conducted by the Authority. Written Examination will be of 40 marks (Bengali: 10 marks, General English: 10 marks, Arithmetic: 10 marks and General Knowledge: 10 marks). On the basis of the result of the Written Examination, a number of candidates will be selected for Personality Test of 10 marks and a final panel will be prepared.

The appropriate Authority shall have the discretion to fix qualifying marks in any or all of the tests for different categories of posts, mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with disabilities, if deemed necessary.

Eligible candidates may submit legible hand-written or typed (on one side of the paper) single application for any of the aforementioned posts as per format given below:

## APPLICATION FORMAT

**Post applied for:**.....

**Category:**.....

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

To  
The Chief Judge,  
Presidency Small Cause Court, Calcutta,  
2&3, Kiran Sankar Roy Road,  
Kolkata- 700001.

One recent  
Passport size  
photograph duly  
signed by the  
candidate to be  
pasted here

Sir,

I beg to apply for the post of ..... in your Judgeship and I beg to submit my particulars as per prescribed format, given below:

1. Full name (in block letters) :
2. Name of Father/ Husband :
3. Date of Birth :
4. Actual Age as on 01.01.2014 :  
(give attested supporting documents)
5. Sex (Male/ Female) :
6. Nationality :
7. Religion :
8. Address (Permanent & Present) with Contact No., if any. :
9. Whether belongs to SC/ST/OBC :  
(give attested supporting documents)
10. Whether Persons with disabilities (Yes/No) :  
(give attested supporting documents)
11. Educational Qualification :  
(give attested supporting documents)
12. Have you any knowledge in Computer Operation/ Typing? If so, give details :  
(give attested supporting documents)
13. Do you know ordinary Type-writing? :  
If so, give details  
(give attested supporting documents)
14. Do you know Shorthand(English/Bengali)? :  
If so, give details  
(give attested supporting documents)
15. Are you a Govt. servant (Yes/No), :  
if, yes, give details along with NOC
16. Other Qualifications, if any :  
(give attested supporting documents)
17. Details of Payment as to submission of application :  
fee in favour of the Recruitment Fund Account : No. ....  
as detailed in Page 1 of this Notification : Date .....  
Amount .....

Contd.

**Declaration**

I hereby declare that (a) all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled (b) (only for the candidates serving under Government) I have obtained 'No-Objection Certificate' from my appointing Authority in writing. [Strike out the Portion- (b), if not applicable.]

Date:

Yours faithfully,

Place:

.....  
(Signature of the Candidate)

Enclosures:

(To be enclosed with the application Form in a separate sheet)

One recent  
Passport size  
photograph  
duly signed by  
the candidate  
to be pasted  
here

**ADMIT CARD**

Staff Recruitment Examination, 2014-15

(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 letters) :
2. Father's/ Husband's Name :
3. Address for Communication with  
Contact No. :

Signature and date with Stamp of the Chairman,  
District Recruitment Committee,  
Presidency Small Cause Court, Calcutta.

**Note:** *Instruction is enclosed in separate Sheet.*

**N.B.:**

1. Sl. Nos. 1 to 12, 15, 16 and 17 are required to be filled up by all the candidates applying for any category of post and in addition to that other relevant particulars in respect of Sl. Nos. 13 and 14 to be filled up by the candidates applying for the post of English Stenographer.
2. Self-attestation will not be valid for the purpose.
3. SC/ST/OBC Candidates of other States will be treated as General Candidates.
4. Each application must be accompanied by a receipt showing deposit of application Fee of Rs. 200/- (Rs. 50/- for SC/ST Candidates domiciled in West Bengal only) for the posts under Group- B and C Category and Rs. 100/- (Rs. 25/- for SC/ST Candidates domiciled in West Bengal only) for the posts under Group- D Category only. The fee *is to be deposited directly to the recruitment fund maintained in bank account being **S.B. A/c. No. 31858348269, IFSC Code No, SBIN0014524, Branch Code 14524 of the State Bank of India, Specialised Institutional Bank, Samriddhi Bhavan, 4<sup>th</sup> Floor, Strand Road, Kolkata – 700 001 in favour of The Chief Judge, Presidency Small Causes Court, Calcutta.***
5. Attested documents, as mentioned in the application format above, should be accompanied with the application.
6. Two recent Passport size photographs duly signed by the Candidate should be pasted in the respective places mentioned in the Format and Admit Card.
7. One self-addressed envelope of the size of 25 cm. X 11 cm. with postal stamp of Rs. 5/- affixed thereon should be accompanied with the application.
8. Full signature of the candidate with date and place must be given at the bottom of the application.
9. Defective/ incomplete/ unsigned applications/ applications submitted without proper application fee and not according to format will be summarily rejected.
10. The application fee is not refundable in any case.
11. Admit Cards containing Venue, Date and Time of the test(s), as also other information, will be sent to the candidates whose applications will be considered to be in order in all respect, by post.
12. Candidates called for the Test(s) shall be required to appear at their own expenses.
13. 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 further reference to him/her and without assigning any reason.
14. A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service.
15. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.
16. In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final.
17. Candidate, whose application if found not in order, will not be allowed to appear for the test(s) and the authority will bear no responsibility to inform him/her.
18. The application, by Speed Post, Ordinary Post and Registered Post (with/without AD) must be submitted in a closed envelope and must reach the aforementioned address within 5.00 P.M. on or before **20.06.2014**. The applications may also be dropped at the container/ box which will be placed in the English Department, Presidency Small Cause Court Court, Calcutta, 6<sup>th</sup> Floor, City Civil Court Building.
19. Application reaching this Office after the last date shall not be considered, even though the same are posted in advance.
20. Candidates already in service under Govt./ Public Sector Undertakings and within the prescribed age limit must submit their applications through Proper Channel with the 'No-Objection Certificate' of the concerned Authority.
21. The District Recruitment Committee reserves the right to make short lists 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 said panel(s) shall remain valid only for a year from the date of its formation.

22. In case of any dispute, the decision of the District Recruitment Committee shall be final.
23. The District Recruitment Committee shall also have the full discretion to fix minimum qualifying marks in respect of all categories of posts and shall have the full discretion to relax any or part of the norms.

(Subrata Mitra)  
Chief Judge, Presidency Small Cause Court, Calcutta  
&  
Chairman, District Recruitment Committee  
Presidency Small Cause Court, Calcutta.