

Office of the District Judge, Cooch-Behar
(English Department)

[Employment Notice for recruitment in the different categories of posts under the Judgeship of Cooch-Behar to be conducted by the District Recruitment Committee, District Judge's Office, Cooch-Behar in accordance with the guidelines of the Hon'ble High Court, Calcutta and existing relevant rules of the Government of West Bengal]

Memo. No. 985 (Recruitment) /E, Dated, Cooch-Behar, the 26th June, 2015

EMPLOYMENT NOTICE - 2015

Applications are invited from the eligible Indian Citizens as per prescribed format for preparation of separate panels to fill up the existing and expected vacancies for the post of **(1) English Stenographer** and **(2) Group-D staff (Office Peon)** in the Judgeship of Cooch-Behar.

- (1) **English Stenographer (Group-B) ::**
Scale of pay : (P.B. No. 3) Rs. 7100/- - 37,600/-, Grade Pay : Rs. 3900/- along with other allowances as per rules :: **Total Vacancy – 01 (SC-1)**
- (2) **Group – D (Peon) ::**
Scale of Pay : (P.B.-1) Rs. 4,900/- - 16,200/-, Grade Pay Rs. 1700/- along with other allowances as per rules ::
Existing Vacancy- 08, Expected Vacancy- 02, Total Vacancy - 10
[Unreserved - 03, Unreserved (EC)-01, Unreserved (Ex-Serviceman) – 01, Unreserved (Meritorious Sports person) – 01, OBC(A)-01, Scheduled Caste - 03]

The SC/ST/OBC (A & B) Candidates of other States shall be treated as General Candidates.

The candidates of Exempted Category need not apply directly since their names are to be forwarded from the respective authority/authorities. The names of the eligible candidates belonging to Exempted category will be called for from the respective authority / authorities.

In the event no candidate is found for Special Categories, vacancies will be filled up by the un-reserved candidate(s).

The appointment will initially be made purely on temporary basis but is likely to be made permanent for all categories of posts as per rules.

Conditions of recruitment will be guided by the existing relevant rules of the Government of West Bengal.

Eligibility of Age : Not less than 18 years and not more than 37 years as on 1st January, 2015 for the post of Group-B category and for the posts of Group - D category not less than 18 years and not more than 40 years as on 1st January, 2015. Relaxation of age limit for 5 (five) years in case of candidates for SC/ST category and for 3 (three) years for the candidates of OBC(A) and OBC(B) Categories. The upper age limit, in case of Physically Handicapped candidate is 45 years. Relaxation of age limit in case of Ex- Serviceman Category - as per existing Government Rules. For English Stenographer, there shall be no age limit for persons holding permanent posts of Typists or Steno-Typists under the Government.

Essential Qualification :

For the post of English Stenographer (Group –B) The candidate must have passed Madhyamik or 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, certificate in English Stenography from a recognized Institution having minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 30 w.p.m. in type writing from a legible manuscript in English is required.

Contd....2

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For the post of Group-D (Peon) : The candidate must have class VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent Institution. They must have knowledge of reading and writing in Bengali and English.

Fees : Candidates (both Group-B and Group-D categories) must enclose with their application the copy of Bank Challan for depositing Rs. 300/- (*Examination Fees Rs. 260/- + 40/- as Bank Charges / Processing Fees*). For S.C / S.T candidate of West Bengal and Persons with Disabilities (of 40% and above) candidates Rs. 200/- (*Examination Fees Rs. 160/- + 40/- as Bank Charges / Processing Fees*) only. Bank Challan may be downloaded from the Hon'ble High Court website [http:// www.calcuttahirhighcourt.nic.in](http://www.calcuttahirhighcourt.nic.in) or Government website of Cooch-Behar District. : [http:// www.coochbehar.gov.in](http://www.coochbehar.gov.in) or <http://www.Coochbehar.nic.in> in " **Latest News**" and deposited on or before the last date of submission of application to any branch of United Bank of India. Any other mode of payment of application fee will not be accepted. The application fee is not refundable in any case.

Each application must be accompanied by : (i) Two recent and identical passport size photographs duly signed by the candidate (One to be pasted on the top right hand corner of the application form and other be pasted on the top right hand corner of the Admit Card format. (ii) Attested copy of Voter I.D./ Aadhaar Card (iii) Attested documents in support of his/her Date of Birth, Educational Qualification, Other Qualifications, if any, (iv) Attested copy of documents in support of knowledge in Computer application, English Stenography (for English Stenographer), (v) Attested copy of documents regarding Caste and specific claim for other merit and disabilities etc. (in case of the candidates belonging to SC.ST & OBC, EC, Ex-Serviceman, Meritorious Sports Person, Person with Disabilities categories), (vi) **One self addressed envelope of the size of 25 cm X 11 cm with postal stamp of Rs. 5/- affixed thereon** (iv) Office copy of Bank Challan to be enclosed with the application.

Full signature of the candidate with date must be given at the bottom of the application. Incomplete application / unsigned applications / application submitted **without proper application fee and original copy of UBI Bank Challan and not according to the format will be summarily rejected.** The application fee is not refundable in any case.

Selection procedure :

(1) **For English Stenographer :** Candidates whose applications will be considered to be in order in all respects shall be called for the Competitive Test consisting : **Paper-I** – Dictation and 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 typewriter machine (100 marks) (The candidates are required to type from a manuscript accurately on the Type writer @ not less than 30 words per minute. The test will be for 10 minutes). On the basis of the result of all the three papers a number of successful candidates will be called for Personality test when knowledge in computer operation shall also be tested. On the basis of the result of all the 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 the aggregate shall be fixed by the authority).

(2) **For the post of Group-D (Peon) :** Candidates whose applications will be considered to be in order in all respects shall be called for a Competitive Written Test consisting of a multiple choice objective type paper comprising of questions in (i) Arithmetic, (ii) English (iii) Bengali and (iv) General Knowledge etc. Candidates selected and short listed in order of merit, shall be called for Viva-Voce and Personality Test and a final panel will be prepared on the basis of the result of the total marks obtained in Written Examination, Viva-Voce and Personality Test.

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District

The Recruitment Authority shall have the discretion to fix total marks of Examination and qualifying marks in any or all the tests for different categories of posts mentioned above and to relax qualifying marks in respect of candidates belonging to S.C., S.T. and other Backwards Classes, if deemed necessary.

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. No advance copy shall be accepted.

Admission to the test/examination will be deemed provisional, subject to verification and determination of the Candidate's eligibility and suitability in all respects. If at any stage of the process, a Candidate is found to be ineligible for admission to the test/examination in terms of this Employment Notice or existing recruitment rules, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.

In absence of any stage of examination his/her candidature will be cancelled without any communication to him/her.

The eligible candidates may submit neatly hand-written or typed applications on plain paper with attested copies of certificates and testimonials etc., along with original copy of Bank Chalan ; addressed to **the District Judge and Chairman, District Recruitment Committee, District Judge's Office, Cooch-Behar, P.o & Dist : Cooch-Behar (W.B), Pin-736101** as per format given below :

APPLICATION FORMAT

POST APPLIED FOR **CATEGORY**
(SC/ST/OBC-A/OBC-B etc.)
(Mention categorically the name of the post and the category to which you belong)

To : The District Judge and Chairman,
District Recruitment Committee, District Judge's Office,
Cooch-Behar, P.o. + Dist : Cooch-Behar.
Pin – 736101.

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 below as per prescribed format :-

- 1) Full Name (In Block Letters) :
- 2) Name of Father / Husband :
- 3) Address :
 - (a) Present address :
 - (b) Permanent address :
- 4) Date of birth : dd mm yyyy
(Give attested supporting documents)
- 5) Actual Age as on the date of Application : Year Month Days

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- 6) Whether belongs to SC/ST/OBC of the State of West Bengal (If yes, Give attested supporting documents) :
- 7) Educational Qualification (Give attested supporting documents) :
- 8) Have you any knowledge in Computer Operation/Typing / If so, give details (Give attested supporting documents) :
- 9) Have you any knowledge in English Stenography If so, give details (Give attested supporting documents) :
- 10) Physically Handicapped (Yes / No) (If yes, Give attested supporting documents) :
- 11) Contact (Telephone / Mobile) Number of the candidate. :
- 12) Nationality and Religion :
- 13) Sex (Male/Female) :
- 14) Other Qualification, if any ? If so, give details (Give attested supporting documents) :
- 15) Are you a Govt. Servant (Yes / No) If yes, give details :
- 16) Details of depositing application fees : (i) Bank Branch Name :
[Attach counter part of the office copy of the Application Fees depositing receipt (in original)] (ii) T.R. No.
(iii) Amount Rs.
(iv) Date :
No application will be considered without original copy of Bank receipt relating to depositing of Application Fees

(SL.No. 8 and 9 for the post of English Stenographer only)

Declaration

I, hereby declare that :

(a) All 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 :
Place :
Enclos :

Yours faithfully,

(Signature of the Candidate)

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

Staff Recruitment Examination – 2015

JUDGESHIP OF COOCH-BEHAR

ADMIT CARD

(For Office Use)

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

Chairman
Recruitment Committee
Cooch-Behar
District

Roll Number :

Date and 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 :

.....
Signature and date with stamp of the
Chairman of the District Recruitment Committee

Note : *Instruction is enclosed in separate sheet.*

The application must be submitted in closed envelope, superscribing thereon the particular post applied for along with the category. No applications will be entertained after the last date, even though the same are posted well in advance.

N.B. (1) Statement made under Sl. Nos. 4, 6 to 10 and 14 above in the application format must be supported by attested photocopies of proper documents/certificates. (2) SC/ST/OBC candidates of other States will be treated as General Candidates. (3) **Each application must be accompanied by application Fee of Rs. 300/- (Rs. 260/- + 40/-) as Examination Fees and Bank Charges. For S.C / S.T candidate of West Bengal and Persons with Disabilities (of 40% and above) candidates Rs. 200/- (160/- + 40/-) by Bank challan** which must be deposited on or after the date of publication of the advertisement. Bank Challan may be downloaded from the Govt. website of Cooch-Behar district and website of the Hon'ble High Court, Calcutta. (4) Attested documents, as mentioned in the application format, above, should be accompanied with the application (5) Two recent and identical passport size photographs duly signed by the candidate should be pasted in the respective places mentioned in the application format and Admit Card format; (6) **Admit Cards containing Venue, Date and Time of the examination / test/s and also other information, will be sent to the candidates by post** whose applications will be considered to be in order in all respects. (7) Candidates called for the Test/s shall be required to appear **at their own expense.** (8) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable to be dismissed from service. (9) The candidates for the post of English Stenographer must bring their Shorthand Note Book, Pen/Pencil etc. The candidates will be required to type from a manuscript accurately on the Type-writer. **The Type writer machine is to be brought by the candidate concerned.** (10) The District Recruitment Committee reserves the right to offer appointment to the selected candidate **at any place of the Judgeship of Cooch-Behar and not according to the preference/option** given by an applicant. (11) Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be

regulated by the Rules followed in this Judgeship. **(12) In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final.** **(13)** Candidates, whose applications will be found not in order, will not be allowed to appear before the test/s and authority will bear no responsibility to inform. **(14)** The Application, by speed post, ordinary post, Registered post (with or without A/D) or any other mode must be submitted in a closed envelope to the appropriate authority **within 5.00 p.m. on or before 20-07-2015. The applications may also be dropped in the container/box which will be placed at the office of the District Judge, Cooch-Behar within 5.00 p.m. on or before 20-07-2015.** Applications reaching this office after the last date shall not be considered, even though the same are posted well in advance. **(15)** The District Recruitment Committee reserves the right to make short list of successful candidates. The panel/s thus formed shall remain effective till the process of giving appointment against the notified and expected vacancies is completed. However, the said panel/s shall remain valid only for one year from the date of its formation. **(15) In absence of any stage of examination his/her candidature will be cancelled without any communication to him/her** **(16)** 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. **(17) All kinds of further instruction / information and corrigendum which will be taken up by the District Recruitment Committee, Cooch-Behar time to time in respect of this recruitment Process/ Examination, will be published in the website** of the Hon'ble High Court, Calcutta as well as in the Government website of Cooch-Behar District. Candidates are therefore, requested to visit : [http:// www.calcuttahighcourt. nic. in](http://www.calcuttahighcourt.nic.in) or [http://www. coochbehar.nic.in](http://www.coochbehar.gov.in) in " **Latest News** or <http://www.ecourts.gov.in/india/west-bengal/cooch-behar/recruitment> for up to date information.

Dated, Cooch-Behar
The 26th June, 2015.

Rabindranath Samanta

District Judge and Chairman
District Recruitment Committee
District Judge's Office
Cooch-Behar

*District Judge
Cooch Behar &*

**Chairman
District Recruitment Committee
Cooch-Behar**

OFFICE OF THE DISTRICT JUDGE AT COOCH-BEHAR		BANK COPY	
(Last date to remit the money : ____ / ____ / 2015)			
Application for the Post of :			
UNITED BANK OF INDIA		Payable at all Branches of UBI in India	
Paid in to the Credit of the District Judge and Chairman, District Recruitment Committee, District Judge's Office, Cooch-Behar			
CD A/c No. 0240050029069			
Name and address of the Candidate with Contact Number	:	:	
Date of Birth	:	:	
Category [GEN/SC/ST/OBC(A/B)/PWD]	:	:	
(a) Examination Fee	:	:	
(b) Bank Charge Rs.	:	:	40.00
Total Rs.	:	:	
(Rupees :)			
Signature of the Candidate	:	:	
Date of Deposit	:	:	
Branch Name	:	:	UNITED BANK OF INDIA
Sol ID	:	:	
Transaction /Journal Number	:	:	
Signature of Bank Authority with Bank Stamp and Date.	:	:	

OFFICE OF THE DISTRICT JUDGE AT COOCH-BEHAR		CANDIDATE'S COPY	
(Last date to remit the money : ____ / ____ / 2015)			
Application for the Post of :			
UNITED BANK OF INDIA		Payable at all Branches of UBI in India	
Paid in to the Credit of the District Judge and Chairman, District Recruitment Committee, District Judge's Office, Cooch-Behar			
CD A/c No. 0240050029069			
Name and address of the Candidate with Contact Number	:	:	
Date of Birth	:	:	
Category [GEN/SC/ST/OBC(A/B)/PWD]	:	:	
(a) Examination Fee	:	:	
(b) Bank Charge Rs.	:	:	40.00
Total Rs.	:	:	
(Rupees :)			
Signature of the Candidate	:	:	
Date of Deposit	:	:	
Branch Name	:	:	UNITED BANK OF INDIA
Sol ID	:	:	
Transaction /Journal Number	:	:	
Signature of Bank Authority with Bank Stamp and Date.	:	:	

OFFICE OF THE DISTRICT JUDGE AT COOCH-BEHAR		TO BE ENCLOSED WITH THE APPLICATION	
(Last date to remit the money : ____ / ____ / 2015)			
Application for the Post of :			
UNITED BANK OF INDIA		Payable at all Branches of UBI in India	
Paid in to the Credit of the District Judge and Chairman, District Recruitment Committee, District Judge's Office, Cooch-Behar			
CD A/c No. 0240050029069			
Name and address of the Candidate with Contact Number	:	:	
Date of Birth	:	:	
Category [GEN/SC/ST/OBC(A/B)/PWD]	:	:	
(a) Examination Fee	:	:	
(b) Bank Charge Rs.	:	:	40.00
Total Rs.	:	:	
(Rupees :)			
Signature of the Candidate	:	:	
Date of Deposit	:	:	
Branch Name	:	:	UNITED BANK OF INDIA
Sol ID	:	:	
Transaction /Journal Number	:	:	
Signature of Bank Authority with Bank Stamp and Date.	:	:	