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]

Memo. No. 442 (Recruitment) /E,   Dated, Cooch-Behar, the 14 th, March 2018

EMPLOYMENT NOTICE – 2017-18

Applications are invited from the eligible Indian Citizen in the prescribed format for preparation of a panel to fill up the existing and expected vacancies, mentioned below in different categories of posts, in the judgeship of Cooch Behar, West Bengal.

The examination / written test of a particular category of post will be held on a particular day and time which will be conveyed in our website mentioned below. Admit Cards will be uploaded in the website and candidates should bring print out of the admit card (2 copies) in the examination hall along with I.D. proof (viz. voter I. Card, Aadhaar Card, Pan card, D.L., Employee's identity card) on the date of the examination. One can apply for only one vacant post. Post wise details of vacancies, Scales of Pay, detail address of the appointing authority to whom the application is to be addressed and in whose favour the respective applications fees are given hereunder :-

The application is to be made through On-line process only in the prescribed format provided in the following website:

https://cbdcjobs.net

Application fee is also to be paid through E-payment system through Debit/Credit Card or Net Banking system. However payments can also be made in cash through Bank Challans * with the relevant bank.

No. T.A or D.A will be provided and/or admissible to the candidates.

Each application must be accompanied by Application Fees as per category as mentioned in the Instruction Sheet, inappropriate Fees may disqualify the Applicant.

1. Post wise and category wise vacancy position.

Category of vacancy	Category of post						
	English Stenographer (Grade-III)	Lower Division Assistant	Process Server	Gr-D (Office Peon/Ejlash Peon)	Night Guard (Gr-D)	Karma Bandhu	Category wise total
U.R.	1	6	0	5	2	0	14
U.R. (MSP)	0	1	0	0	0	0	1
U.R. (EC)	2	3	0	2	1	0	8
U.R.(Ex)	0	0	0	0	1	0	1
U.R.(PWD)	0	1	0	0	0	0	1
SC	2	4	0	2	1	0	9
SC (EC)	0	0	1	1	0	0	2
SC (Ex)	0	0	0	0	1	0	1
ST	0	0	0	0	1	1	2
ST (EC)	0	1	0	0	0	0	1
ST(Ex)	0	0	0	1	0	0	1
OBC-A	0	1	1	1	0	0	3
OBC-A(EC)	0	1	0	0	0	0	1
OBC-A (Ex)	0	0	0	1	0	0	1
OBC-B	0	1	0	1	0	0	2
OBC-B (EC)	1	0	0	0	1	0	2
Post wise total :-	6	19	2	14	8	1	50

2. **Scale of Pay**

Sl. No.	Name of the post	Scale of pay
1	English Stenographer (Grade-III)	PB-3 of Rs.7100/- -37600/- + Grade Pay of Rs.3900/- and other allowances as per Govt. Rules.
2	Lower Division Assistant	PB-2 of Rs. 5400/- - 25200/- + Grade Pay of Rs. 2600/- and other allowances as per Govt. Rules.
3	Process Server	PB-2 of Rs. 5400/- - 25200/- + Grade Pay of Rs. 2300/- and other allowances as per Govt. Rules.
4	Gr-D (Office Peon/Ejlash Peon)	PB-1 of Rs. 4900/- - 16200/- + Grade Pay of Rs. 1700/- and other allowances as per Govt. Rules.
5	Night Guard (Gr-D)	PB-1 of Rs. 4900/- - 16200/- + Grade Pay of Rs. 1700/- and other allowances as per Govt. Rules.
6	Karma Bandhu	PB-1 of Rs. 4900/- - 16200/- + Grade Pay of Rs. 1700/- and other allowances as per Govt. Rules.

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

In the event of no candidate is found from sub-categories of UR/SC/ST/OBC-A and OBC-B vacancies shall be filled up from main category UR/SC/ST/OBC-A and OBC-B.
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.

- Age should not be less than 18 years and not more than 40 years as on 1st November, 2017 for all category of posts (Group-C and Group – D) except English Stenographer.
- Age limit of Group-B i.e. for English Stenographer is 39 years vide Notification No 875-F(P) dt. 13.02.2017. For English Stenographer, there shall be no age limit for persons holding permanent posts of Typists or Steno-Typists under the Government

- 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.

Essential Qualification(s)

❖ **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.

❖ **For the post of L.D. Assistant (Group-C):** The candidate must have passed Madhyamik or equivalent examination from any recognized Board/ Council and at least a certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in computer operation are required.

❖ **For the post of Process Server (Group-C):** The candidate must have passed Madhyamik or equivalent examination from any recognized Board and the candidates must have knowledge of reading and writing in Bengali and English.

❖ **For the post of Group–D (Office/Ejlash Peon), Night Guard:** 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.

❖ **Karma Bandhu:** The candidate must have knowledge of reading and writing.

Mode of Examination

❖ **For English Stenographer Grade III (Grade C):-**

- Paper-I-Dictation & 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, and questions designed to test writing skills, grammatical accuracy and comprehensive knowledge of English (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 typewriter @ not less than 30 words per minutes. 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 where based on knowledge in 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.)

❖ **For Lower Division Assistant:** - Candidates whose applications will be considered to be in order in all respects, shall be called for competitive written examination. The written examination shall consists of two parts viz Part-I & Part-II. Only the successful candidates of Part-I Examination who will qualify, the qualifying marks for which will be fixed by the Appropriate Authority, shall be called for Part-II examination.

- The Part-I will carry 100 marks having 100 questions of 1 (one) mark each, comprising of multiple choice objective type question on English, General Studies and Arithmetic. There shall be negative marking and 01 (one) mark will be deducted for each wrong answer. The duration of Part-I examination shall be $1_{1/2}$ hours.
- The Part-II shall consist of conventional type of question on (i) Group-A- English and (ii) Group-B- Bengali carrying 50 marks each for Group-A and Group-B. The duration of Part-II examination shall be 1 hour and the syllabus which will be fixed by the Appropriate Authority.
- On the basis of the result of part-II examination a number of candidates will be selected for personality test & Computer operation carrying 10 marks and a final panel will be prepared on the basis of the result of total marks obtained in Part-II examination and personality test & Computer operation. The Appropriate Authority shall fix the minimum qualifying marks in Part-II Examination. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

❖ **For Process Server :** 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. The examination will carry 100 marks having 100 questions of 1 (one) mark each, comprising of multiple choice objective type question on English, General Studies and Arithmetic. There shall be negative marking and 01 (one) mark will be deducted for each wrong answer. The duration of Part-I examination shall be $1_{1/2}$ hours. 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.

❖ **For Group–D (Office/Ejlash Peon),Night Guard :** Candidates whose application will be considered to be fit in all respect shall be called for a competitive written test carrying 100 marks having 50 questions, consisting of Multiple Choice Objective Type Questions on Arithmetic, English, Bengali and General Knowledge of Class VIII Standard. The duration of the examination shall be for 01 hour. Each question shall carry 02 marks and there shall be negative marking of 02 marks against each wrong answer. Candidates selected or short-listed in order of merit shall be called for a viva voice and personality test carrying 10 marks and the final panel will be prepared on the basis of the total marks obtained in both the tests.

❖ **For Karma Bandhu:** Writing ability test of 10 marks & viva-voce of 40 marks i.e. 50 marks in total will be taken for the post of Karma Bandhu.

For all posts:- General Knowledge includes knowledge of current events and of such matters of every day observation and experience. The paper may also include questions on Indian History and Geography, the Constitution of India and General Principles of Public Administration.

The object of the viva voice will be to assess the suitability of the candidates for appointment and their caliber including intellectual, social and moral traits of personality, such as powers of assimilation, clear and logical exposition and depth of interests.

Separate list of successful candidates belongs to SC/ST/EC/UR/Sportsman Quota shall be prepared finally.

The District Recruitment Committee shall have the absolute discretion to fix 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 SC, ST and OBC, if deemed necessary. Eligible candidates may submit single application for any of the aforementioned post as per format available in website along with scanned copy of their recent **stamp sized** photograph, testimonials and age proof document. Only the Online submission of application shall be entertained.

Date of examination will be published in **https://cbdcjobs.net**

INSTRUCTIONS

1. SC/ ST/OBC candidates belonging to States other than West Bengal will be treated as General Candidate. The benefits of reservation of vacancies and age concession for SC, ST &OBC Candidates are admissible only to SC, ST &OBC candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above. Before final selection, successful candidates must furnish original certificate issued by a competent authority of West Bengal as laid down in the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1944 & SC & SC & TW Department Order No. 261-TW/EC/MR-103/94 dt. 06.04.1995 for checking of testimonials in support of their claim. Before final selection of Persons with Disabilities (PWD), successful candidates must furnish original certificate in prescribed form in support of their claim from a competent authority as laid down in the Notification No. 49- EMP/IM-25/98 dt. 01.03.2011 of Labour Department, Government of West Bengal for checking.

2. No claim for being a member of SC, ST and OBC or a person with Disability or a Meritorious Sports person or Exempted Category (E.C) will be entertained any time after submission of the application

- **Particulars and Certificates required** : A candidate claiming to be SC, ST, OBC (A), OBC (B), Physically Handicapped, Exempted Category or Meritorious Sports person must have a certificate in support of his / her claim from a competent Authority as specified below :-

    - **For SC, ST & OBC(B) candidates** [Vide the W.B.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]:-

        (I) In the district, the Sub- Divisional Officer of the Sub-Division concerned, and

        (II) In Kolkata, the District Magistrate, Coochbehar or such Additional District Magistrate, Coochbehar, as may be authorized by the District Magistrate, Coochbehar, on his behalf.

    - **For Physically Handicapped candidates/Persons with Disabilities**[vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999.]:-

    - **For Meritorious Sports persons:-** Meritorious Sports persons in the area of international Competition, National Competition, Inter- University Tournament and National Sports/ Games for School Education in Athletics (including Track and Field events), Weightlifting, Badminton, Wrestling, Basket Ball, Boxing, Cricket, Cycling, Football, Gymnastics, Hockey, Judo, Swimming, Rifle Shooting, Table Tennis, Kabaddi, Volley Ball, Kho-Kho and Tennis will be eligible to avail the sports quota.

Competent Authorities for issuing Certificate to Meritorious Sports persons are as follows :-

AREA	COMPETENT AUTHORITY
International Competition	Secretary of the National Federation/ National Association of the Sports concerned.
National Competition	Secretary of the State Association of the Sports concerned.
Inter-University Tournament	Dean/Director of Sports or other Officer in overall charge of Sports of the University concerned.
National Sports/Games for School Director or Deputy Director in overall charge of Education	Director or Deputy Director in overall charge of Sports/Games for School Education. West Bengal

- For Exempted Category r-Candidate issued by the Competent authority, in terms of Government of West Bengal, Labour Department, Notification No. 301 EMP-IM-10/2000 dated 21st. August, 2002.
  The E.C. document needs to be authorized and uploaded online and this is mandatory for applicant stating as E.C. candidates along with all other relevant documents.

3. Application Fee:

Each application must be accompanied by appropriate Application Fee as mentioned below:

Post Name	UR/OBC-A/OBC-B	SC/ST	PWD (of 40% & above)
English Stenographer Grade III	300/-	200/-	200/-
Lower Division Assistant	300/-	200/-	200/-
Process Server	300/-	200/-	200/-
Office Peon/Eilas Peon	300/-	200/-	200/-
Night Guard	300/-	200/-	200/-
Karma Bandhu	300/-	200/-	200/-
The fees mentioned are excluding Bank Charges.			

- Only online payment of application fees through DEBIT CARD/CREDIT CARD NET BANKING. online generated challan etc. will be accepted. No other mode of payment of application fee will be accepted.
- The application fee is non refundable, candidates are requested to pay appropriate fees as per category. less fees or no fees will be summarily rejected

4. Admit Cards containing Venue. Date and time of the test(s), including other relevant information will be uploaded for the candidates whose applications will be considered to be in order in all respect. Candidates called for test(s) shall be required to appear at their own expense and no T.A./ D.A is admissible.

5. 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 tests) in terms of this Notice. His/ her candidature shall be canceled without making any reference to him/ her and without assigning any reason.

6. A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed. shall be liable for dismissal from service.

7. The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place of the judgeship and not according to the preference/ option given by the applicant.

    Once appointed, the matters regarding service, seniority, promotion etc. In respect of an appointee will be regulated by the Rules followed in this Judgeship.

8. In case of any dispute. the decision of the District Recruitment Committee shall stand final. The documents shall be subjected to scrutiny at every and/or any stage of the recruitment process and till appointment and the District Recruitment Committee reserves the right to cancel the candidature; if any disparity or mis-representation transpires.

9. Candidates, whose applications will be found not in order, will not be allowed to appear in the examination and authority will bear no responsibility to inform the candidates.

10. Candidates already in service under Government Public Sector Undertakings, and within the prescribed age limit, must submit their application with 'No Objection' Certificate of the concerned Authority.

11. The candidates for the post of English Stenographer must bring their Shorthand Note Book, Pen, Pencil etc. and the candidates for the post of English Stenographer 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.

12. The District Recruitment Committee reserves the right to make short lists of successful candidates. The panells 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 and the District Recruitment Committee reserves the right to cancel the panel if circumstances so demand after resolution.

13. . In case of any dispute, the decision of the District Recruitment Committee shall stand final.

14. The District Recruitment Committee shall have full discretion to fix minimum qualifying marks in respect of all categories of post and shall have full discretion to relax any or part of the norms.

15. An applicant shall not submit application for more than one post, in such case his/her both applications shall be rejected.

GENERAL INSTRUCTIONS FOR APPLICANTS FOR ONLINE APPLICATION

❖ All items in the Application Form are to be filled in by the applicant online. No other form of application will be accepted. A candidate is NOT allowed to apply for more than l(one) post.

❖ *SC/ST/OBC-A / OBC-B* candidates belonging to states other than West Bengal will be treated as UR candidates only.

❖ Application Fee is to be paid through Online or by way of cash payment by downloading customised challan only from the concerned website. The details of application fee is already mentioned above. Bank Charges will be additionally levied upon application fee as per rates specified by State Bank of India .

❖ Scanned passport size recent colour photograph of the applicant (Image format will ONLY be .jpg/jpeg and of size 20KB -40KB) is to be uploaded in the specified space in the website. Image of more than 40KB will not be accepted by the website.

Further black and white/unclear/hazy/doctored/morphed images if uploaded by the applicant and detected at any later stages of this recruitment process will result in summarily rejection of the applicant. The applicant has to retain 3 identical copies of this photograph which has been uploaded and will have to produce them before the Authority as and when called for.

❖ Scanned full signature of the candidate is to be uploaded in the space specified and the image should be in .jpg/jpeg format and will be of size 10 KB - 20 KB. Scanned signature exceeding the maximum size that is 20KB will not be accepted by the website .

❖ Applicant needs to follow on-screen instructions displayed in the website for filling, submission of application and fees payment.

❖ After successful payment of application fees, the applicant will be redirected to application screen and the candidate can print/store the application printout. The applicant is to download a filled-in form containing all information as submitted by the applicant and preserve the same for future reference.

❖ <u>Applicants are advised to enter correct/valid data in respect of various information as seeked by the website. Incorrect details if entered by any applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.</u>

❖ The application fees once paid is non-refundable under any circumstances.

❖ Admit Card/Call Letter containing Venue, date and time of examination and various other information will have to be downloaded from the website only. No other mode of correspondence will be made. Applicants called for examination shall be required to appear at their own expense and no *T.A./D.A.* is admissible in this regard. Applicants are advised to follow the website periodically for various information regarding this recruitment activity.

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❖ Admission to the examination will be deemed provisional, subject to verification and determination of the Applicant's eligibility and suitability in all respect. If at any stage of the process, an applicant is found to be ineligible for admission to the examination in terms of this notice, his/her candidature shall be summarily cancelled without making any reference to him/her and without assigning any reason.

❖ An applicant furnishing incorrect or false particulars or suppressing material information, will be disqualified, and if appointed inadvertently, shall be liable for dismissal from service.

❖ The applicant, whose application is not found in order, shall not be allowed to appear in the examination and The Authority will bear no responsibility to inform the concerned applicant.

❖ The Application must be submitted online in the website https://cbdcjobs.net from 22.03.18 at 10:00 A.M. The last date of submission of online application form is 25.04.18 at 11:59 PM. midnight).

❖ Applicants, who are already in service under Government/Public Sector Undertakings, and within the prescribed age limit, must produce "No Objection Certificate" of the concerned Authority, if selected for the Personality test.

❖ The District Recruitment Authority reserved the right to make short lists of successful candidates. The panel(s) thus formed shall remain effective till the process of giving appointment against the notified vacancies, is complete for a maximum period of 1 (one) year from publication of the final list of successful candidates, whichever is earlier.

❖ The District Recruitment Committee shall 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.

❖ 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.

❖ Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.

❖ In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final.

❖ In case of any queries related to online application, please fill the online address form, we will reply within 48 hours .

Chairman
District Recruitment Committee
Cooch Behar
Chairman
District Recruitment Committee
Cooch-Behar

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Guidelines for Scanning the Photograph, Signature, Certificate / Document

(i) Photograph :

1. Photograph must be a recent passport size coloured photograph preferably with white background.
2. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
3. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
Size of file should be between 20 KB - 40 KB and only in JPG/JPEG format.
Ensure that the size of the scanned image is not more than 40 KB. If the size of the file is more than 40 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) Signature :

1. The candidate has to sign on white paper with **BLUE / BLACK INK PEN** .
2. The signature must be signed only by the candidate and not by any other person.
3. Candidates must ensure that the signatures are identical throughout the Recruitment process at all stages and/or places.
4. If any variation is found between the signatures, the candidature is liable to be cancelled.
5. Candidate is advised to confirm his/her uploaded signature is clearly visible/identifiable at the appropriate place.
6.**Size of file should be between 10 KB - 20 KB and only in JPG/JPEG format.**

(iii) Certificate / Document for Relaxation of Application Fee :

1. Candidate has to scan and upload the Certificate / Document for Relaxation of Application Fee (in case of SC/ ST/PWD(PH).
There will be no exception of fees in case of OBC and Ex-serviceman but the candidate has to upload the relevant Certificates online
The candidate uploading the Certificate / Document for relaxation of Application Fee must ensure that the Certificate / Document is of Single File only. If this Certificate / Document is not uploaded, the candidature would be rejected. Original Certificate / Document will, however, be scrutinized/ verified at the time of Document Verification.

2. The Certificate / Document to be attached should be amongst the list as given below :

A.) Actual Age as on the date of application (give self-attested supporting document)
B.) Whether belongs to SC/ST/OBC (give self-attested supporting document)
C.) Whether Physically Handicapped – PWD (PH) (give self-attested supporting document)
D.) Have you any knowledge in Computer Operation/Typing (give self-attested supporting document)
E.) Do you know ordinary Type-writing (give self-attested supporting document)
F.) Do you know Shorthand (English/Bengali) (give self-attested supporting document)
G.) Other Qualification, if any (give self-attested supporting document)
H.) Ex-serviceman Certificate (Annexure-D / Annexure-E), if applicable(give self-attested supporting document)
I.) Meritorious sports person (give self-attested supporting document)
J.) EC Category (give self-attested supporting document)
K.) Educational Qualification (give self-attested supporting document)
L.) Government Photo ID Proof (give self-attested supporting document)

3.**Size of file should be between 60kb-200kb and to be uploaded as a single file and in pdf format only.**

If the file size and format are not as prescribed, an error message will be displayed.
Procedure for Uploading the Photograph, Signature, Certificate / Document
A.) Separate links have been given for uploading the Photograph, Signature, Certificate / Document for relaxation of Application Fee.

B.) Browse and select the location where the Scanned Photograph, Signature, Certificate / Document file (JPG/JPEG) has been saved.

C.) Select the file by clicking on it.

D.)Click the 'Upload' button.

Your Online Application will not be registered unless you upload your Photograph and Signature as specified and Certificate / Document (if applicable).

Note: In case the Photograph, Signature, Certificate / Document is not clear / visible, then candidate's application may be rejected.

Form of Certificate for serving Defence Personnel

(Please see Explanation II of Point-06 of Reservations and Relaxations of the Notice)

I hereby certify that, according to the information available with me (No.) _____ (Rank) _____ (Name) _____ is due to complete the specified term of his engagement with the Armed Forces on the (Date) _____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal: ………………………………..

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER POINT-06 OF RESERVATIONS AND

RELAXATIONS OF THE NOTICE

I understand that, if selected on the basis of recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-Employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

a) Date of appointment in Armed Forces _____

b) Date of discharge _____

c) Length of service in Armed Forces _____

d) My last Unit/Corps _____

Place:

Date: **(Signature of the Candidate)**

FREQUENTLY ASKED QUESTIONS :

1. What are the modes for applying for the post?
   Mode of applying is ONLINE only. Candidates are required to submit the Online Application Form only ONCE.

2. How to apply for the post? What is the amount that I am required to pay and what are the documents I need to upload?
   Filling up of Application Form is in two parts viz:
   PART- I:
   a. In Part I, Candidate will have to fill the requisite information like Candidate's Name, Gender, Date of Birth, Category, whether Person with Disability, whether Government Employee, Educational Qualification, Domain Knowledge on Computer (relevant certificate to be uploaded), Typing (relevant certificate to be uploaded), Short-hand (English/Bengali) (relevant certificate to be uploaded), Mobile Number, Communication Address, Declaration, etc. On submission of Details, Candidate will be prompted to check the filled details and fill/make corrections if any, otherwise to SUBMIT his/her final data.

   b. Photograph, Signature and certificate/document for relaxation of Application fee is to be uploaded as per instructions given on the website in the link "Guidelines for scanning the Photograph, Signature, Certificate/Document". The image file of Photograph, Signature and certificate/document for relaxation of Application fee should be in .JPG or .JPEG format.
   There will be separate links for uploading Photograph, Signature and Certificate/Document.
   Click on the respective link "Upload Photograph, Signature and Certificate/Document".
   Recent passport size colour photograph, preferably with white background, must be used.
   Size of the file for photograph should be between 20kb-40kb.

   For signature the candidate has to sign on white paper with BLUE / BLACK INK PEN. If the candidate's signature on the answer script at the time of the examination and at subsequent stages, if applicable, does not match the scanned signature on the Admit Card/Attendance Sheet, the candidature of the candidate will be disqualified. Size of file should be between 10kb-20kb.

   The candidate has to scan and upload the relevant Certificate/Document for relaxation of Application Fee (in case of SC/ST/ PWD(PH), where applicable. All supporting documents Domain Knowledge on Computer (relevant certificate to be uploaded), Typing (relevant certificate to be uploaded), Short-hand (English/Bengali) (relevant certificate to be uploaded). In case of failure of uploading the relevant certificate/document, the candidature will not be accepted. Size of file should be between 60kb-200kb and in pdf format only as a single file.

   Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph, signature and certificate/document (if applicable) as specified.

After uploading, Candidates have to preview the uploaded images. Here the candidate is advised to see that, his/her uploaded photograph is clearly visible/ identifiable in the appropriate row and the specimen signature is also visible in appropriate space. If for any reason uploaded images are not up to the mark then the candidate can upload these images again by following the same procedure. If the candidate is satisfied with the uploaded images, he/she may proceed further.

c. Submission of Application:

• The candidate may review all the filled information before clicking on the declaration.

• If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her.

• Once a candidate clicks on SUBMIT it will take to the SBI payment gateway, with different payment options. Candidate require to pay the requisite fees (additional bank charges applicable).

Once the Application Fees is paid successfully the candidate can download the Registered Application Form. Candidates are advised to take a print of the Registered Application Form for their records and future reference.

In case the candidate wants to take the printout of the Registered Application Form later on, the candidate can download / access the same by link "Click here To login and print your Registered Application form" given on the website i.e. https://cbdcjobs.net.

Before submission of the online Application, candidates must see the preview of the filled details so that it can be edited if required. After submission of the Application, no addition / modification will be permitted.

The Registration number along with Date of Birth can be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website i.e. https://cbdcjobs.net.

PART-II

Each application must be accompanied by Application Fee + Bank Charges as follows:

Post Name	UR/OBC-A/OBC-B	SC/ST	PWD (of 40% & above)
English Stenographer Grade III	300/-	200/-	200/-
Lower Division Assistant	300/-	200/-	200/-
Process Server	300/-	200/-	200/-
Office Peon/Ejlas Peon	300/-	200/-	200/-
Night Guard	300/-	200/-	200/-
Karma Bandhu	300/-	200/-	200/-

The fees mentioned are excluding Bank Charges.

Once a candidate clicks on SUBMIT button a page will open having some important instructions for payment and a Link to make payment of Application Fee.

Candidates may please note that unless they make the payment of Application Fee, their application will be treated as INCOMPLETE.

Once a candidate clicks on button of making the payment, the Site will redirect them to SBI Payment Site. There are various options available for payment on SBI site viz. SBI Internet Banking, other major bank's Internet Banking, SBI Debit/Credit Cards, other bank Debit/Credit Cards, Cash Payment through e-challan at branches of SBI.

In case of the payment failure, Candidates can use the link "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful" given on the website i.e. https://cbdcjobs.net for re-login and making the payment in order to complete his/her Registration.

• Candidates who opt for any Online Mode of Payment like Credit Card, Debit Card or Net banking: After making the successful Payment they need to print the registration details. They can also relogin to https://cbdcjobs.net and key in the details for generation of Registered Application Form. Candidates are advised to take a print of the Registered Application Form for their records and future reference. Thus the process for Registration of candidates who have to pay Application Fee gets completed. The Registration number along with Date of Birth can be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website i.e. https://cbdcjobs.net.

Note: It is in the interest of the candidates to use any Online Mode other than the bank e-Challan mode to complete the Registration Process and generate the Registered Application Form. Candidates are advised not to wait till 25.04.18 to make payment through bank e-Challan. Further, the Bank e-Challan mode is Rs. 50/- plus bank charges, in addition to the Application Fee and is to be borne by the candidates.

Candidates who opt to pay the Application Fee through Bank e-Challan mode: A challan will be generated in two copies (One Bank's copy and one Candidate's copy). After taking a printout of the Bank e-Challan, a candidate has to go to nearest SBI branch in working days/hours and make the payment on or before 25.04.18 (within banking hours). After making the Payment, a candidate will get a Candidate's copy of Challan duly stamped along with Journal Number. Candidates are advised to keep this Candidate's copy of Challan in safe custody for future use.

Candidate should visit https://cbdcjobs.net and check for the Registered Application after payment, a minimum gap of 24 hours (in case of e-Challan)

Candidate opting for SBI E-Challan mode should pay within the banking hours and if on the last date of submission of online application he/she has to ensure the payment with banking hours.

No delay in terms of payment will be considered after last day i.e. 25.04.18.

After making the Cash payment, a candidate should visit https://cbdcjobs.net after 24 hours and "Click here To login and print your Registered Application form" given on the website https://cbdcjobs.net.

If the Payment status is updated successfully, Registered Application form will be generated having unique Registration Number. If Payment status is not updated successfully and if a candidate has already submitted Application Fee by Bank e-Challan mode, then he needs to check with bank with his payment details as it may not be updated in Bank.

Please note that only after confirmation of the payment, the registration of a candidate shall be treated as COMPLETED. Candidates are advised to take a print of the Registered Application Form for their records and future reference. The Mobile Number along with Name & Date of Birth can be used for taking a print of Registered Application Form.The Reference Number along with Date of Birth will be used for downloading the Admit Card from the designated website i.e. https://cbdcjobs.net which will be notified 15 days prior to the date of examination. This shall also be notified in the designated website i.e. https://cbdcjobs.net.

Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, etc., will not be accepted, towards Application Fee .

3. What are the modes of payment of Application Fee?
Candidates except as specified above, applying for the post are required to submit APPLICATION FEE (Excluding bank charges) through any one of the following modes of payment:
 • SBI Internet Banking, other major bank's Internet Banking; Debit/Credit Cards (The additional bank charges for all such transactions is to be borne by the candidates in addition to the Application Fee. The last date for making the Payment of Application Fee through this mode is till dated 25.04.18
 • Cash Payment through e-challan at branches of SBI. (The additional bank charges for Challan Mode is Rs.50/- plus applicable taxes extra) and is to be borne by the candidates. The last date for generation of Bank e-Challan is 25.04.18 and last date for making the Payment of Application Fee by e-Challan is 25.04.18 (within banking hours of 25.04.18)

IT IS IN THE INTEREST OF THE CANDIDATES TO USE ONLINE MODE TO INSTANTLY COMPLETE THE REGISTRATION PROCESS AND GENERATE THE REGISTERED APPLICATION FORM.

4. I have, by mistake, entered incorrect data in my application. How shall I correct it?
If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her. The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible later. Data, once submitted cannot be edited. Care should, therefore be taken that only correct information is entered in the Application Form. In case you find that anything needs to be changed, go back and make the necessary changes. Only when you are sure the information is in order, Click on SUBMIT button.
Please note that once the data is submitted any requests for change of mailing address, examination centre, category etc. as declared in the online application will not be entertained.

5. How can I get to know the status of my application after submission?
Candidates can Relogin into the system by clicking on the link "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Relogin)" given on the website i.e. https://cbdcjobs.net by using a combination of :-
A combination of Application Number and Mobile Number to know the status of their application.

6. What documents should I keep for future reference?
   A copy of Registered Application Form, Bank Challan (if applicable), Photocopy of all relevant Certificates / Documents, No Objection Certificate (NOC) (if applicable) and Admit Card needs to be maintained till the end of the recruitment process.

7. What will be the language used in the exam?
   The Question Paper for Written Test (Part I - MCQ) will be in English except for Group – D where it will be in English and Bengali

8. Can the age of candidate be rounded off to the lower
   limit?
   No, the age cannot be rounded off to the lower limit.

9. If the print out of the filled Application Form could not be taken at the time of registration, can it be taken out at a later date?
   Yes. In case the candidate is not able to take the printout of the Registered Application Form, the candidate can download / access the same by link "Click here To login and print your Registered Application form" given on the website i.e. https://cbdcjobs.net

10. When will be the written test?
    Date of Written test will be notified later on the designated website i.e. https://cbdcjobs.net

11. Whether there is any possibility of change in the date of examination due to clashing of other exam's dates?
    The examination date once declared shall not be changed, however department has the sole authority to defer the exam date if required.

12. Whether educational qualification Certificates are required to be sent?
    No original Certificates / Documents are required to be sent in connection with the Online Application unless directed to do so. Candidates may also note that Self-attested Photostat copies of requisite Certificates / Documents shall be required to be sent / uploaded at the designated address / website in case of their shortlisting on the basis of written Examination which shall be informed / notified through the designated website https://cbdcjobs.net Original certificates will, however, be scrutinized / verified at the time of document verification.

13. Whether No Objection Certificate is mandatory for Central/State Govt./Public Sector Undertaking/ Candidates?
Yes. Candidates should in possession of No Objection Certificate from their Employer. Before applying for any of the posts.

14. Whether OBC certificate in the state government proforma allowed?
Yes.

15. Whether SC/ST/OBC and PWD certificate is mandatory or not?
Yes.

16. Is mobile number entered can be changed?
No. You need to keep the same mobile number till the end of this recruitment process.

17. What should I do if there is lot of delay in accessing the website https://cbdcjobs.net?
The delay in accessing the website https://cbdcjobs.net depends upon various factors like Internet Speed, Load on the server, Network problems etc. Therefore if you are not able to get the relevant webpage for registration promptly, please retry after some time or during off-peak hours. In order to avoid last minute rush, the candidates are advised to apply early enough. OFFICE OF THE DISTRICT JUDGE, COOCHBEHAR will not be responsible for network problems or any other problem in submission of online Application.

18. What is the last date for submission of Online Application Form?
The Online registration will remain active from 22.03.18 from 10:00 Hrs to 25.04.18 till 23:59 Hrs .

IN ORDER TO AVOID LAST MINUTE RUSH, THE CANDIDATES ARE ADVISED TO APPLY EARLY ENOUGH. OFFICE OF THE DISTRICT JUDGE, COOCHBEHAR WILL NOT BE RESPONSIBLE FOR NETWORK PROBLEMS OR ANY OTHER PROBLEM IN SUBMISSION OF ONLINE APPLICATION. EVEN IF THE CANDIDATE HAS SUBMITTED HIS DATA BUT HAS NOT SUBMITTED THE APPLICATION FEE, HIS REGISTRATION PROCESS WILL NOT BE COMPLETED.

19. What to do to know more about the recruitment?
Please access the website https://cbdcjobs.net from time to time.

Any other relevant Questions / Queries can be submitted in https://cbdcjobs.net

SUPPORTING DOCUMENTS REQUIRED TO BE UPLOADED (AS PER YOUR CATEGORY)

A.) Actual Age as on the date of application (give self-attested supporting document)

B.) Whether belongs to SC/ST/OBC (give self-attested supporting document)

C.) Whether Physically Handicapped – PWD (PH) (give self-attested supporting document)

D.) Have you any knowledge in Computer Operation/Typing (give self-attested supporting document)

E.) Do you know ordinary Type-writing (give self-attested supporting document)

F.) Do you know Shorthand (English/Bengali) (give self-attested supporting document)

G.) Other Qualification, if any (give self-attested supporting document)

H.) Ex-serviceman Certificate (Annexure-D / Annexure-E), if applicable (give self-attested supporting document)

I.) Meritorious sports person (give self-attested supporting document)

J.) EC Category (give self-attested supporting document)

K.) Educational Qualification (give self-attested supporting document)

L.) Government Photo ID Proof (give self-attested supporting document)