

OFFICE OF THE DISTRICT JUDGE, NORTH 24 PARGANAS, BARASAT

ENGLISH DEPARTMENT

Notification No. 02

Dated

28.02.2024.

Applications are invited from retired Government Employees as well as Fresh candidates who are physically fit and mentally alert, for engagement of staff in Fast Track Courts and Family Court in the District Judgeship of North 24 Parganas purely **on contractual basis**, usually extended every year for another year or till the incumbent attains the age of 60 years for Fresher and 65 years for Re-employed persons or the authority may deem fit and proper.

**NAME AND NUMBER OF POST:**

Post	Family Court	Fast Track Court	
	Existing	Existing	Expected
English Steno-Typist	1	0	1
Bench Clerk (Peshkar)	1	2	3
Bailiff	1	0	0
Peon	2	1	6
Karmabandhu	1	0	0

**ELIGIBILITY CRITERIA:**

- I. In case of retired persons, below 63 years of age as on 31.01.2024.
- II. In case of fresh candidates, minimum 18 years of age and not above 40 years of age as on 31.01.2024.
- III. **For English Steno-Typist:** Minimum Madhyamik or its equivalent, English Short Hand Speed 80 w.p.m, English Type Writing-30 w.p.m. Knowledge in English & Bengali language and Computer Operation.
- IV. **For Bench Clerk (Peshkar):** Minimum Madhyamik or its equivalent. Knowledge in English & Bengali language and Computer Operation.
- V. **For Bailiff:** Minimum Madhyamik or its equivalent. Knowledge in English & Bengali language (To act as both Seal Bailiff and Summon Bailiff).
- VI. **For Peon:** Candidates must have passed standard VIII Examination from any recognized institution.
- VII. **For Karmabandhu:** Candidates must possess good physique.

**REMUNERATION:**

1. **For retired persons:-** [Last Pay drawn (Pay+ Dearness Allowance)at the time of retirement]- [Pension+ Relief on pension on the date of Contract].

2. **For fresh candidates:-**

(i) Initial pay in the Levels attached to each post  
(Steno- Level 9, Peshkar/Baliff- Level 6 and Peon- Level 1)

<b>Pay as per ROPA, 2019</b>	
<b>Level of Pay</b>	<b>Basic Pay</b>
Level 9	28,900/-
Level 6	22,700/-
Level 1	17000/-

(ii) House Rent Allowance @ 12% (as per existing rate of WB State Govt.)

(iii) Medical Allowance @ Rs 500/- p.m

(iv) Dearness Allowance @ 10% (as per existing rate of WB State Govt.)

**There will be no Annual Increment.**

3. **For Karmabandhu:-** Consolidated Remuneration of Rs 3000/- per month

**SELECTION PROCEDURE:**

**For Peshkar (Bench Clerk)/Bailiff** – Personal Interview with document verification, followed by computer test.

**For Stenographer-** Personal Interview with document verification, followed by Stenography test and Typing test (eligible candidates to bring stationeries),

**For Group D/ Karmabandhu** - Personal Interview with document verification.

\*\*\*\*\* **Application to multiple post is not allowed**\*\*\*\*\*

**DOCUMENTS TO BE SUBMITTED:**

The applicant should apply in prescribed format enclosed with this notice. Self attested photocopy of the following documents are to be attached with the application:-

- a. Educational Certificates
- b. Computer Knowledge Certificate (For Peshkar)
- c. Photo identity proof, eg., Voter I.D (EPIC), Aadhar Card, Driving license, etc.
- d. Proof of residential address.
- e. Proof of age.
- f. Certificate of extra curriculum activity, if any.
- g. Pension Payment Order (PPO), in case of retired employee.
- h. Release Order from Govt. Service, in case of retired employee.



**APPLICATION PROCEDURE:**

Willing candidates are requested to drop their duly filled up application, in prescribed format, **clearly mentioning the name of the post applied for, on top of the envelope** at the **English Department, District Judges Court, North 24 Parganas, Barasat**, along with the requisite documents in closed envelop in the drop box.

The application will be received on any working day from **29.02.2024 to 16.03.2024** between **11 AM to 5 PM**. No application shall be received after 5 PM on 16.03.2024.

The application is to be addressed to **“The Chairman, Committee for Selection of Contractual Staff, North 24 Parganas, at Barasat”**.

The application is liable to be cancelled for misrepresentation/fraud and for not furnishing any necessary particulars/documents and for any sort of defect in filling up the Application Form and also for any error/omission from the instruction stated herein.

**The appointment is to be made initially for a period of 3 (three) months which may be extended further on satisfactory performance of the employee.**

**The appointing authority reserves right to discontinue the engagement at any time before expiration of term of engagement without prior notice.**

**IMPORTANT DATES:**

The list of eligible candidates for interview along with the Interview date will be published in District Court's Portal, North 24 Parganas and also in the office of District Judge, North 24 Parganas, Barasat, English Department **on 28.03.2024**.

Candidates are requested to keep following the District Court's website <https://north24parganas.dcourts.gov.in/> for further information.

**No T.A. and/or D.A. will be paid to any applicant.**



**Registrar  
District Judges' Court,  
North 24 Parganas, Barasat**

**Memo No. 707 -E**

**Dated 28.02.2024**

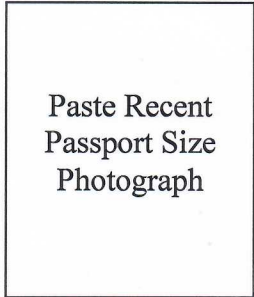
Copy forwarded for information with request for wide circulation/publicity :

1. The District Magistrate, North 24 Parganas.
2. The Ld. CJM/ACJM, Barasat/Barrackpore/Bidhannagar/Basirhat/Bongaon.
3. The Ld. Judge-in-Charge, Nazarat Department, Barasat/Barrackpore/Basirhat/Bongaon.
4. The Commissioner of Police, Barrackpore/Bidhannagar Police Commissionerate.
5. The Superintendent of Police, Barasat/Basirhat/Bongaon.
6. Chief Medical Officer of Health, North 24 Parganas/Basirhat.



**Registrar  
District Judges' Court,  
North 24 Parganas, Barasat**

To,  
The Chairman,  
Committee for Selection of Contractual Staff  
(FTC, Family Court etc)  
North 24 Parganas, Barasat



**APPLICATION FOR ENGAGEMENT OF CONTRACTUAL STAFF**

**POST APPLIED FOR:-.....**

1. Name of Applicant (in Block Letters)	
2. Father's/spouse's Name	
3. Gender	
4. Residential Address	
5. Nationality	
6. Mobile Number	
7. Email ID	
8. Date of birth	
9. Age as on 31.01.2024	
10. Educational qualification	
11. Extra curricular activity, if any	
12. Language Known	
13. Designation of last post, in case of retired employee	
14. Date of retirement, in case of retired employee	
15. Name of the Department and office from where retired, in case of retired employee	
16. P.P.O. Number, in case of retired employee	
17. Experience in Govt. Office, in case of retired employee	

**DECLARATION**

I, hereby declare that all the statements made in this application are true and correct to the best of my knowledge and in the event of information being found false, my candidature is liable to be cancelled.

**Dated**

**(Signature of the candidate)**