

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, JHARGRAM**  
**English Department**

**EMPLOYMENT NOTIFICATION**

No. 01/RC-24

Dated, Jhargram, November 22, 2024

Applications are invited from the Indian Citizen possessing the knowledge of the vernacular of the State, for preparation of a panel for filling up the following vacancies in the post of English Stenographers, Grade-II and III, details of which are mentioned below. The appointments will initially be made on purely temporary basis but are likely to be made permanent.

Post	Pay Scale	Existing/Anticipated vacancies	Categories of vacancies
English Stenographer (Grade-II)	Pay Level 13 of ROPA-2019 Pay Range ₹37100/- to 95500/-	01	S.C.- 01
English Stenographer (Grade-III)	Pay Level 10 of ROPA-2019 Pay Range- ₹32100/- to 38400/-	02	EWS (E.C.) - 01 S.T.- 01

\*\* Abbreviations: EWS- Economically Weaker Section, E.C.- Exempted Category, S.C.- Scheduled Caste, S.T.- Scheduled Tribe.

**1. Eligibility (age):**

Not less than 18 years and not more than 39 years as on 1<sup>st</sup> day of January, 2024 for the Post of English Stenographer as per Notification no. 875-F(P) dated 13.02.2017 of the Department of Finance (Audit), Government of West Bengal.

Relaxation of age limit for five years in case of candidates belonging to SC & ST Categories.

The names of the eligible candidates belonging to Exempted category will be called from the respected authority/authorities.

**2. Essential Qualification:**

➤ **English Stenographer (Grade-II):**

Candidates applying for the post of English Stenographer Grade-II must have passed the bachelor's degree examination from any university recognized by University Grant Commission and must possess a Certificate in Computer Training & Shorthand from recognized institution and satisfactory knowledge and skill in computer operation with a minimum speed @ 100 w.p.m. in Shorthand and Typing Speed @ 40 w.p.m.

➤ **English Stenographer (Grade-III):**

Candidates applying for the post of English Stenographer Grade-III must have passed Madhyamik or equivalent examination from any recognized Board and must possess a Certificate in Computer Training & Shorthand from recognized institution and satisfactory knowledge and skill in computer operation with a minimum speed @ 80 w.p.m. in Shorthand and Typing Speed @ 30 w.p.m.

### 3. General Information for Candidates: -

- 1) The benefits of reservation of vacancies and age concession for SC and ST candidates are admissible only to SC and ST candidates of West Bengal only.
- 2) No candidate will be eligible to claim benefit for being a member of SC, ST, EWS (E.C.) if relevant documents are not submitted at the time of application. Requisite Certificates issued by the Competent Authority as mentioned in relevant Notifications should be dated on or before the submission of the application.
- 3) **Particulars and Certificates required:** A candidate claiming to be SC, ST, EWS (E.C.) must have a certificate in support of the claim of the candidates from a Competent Authority as specified below: -
  - a. **For SC, ST, EWS (E.C.)** candidates *vide* Notification No. 532-TW/EC/MR-177/96 dated 14.10.1996 of the Scheduled Castes & Tribes Welfare Department, Government of West Bengal] and the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 [*vide* Notification No. 1352-L dated 03.08.1994 of the Law Department (Legislative), Government of West Bengal], Notification No. 18-Emp (EC)/LABR-27011(20)/1/2020-EC dated 07.02.2023 of Labour Department, Govt. of West Bengal.
    - i. In the District, the Sub-Divisional Officer of the Sub-Division concerned, and,
    - ii. In Kolkata, the District Magistrate, South 24 Parganas or such Additional District Magistrate, as may be authorized by the District Magistrate, South 24 Parganas, on his behalf.
  - b. In case of non-availability of a suitable Exempted Category candidate belonging to EWS category, the said vacancy will be filled up by a non-Exempted Category candidate belonging to EWS category.
- 4) **Candidates already in service under Government / Public Sector Undertakings, and within the prescribed age limit,** must submit their application through proper Channel with “No Objection” Certificate of the concerned Authority.

### 4. Application Fees:-

Application Fees for English Stenographer for different categories of candidates are stated in the following chart:

Name of post	EWS (E.C.)	S.C. & S.T.
English Stenographer (Grade-II & III)	600	600

5. Eligible candidates may submit neatly typed / computerized applications on plain paper of legal size (8.5” x 14”), addressed to the ***DISTRICT JUDGE cum CHAIRMAN, STAFF RECRUITMENT COMMITTEE, JHARGRAM, DISTRICT JUDGE’S COURT, P.O. + DISTRICT - JHARGRAM, PIN 721507***, giving particulars as under: -

**APPLICATION FORMAT**

- 1) Full name of the candidate (in capital letters) :
- 2) Father's/Husband's Name :
- 3) Category :
- 4) Date of Birth :
- 5) Actual age as on 01.01.2024 :
- 6) Address (Present & Permanent with PIN code) :
- 7) Telephone/Mobile number (Mandatory) :
- 8) E-mail id (Mandatory) :
- 9) Educational Qualification :
- 10) Other Qualification :
- 11) Knowledge in Computer :
- 12) Speed in Shorthand and Typewriting :
- 13) Whether belonging to S.C./S.T./EWC :
- 14) Whether belonging to Exempted category :  
(If yes, mention the Identity Card Number issued  
by the Labour Department. Govt. of W.B.)
- 15) Present employment status, if any :  
(with date of initial joining supported by NOC)
- 16) Nationality :
- 17) Details of examination fees :  
(i.e. Bank Draft No., date and amount)
- 18) **List of Documents enclosed** :

**Declaration**

I hereby declare that 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.

**Date:**

**Place:**

**Signature of the Candidate in full**

- ★ Full signature of the candidate with date must be given at the bottom of the application.
- ★ Statements made under Item No. 4, 6, 9, 10, 11, 12, 13, 14 & 15 above must be supported by the self-attested photocopies of proper documents/ certificates.

#### **6. Mode of Selection of English Stenographer Grade-II & Grade-III :**

- **Paper-I: Dictation & Transcription (200 marks):** Dictation for the test of Shorthand at a speed of 100 words for Grade II and 80 words for Grade III for 05 (five) minutes followed by transcription of the text by the candidates in their own handwriting for forty five minutes. There will be an interval of 10 (minutes) immediately after the dictation for verification of the outlines before they will be asked for transcription.
- Transcription Sheets will be supplied by the Committee. However, Shorthand Notebook, Pen, Pencil shall have to be brought by the Candidates at the time of Examination. Used shorthand Note-sheets need to be attached with the transcription sheet(s) before leaving the examination hall.
- Only the successful candidates of Paper - I examination shall be called for the Paper - II Examination.
- **The date of this examination will be notified later by the Staff Recruitment Committee, Jhargram Judgeship.**
- **Paper-II: Typing in Computer (100 marks):** The candidates are required to type from an English Text (to be supplied by the Authority) accurately in a computer at a speed which is not less than 40 w.p.m. for Stenographer Grade-II and 30 w.p.m. for Stenographer Grade-III. This test will last for 10 (ten) minutes. The Candidates will get 02 (two) minutes time for practice with the computer, prior to the commencement of the test.
- **Personality Test:** On the basis of the result of the Paper-I and Paper-II, the successful candidates will be called for Personality Test, which will be of 30 marks. On the basis of the results of Paper-I, Paper-II, and Personality Test, the final panel will be prepared.

#### **General Instructions:**

1. Applications must be submitted in a closed envelope mentioning there-in the category and the post applied for at the top of the envelope, which must reach the office of the undersigned **within 5.00 P.M. on 21.12.2024.**
2. **Any application reaching the office of the undersigned after the stipulated time shall not be considered, even though the same may have been posted well in advance.**
3. Candidates may also submit their applications in the **Drop Box** placed in the office of the District Judge, Jhargram, at 2<sup>nd</sup> floor of the District Court, Jhargram.
4. **Application Fees** are to be deposited through **Bank Draft only**, which must be purchased on or after the date of publication of this advertisement/notification and before the last date of submission of application and drawn in favour of **Staff Recruitment Committee Jhargram**, payable at State Bank of India, Jhargram to be enclosed with the application. Any other mode of payment will not be accepted under any circumstances. Candidates are to bear the charges and service taxes (if any) for purchasing such Bank Draft. In any case, application fee including the additional charges, if any, is **NOT REFUNDABLE.**

5. 03 (Three) recent and identical coloured passport size photographs duly signed on the frontal side by the candidate are to be furnished [one to be pasted on the top right hand corner of the application and other 02 (two) to be stitched with the application]. The candidature shall be cancelled if they fail to affix/enclose clear, legible and recent passport size coloured photograph with signature.
6. Documents as mentioned above, namely, certificates containing correct date of birth, educational qualification, address, certificate for proof of exempted category, the EWS or the caste for the candidates concerned are to be annexed.
7. Two *self-addressed* envelopes affixing therewith a postage stamp of Rs. 45/- (Rupees Forty Five only) each are also to be annexed.
8. 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 the test in terms of this Notice, the candidature of the applicant shall be cancelled without making any reference and without assigning any reason thereof.
9. A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service and appropriate legal action on that score shall be taken up against that incumbent in accordance with law.
10. The District Judge, Jhargram 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.
11. No T.A/D.A shall be admissible to the candidates appearing for the post under the present recruitment process.
12. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.
13. In case of any dispute, the decision of the Staff Recruitment Committee of Jhargram Judgeship shall stand final.
14. The Staff Recruitment Committee, Jhargram Judgeship reserves the right to shortlists of successful candidates. The panel(s) thus formed shall remain effective till the process of giving appointment against the notified vacancies, is complete. However, the panel(s) shall remain valid for a maximum of 01(one) year from the date of its formation, or the date of next publication of the notification of recruitment, whichever is earlier
15. Applicants are advised to enter correct/valid data in respect of all information sought for in the Notification. Incorrect details, if any, entered by any applicant will result in summarily rejection of the application at any stage of the recruitment process.
16. No other form of application will be accepted.
17. Any form of solicitation for selection by or on behalf of any candidate will lead to outright rejection of his/her candidature.



**District Judge, Jhargram**

**-cum-**

**Chairman,**

**Staff Recruitment Committee, Jhargram Judgeship**