

OFFICE OF THE DISTRICT JUDGE OF PASCHIM BARDHAMAN
ENGLISH DEPARTMENT

Employment Notification No : 02

Dated- 04.09.2024

Applications are invited from eligible Indian citizens for preparation of panel to fill up the existing & expected vacancies for the categories of posts mentioned hereunder in the Judgeship of Paschim Bardhaman. The appointments will initially be made purely on temporary basis but are likely to be made permanent.

After publication of the employment notification all related matters will be published through the website of the Paschim Bardhaman Judgeship, i.e.

<https://paschimbardhaman.dcourts.gov.in>

| Post | Pay Scale | Total Vacancy | Reservation category |
|---------------------------------|--|---------------|--|
| English Stenographer, Grade-II | Pay Level-13 of ROPA-2019, Rs. 37100/- to 95500/-. | 01 | Scheduled Caste |
| English Stenographer, Grade-III | Pay level 10 of ROPA-2019, Rs. 32100/- to 82900/-. | 02 | Unreserved (E.C)-01, Scheduled Caste- 01 |

AGE LIMIT : For English Stenographer, Grade-II & English Stenographer, Grade-III, as per notification dated- 06.07.2021 of the Judicial Department, Government of West Bengal-

From 18 years to -

- (i) 35 years in the case of a person belonging to the Scheduled Castes/Other Backward Classes.
 - (ii) 37 years in the case of a person belonging to the Scheduled Tribes or other category of persons for which reservation is made by law.
 - (iii) 32 years in the case of any other person.
- As on 01st day of January, 2024.

NECESSARY QUALIFICATION : For the post of English Stenographer, Grade-II- The candidates must have Bachelors degree from any University recognized by the University Grant Commission and at least they must possess a certificate in computer training from a recognized institution and a satisfactory fingering speed in computer operation. A minimum speed @ 100 w.p.m in Shorthand and a minimum speed @ 40 w.p.m in typewriting from a legible manuscript in English along with certificate of Stenography & Typing.

For the post of English Stenographer, Grade-III – The candidates must have passed Madhyamik or equivalent Examination from any recognized Board and at least they must possess a certificate in computer training from a recognized institution and a satisfactory fingering speed in computer operation. 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 along with certificate of Stenography & Typing.

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MODE OF EXAMINATION FOR ENGLISH STENOGRAPHER, GRADE-II & GRADE-III:

- Paper-I- Dictation & Transcription (200 marks)- Dictation lasting for 5 minutes followed by transcription of notes in candidates own hand writing for an hour.
- Paper-II- Typing in typewriter machine (100 marks)- Typing from a legible manuscript in English accurately @ 40 w.p.m for the post of English Stenographer Grade-II and @ 30 w.p.m for the post of English Stenographer Grade-III. The test will be for 10 minutes.
- On the basis of the result of these tests, the successful candidates will be called for Personality Test (20 marks) & computer proficiency test (30 marks). A final panel will be prepared upon evaluation of all these tests.
- The number of errors that shall be admissible in respect of all these papers & qualifying marks in any or all the papers in aggregate, shall be at the discretion of the authority.

NOTE :- i). The Authority holds its right to conduct screening test, considering the number of applications. ii). The candidates shall have to bring their shorthand note book & type writer machine at the Examination Centre & shall carry the same to the allotted hall/room on their own.

APPLICATION FEES : For the post of English Stenographer, Grade-II- Rs.- 800/- (plus applicable bank charges) (Scheduled Caste category only).

For the post of English Stenographer, Grade-III – Rs- 1000/- (plus applicable bank charges) (for Unreserved & others category), Rs- 800/- (plus applicable bank charges) (for Scheduled Caste, Scheduled Tribe).

The application fees must be paid in the mode of Bank Draft issued by any nationalized Bank **preferably State Bank of India** on a date after publication of the advertisement, in favour of “**District Recruitment Committee Paschim Bardhaman**” payable at Asansol. **Any other mode of payment of application fee will not be accepted.**

HOW TO APPLY : Interested and eligible candidates may submit typed (one side of the paper) single application for the aforementioned posts as per format given below, addressing to “**the District Judge-cum-Chairman of the District Recruitment Committee, Paschim Bardhaman, District Judge’s Court Building, Asansol, Pin- 713304**” accompanied by bank draft as mentioned above, two copies of passport sized recent photo, attested copies of all testimonials

1. One recent coloured photograph (3.5 cm X 4.5 cm size) duly signed by the candidate should be pasted in the identified placed in the application format and another passport size photo be enclosed with the application form. (**Recent photographs must be identical, signed & coloured**).

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2. One self-addressed envelope (4.5 inch X 10.5 inch) affixed with a postal stamp of Rs. 30/- for future communication.
3. Full signature of the Candidate with date must be given at the bottom of the application.
4. Photocopy of address proof, proof of date of birth, Caste certificate, educational certificate etc. must be attached with the application form.
5. Defective/incomplete/unsigned application/application with unsigned & blur photograph/application submitted without proper fees and application form not according to format will summarily be rejected.
6. Admit cards containing venue, date and time of examination/test as also other information, will be sent to the candidates whose application will be considered to be in order in all respect, by post. Candidates call for the examination/ test shall be required to appear at their own expenses.
7. 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 reference to him/her and without assigning any person.
8. A candidate furnishing incorrect or false particulars or suppressing material information will be disqualified and if appointed, shall be liable for dismissal from service.
9. The District Recruitment Committee reserves the right to offer appointment to the selected candidates at any place of the Judgeship without any preference of the candidates.
10. Once appointed the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the rules followed in the Judgeship of Paschim Bardhaman, where he/she will be appointed.
11. In case of any dispute, the decision of the District Recruitment Committee of Paschim Bardhaman Judgeship shall stand final.
12. Candidates, whose application will be found not in order, will not be allowed to appear in the test(s) and authority will bear no responsibility to inform.
13. The application, by speed post, ordinary post, registered post must be submitted in a closed envelope mentioning the name of the post applied for on the top of the envelope within the date and time mentioned hereunder to the office of the **District Judge-cum-Chairman of the District Recruitment Committee, Paschim Bardhaman, District Judge's Court**

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Building at Asansol, Pin- 713304. The applications may also be dropped at the respective “Drop Box” kept at a conspicuous place of District Judges Court Premises at Asansol.

14. Application reaching the office of the District Judge-cum-Chairman of the District Recruitment Committee, Paschim Bardhaman after 05:00 p.m. of the last date shall not be considered, even though the same are posted well in advance.
15. The candidates already in service under Govt./Public Sector undertaking and within the prescribed age limit must submit their applications through proper channel with “no objection certificate” from the concerned authority.
16. The District Recruitment Committee reserves the right to make shortlist of the successful candidates. The Panel/s thus forms shall remain effective till the process of giving appointment against the notified vacancies, is completed. However, the said Panel/s shall remain valid for a year from the date of its formation.
17. The District recruitment Committee shall have the full discretion to fix the minimum qualifying marks in respect of all categories of post notified above and shall have full right to relax any or part of the norms.
18. The applicants who will apply under “Exempted Category” must ensure that they have not availed of the benefit of such category previously.
19. The applicants are advised to follow the website of this Judgeship of Paschim Bardhaman for further information.

LAST DATE FOR RECEIPT OF APPLICATION IS

30.09.2024 WITHIN 05:00 P.M.

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District Judge-cum-Chairman of the District
Recruitment Committee, Paschim Bardhaman

District Judge, Paschim Bardhaman
-cum-
Chairman, District Recruitment Committee
Paschim Bardhaman, Asansol

APPLICATION FORMAT

LAST DATE OF APPLICATION 30.09.2024

To
The District Judge-cum-
Chairman of the District Recruitment Committee
Paschim Bardhaman, Asansol- 713304,
Dist- Paschim Bardhaman.

One recent photograph
(3.5 cm X 4.5 cm size)
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 of the Candidate (in block letter) | : | |
| 2. | Name of the Father/Husband | : | |
| 3. | Date of Birth (Self attested school/board certificate/admit card to be furnished) | : | |
| 4. | Age as on 01.01.2024 | : | |
| 5. | Sex (Male/Female) | : | |
| 6. | Postal Address (Permanent & Present with PIN Code) | : | |
| 7. | Contact Number (telephone/mobile phone) | : | |
| 8. | Educational Qualification (Self attested school/board certificate to be furnished) | : | |
| 9. | Other Qualification, if any | : | |
| 10. | Whether belongs to Reserve Category [SC/ST/OBC(A/B)/Ex-Serviceman] (self attested supporting documents to be furnished) | : | If yes, Mention the category |

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| | | | |
|-----|--|---|---|
| 11. | Whether belongs to Exempted Category (self attested valid document to be furnished) | : | |
| 12. | Aadhaar Card No. (self attested copy of aadhaar card to be furnished) | : | |
| 13. | Please state the details of Bank Draft. | : | i). Amount of the Bank Draft : ii). Number & date of the Bank Draft : iii) Name of the issuing Bank : |
| 14. | Whether the candidate is a govt. employee or not. If yes, give details with a copy of "no objection certificate" of the Appointing Authority | : | |

I do hereby declare that, all the statements made above 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, at any stage.

Enclosures :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Yours faithfully

Full Signature of the Candidate with
date

READ CAREFULLY BEFORE SUBMITTING APPLICATION

1. In case of educational qualification, copy of certificate issued by the recognized School/Board/Council/University is to be furnished.
2. In case of date of birth, copy of certificate issued by the recognized School/Board is to be furnished.
3. If applied in reserved category, copy of certificate is to be furnished.
4. If applied in EC, copy of updated and valid certificate is to be furnished.
5. Defective/incomplete/unsigned application/application with unsigned & blur photograph/application submitted without proper fees and application form not according to format will summarily be rejected.