Employment Notification No.01 dated Suri, 18th April, 2016.

Applications from the eligible Indian Citizens in the following prescribed format are invited for preparation of separate panels to fill up the existing and expected vacancies, mentioned below, in different categories of posts, in this Judgeship of Birbhum up to 31.12.2016. The examination/test of a particular category of post will be held in a particular day and time in the district of Birbhum. One can apply for only one vacant post. Details of vacancies, scales of pay, details of the appointing authority to whom the application is to be addressed and in whose favour the respective applications fees is payable are given hereunder:-

The application is to be addressed to “The District Judge, Birbhum, PIN-731101”. The application is liable to be cancelled for not furnishing any necessary particular/document and for any sort of defect in filling up the application form and also for any error/omission to follow the instruction stated herein after.

Mode of Payment of Application Fees.

<table>
<thead>
<tr>
<th>For Group “B” (English Stenographer) &amp; C (Lower Division Clerk &amp; English Typist-Copyist) Posts</th>
<th>For Group “D” Posts (Peon/Farash /Night Guard) Posts</th>
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<td>General &amp; OBC</td>
<td>Rs. 300/-</td>
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<td>SC/ST</td>
<td>Rs.150/-</td>
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2. The applicant is directed to deposit application fees in SB A/c No.31832926615 of “District Judge, Birbhum”, of State Bank of India, Suri Branch directly. In such case the candidate is instructed to write his/her full name in depositors’ column and the applicant should file the Original Bank Deposit Slip (Counterfoil) along with the application. The Bank charges if any shall be borne by the applicant himself/herself if deposited other than Suri Main Branch of State Bank of India.

(1) English Stenographer (Gr.-B): Scale of Pay Rs.7100/- - 37,600/-, P.B.-03, Grade Pay –Rs.3900/:- Existing Vacancy –02 and Expected Vacancy – Nil :: Total Vacancy–02 (UR-EC- 01, SC - 01)


(3) English Typists- Copyist (Gr. C): Scale of Pay Rs.5400/- - 25,200/-,PB No.2 Grade Pay – Rs.2600/:- Existing Vacancy –03 and Expected Vacancy -- Nil :: Total Vacancy-- 03 (ST- 02, SC-EC-01)

(4) Group.-D ( Peon/ Farash /Night Guard): Scale of Pay Rs.4900/- - 16,200/-,PB No.1,Grade Pay –Rs.1700/-:: Existing Vacancy -- Nil and Expected Vacancy – 02 :: Total Vacancy-- 02 (UR-EC-01, UR-Ex-Serviceman in Gr. ‘D’–01).

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

Eligibility Age, Minimum Qualification and other qualification required, Scheme of examination and Syllabus for each examination for each category are given below:-

1. Eligibility age: Not less than 18 years and not more than 40 years as on 1st January, 2016 for all categories of posts. Relaxation of age limit for five years in case of candidates SC/ST category and for 3 years in case of candidates of OBC Category only. 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.
2. Essential Qualifications:

1) For “English stenographer”:- 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 are required. A minimum speed @ 80 w.p.m in Shorthand and minimum speed @ 30 w.p.m in typewriting from a legible manuscript in English.

2) For “Lower Division Clerk”:- 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 are required.

3) For English Typist-Copyist:- The Candidate must have passed Madhyamik or equivalent examination from any recognized Board and a Certificate in Computer Training from a recognized Institution having a satisfactory fingering speed in Computer operation are required and a minimum typing speed from legible manuscript @ 30 w.p.m in English is also required.

4) For Group – “D” Category (Peon / Farash /Night Guard) : The candidate must have class VIII pass certificate from any recognized School or recognized Madrasha or any other recognized equivalent institution.

3. Mode of Examination:

(1) For English Stenographer:-

- **Paper-I** - Dictation & Transcription (400 marks) (Dictation for 10 minutes followed by transcription of notes in candidates’ own handwriting for an hour);
- **Paper-II** - General English (100 marks) (Syllabus - Translation from Bengali to English and English to Bengali, Spelling, Correct use of words, Correctness of sentence, 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 Typewriter @ 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 which shall be admissible in respect of Paper-I and Paper-II and qualifying marks in any or all the papers and in aggregate shall be fixed by the authority).

2) For Lower Division Clerk:- The examination shall consist of two parts viz. Part-I and Part-II. Only the successful candidates of Part-I examination who will obtain the qualifying marks to be fixed by the Recruitment Committee, shall be called for the Part-II Examination.

   The Part-I will carry 100 marks having 100 questions of 1 (one) mark each comprising of objective type multiple choice questions on English, General Studies and Arithmetic. The duration of Part-I examination shall be 1 and ½ hour.

   The part-II shall consist of conventional type question on (a) Group-A, English and (b) Group-B Bengali /Hindi /Urdu /Nepali carrying 50 marks each for Group-A and Group-B. The duration of Part-II examination shall be 1 hour and the Syllabus will be fixed by the Appropriate authority. Candidates who will take Hindi or Urdu or Nepali as the case may be, in lieu of Bengali of the Group-B of Part-II Examination shall, before confirmation, have to pass a Departmental Examination in Bengali. On the basis of the result of the Part-II examination a number of candidates will be selected for personality test carrying 10 marks when knowledge in computer shall also be tested and a final panel will be prepared on the basis of the result of the total marks obtained in Part-II Examination and personality test. The appropriate Authority shall fix the minimum qualifying marks in Part-II Examination. The standard of examination shall be similar to that of Madhyamik Examination of the West Bengal Board of Secondary Education.
(3) For English Typist-Copyist:- The candidates shall have to appear for (1) Preliminary Examination (Objective Type) and (ii) Main Examination (Type test). The preliminary Examination will consist of one paper having objective type multiple choice questions on General English (30 marks), Current Affairs (20 marks). The duration of Preliminary Examination shall be one hour. Only the successful candidates of Preliminary Examination shall be called for Main Examination (Type test). Every candidate shall be required to type 450 words in 15 minutes from a manuscript of English passage. The permissible limit of mistake in typing is 5 percent. The appropriate authority shall have the discretion to fix qualifying marks for both Preliminary and Main Examination. On the basis of the result of the Main Examination (Type test) a number of candidates will be selected for personality test carrying 10 marks when the knowledge in computer operation shall also be tested. A final panel will be prepared on the basis of the result of the total marks obtained in typewriting, computer operation and personality test.

4) For Group ‘D’ Category (Peon/ Farash/Night Guard):- A written examination is to be conducted by the authority. The authority shall determine the syllabus and scheme and method of the written examination. On the basis of the result of written examination, a number of successful candidates will be selected for personality Test. On the basis of the total marks obtained in the written examination and personality Test, a final panel will be prepared.

The appropriate authority shall have the discretion to fix qualifying marks in any or all the tests for different categories of posts, mentioned above, and to relax such marks in respect of candidates belonging to Schedule Castes, Scheduled Tribe and Other Backward Classes, if deemed necessary.

Eligible candidates may submit legible hand written or typed (one side of the paper) single application for any of the aforementioned post in the jurisdiction of Birbhum as per format enclosed herewith.
APPLICATION FORMAT

POST APPLIED FOR...............

(Mention categorically the name of the post and in which category do you belong)

To
The District Judge,
Birbhum,
PIN No.731101

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 (in block letter) :

2. Name of the Father /Husband :

3. Date of Birth :

4. Actual Age as on 01.01.2016 :
   (give attested supporting documents)

5. Sex (Male /Female) :

6. Nationality :

7. Religion :

8. Address (Permanent & Present) :

9. Whether belong to UR-EC/SC/SC-EC/
   ST/ST-EC/ST/SCA/B/SC-B-EC
   OBC-A-EC/UR-Ex-serviceman/SC-Ex-Serviceman
   (give attested supporting documents)

10. Physically Handicapped (say yes / no.) :
    (give attested supporting documents)

11. Educational qualification :
    (give attested supporting documents)

12. Have you any knowledge in Computer
    Operation/ Typing? If so, give details)
    (give attested supporting documents)

13. Do you know ordinary Type-writing? :
    If so, give details.

14. Do you know Shorthand (English)? :
    If so, give details.
    (give attested supporting documents)

15. Are you a Govt. Servant – Yes/No, if yes :
    Give details.

16. Other Qualifications, if any. :
    (give attested supporting documents)

17. Please state the amount of application fees :
    (attach original documents)

18. No objection if any from appointing authority
    in writing (Applicable only for the candidates
    who are already in service).
    (give attested supporting document)

Declaration

I do hereby declare that I have not applied for any post in any District /Judgeship in the state of West Bengal. I do hereby also declare that I have not applied for any post of this District /Judgeship. I do hereby also 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.

Yours faithfully,

Date,
Place:
Enclos:
(To be enclosed with the application form in separate sheet)

ADMIT CARD
Staff Recruitment Examination 2016
JUDGESHIP OF BIRBHUM
(For Office use)

Roll No. : 
Date of Examination: 
Time of Examination : 
Venue: 

(To be filled up by the candidate)

1. Name of the Candidate (in Block Letter) :

2. Father’s / Husband’s Name :

3. Address :

Signature and date with stamp
Of the Chairman of the District Selection Committee, Birbhum,

Note:- Instruction is enclosed in separate sheet.
INSTRUCTION

N.B.(1) Sl. No. 1 - 12 and 15 to 18 are required to be filled up by all the candidates applying for any category of post and in addition to that other relevant particulars in respect of SL nos. 13 & 14 are to be filled up by the candidates applying for the post of Stenographer, Typist-copyist.
(2) SC/ST/OBC candidates of other state will be treated as General candidates;
(3) Application Fees:-

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(4) Attested copies of documents, regarding educational qualification, date of birth, caste certificate and other as mentioned in the application format should be accompanied with the application and self attestation in this respect will not be valid;
(5) Two passport size recent photographs duly signed by the candidate should be pasted in the respective places mentioned in the Application Form and Admit Card; otherwise the candidature will be cancelled.
(6) One self addressed envelope of the size of 25 cm X 11 cm with postal stamp of Rs. 5/- affixed thereon should be accompanied with the application.
(7) Full signature of the candidate with date must be given at the bottom of the application. Defective /incomplete application/unsigned applications / applications submitted without proper application fee and not according to format will be summarily rejected.
(8) The application fee is not refundable in any case.
(9) Admit cards containing Venue, Date and time of the test/s, as also other informations, will be sent by ordinary post to the candidates whose applications will be considered to be in order in all respect. Candidates called for the Test/s shall be required to appear at their own expense.
(10) Admission to the test/examination will be deemed to be 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 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 reason.
(11) 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.
(12) The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place in this Judgeship and not according to the preference / option given by an applicant.
(13) Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in the judgeship where he /she will be appointed.
(14) In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final.
(15) Candidates, whose application will be found not in order, will not be allowed to appear before the test/s and authority will bear no responsibility to inform.
(16) The application, by speed post, ordinary post, Registered post (with or without A/D) must be submitted in a closed envelope to the appropriate authority within 5.00 p.m. on or before 20.05.2016. The applications may also be dropped at the respective container /box for 'B' 'C' and Group 'D' which will be placed at the Head Quarter of District Court at Suri. Applications reaching the respective office after the last date shall not be considered, even though the same are posted well in advance. Name of the post applied for should be written on the top of the envelope.
(17) 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.
(18) 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 vacancies, is completed or till one year from the date of publication of Final Panel whichever is earlier.
(19) In case of any dispute, the decision of the District Recruitment Committee shall stand final. (20) 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 norms or part of the norms.

Chairman
District Recruitment Committee
Suri, Birbhum (District Judge, Birbhum)