

OFFICE OF THE DISTRICT & SESSIONS JUDGE, SOUTH 24 - PARGANAS ALIPORE

Notification for recruitment of different categories of staff in the Judgeship of South 24 – Parganas

Employment Notification No. 2, dated, Alipore, the 9th day of August, 2018

Online applications are invited from eligible Indian Citizen in the prescribed proforma for preparation of panel to fill up the vacancies mentioned below, in different categories of posts in respect of the Judgeship of South 24 – Parganas. The details of vacancies, Scales of Pay are given here under :

Vacancies :

(a) ***Stenographer Grade III (Grade – C)-English*** :: Pay Band No. 3 of Rs. 7100 – 37600/- with Grade Pay of Rs. 3900/- :: Total Vacancy - 13 [UR – 6, SC - 3, ST - 1, OBC(A) – 2, OBC(B) - 1]

(b) ***Lower Division Clerk*** :: Pay Band No. 2 of Rs. 5400 – 25200/- with Grade Pay of Rs. 2600/- :: Total Vacancy - 54 [UR – 25, SC - 10, ST - 3, OBC(A) - 6, OBC(B) – 4, UR (PH) – 2, UR (ESM) – 3, SC (ESM) – 1]

(c) ***Peon*** :: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy - 55 [UR – 24, SC - 11, ST - 2, OBC(A) - 5, OBC(B) – 4, UR (PH) – 2, UR (ESM) – 2, SC (ESM) – 2, ST (ESM) – 1, OBC-A (ESM) – 1, OBC-B (ESM) - 1]

(d) ***Summons Bailiff*** :: Pay Band No. 2 of Rs. 5400 - 25200/- with Grade Pay of Rs. 2300/- :: Total Vacancy - 19 [UR – 9, SC - 3, ST - 1, OBC(A) - 3, OBC(B) – 1, UR (PH) – 1, SC (ESM) – 1]

(e) ***Night Guard*** :: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy : 16 [UR – 9, SC – 4, ST – 1, OBC (A) - 2]

(f) ***Day Guard*** :: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy : 3 [UR – 2, SC - 1]

(g) ***Farash*** :: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy : 7 [UR – 3, SC – 1, OBC (B) – 1, UR (ESM) – 1, SC (ESM) - 1]

(h) ***Mali*** :: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy : 2 [OBC (A) – 1, UR (ESM) – 1]

(i) ***Sweeper*** :: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy : 22 [UR – 9, SC – 4, ST – 1, OBC (A) – 3, OBC (B) – 2 UR (ESM) – 1, SC (ESM) – 1, UR (PH) - 1]

(j) ***Visti*** :: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy : 1 [UR – 1]

UR = Unreserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC(A) = Other Backward Classes (A), OBC(B) = Other Backward Classes (B), PH = Physically Handicapped, ESM = Ex-Serviceman

The appointment will initially be made on temporary basis but is likely to be made permanent as per relevant Rules for all categories of posts.

Eligibility age, Minimum Qualification & other Qualification required, Scheme of Examination & Syllabus for examination for each category of post are given below :

1. **Eligibility age :**

Not less than 18 years and not more than 40 years as on 01.01.2018 for all categories of posts excepting Stenographer Grade III (Grade C) for whom maximum age limit is 37 years as on 01.01.2018. Relaxation of age limit for five years in case of candidates belonging to SC & ST Category and 3 years in case of OBC(A) & OBC(B) category. The upper age limit in case of Physically Handicapped candidate is 45 years. Relaxation of age limit in case of Ex-serviceman category is as per existing Government Rules. There shall be no upper age limit for persons holding permanent posts of Typists or Steno-Typists under the Government applying for the post of Stenographer Grade III (Grade C).

2. **Essential Qualification :**

Candidates applying for the post of Stenographer Grade III (Grade C) & Lower Division Clerk must have passed Madhyamik or equivalent examination from any recognised Board and must possess at least a Certificate in Computer Training from recognised Institution and a satisfactory fingering speed in computer operation. Moreover, for Stenographer Grade III (Grade C), a minimum speed @ 80 w.p.m. in Shorthand and typing speed @ 30 w.p.m. is required.

Candidates applying for the post of Summons Bailiff, Peon, Night Guard, Day Guard, Farash must have Class VIII Pass Certificate from any recognised School or recognised Madrasah or any other recognised Institution. In addition to the above qualification for the post of Night Guard & Day Guard, the candidates applying for the said post should be of sound health, good physique and free from any organic defect and body infirmity and female candidates will not be allowed to apply. For the post of Mali, Visti, & Sweeper candidates applying must have the ability to read and write in Bengali.

3. **Mode of Examination :**

(a) Stenographer Grade III (Grade C) : – Paper I – General English (100 marks) – 100 Multiple choice questions covering spelling, correct use of words, correctness of sentences, use of common phrases, synonyms & antonyms and Punctuation. Time limit – 1½ hours. Paper II – Dictation & Transcription (400 marks) comprising of Dictation lasting for 6 minutes followed by transcription of notes in candidates own handwriting for an hour. Paper III – Typing (100 marks) – the candidates are required to type from a manuscript accurately in Computer @ not less than 30 w.p.m. The test will be of 10 minutes. On the basis of the result of all three papers a number

of successful candidates will be called for Personality test. On the basis of the marks obtained in these three papers and personality test, a final panel will be prepared.

**** The number of errors that shall be admissible in respect of Paper I & Paper III and qualifying marks in any or all the papers and in aggregate shall be fixed by the Authority. ****

(b) Lower Division Clerk : - The examination shall consist of two parts viz. Part I & Part II. The Part I will carry 100 marks having 100 questions of 1 (one) mark each, comprising multiple choice objective type questions on English, General Studies and Arithmetic. The duration of Part I examination shall be of 1½ hours. The Part II Examination comprising two Groups of conventional type question on English (Group A) and Bengali/Hindi/Urdu/Nepali (Group B) carrying 50 marks each. Only the successful candidates of Part I examination who will qualify, the qualifying marks for which will be fixed by this Authority, shall be called for Part II Examination. The duration of Part II examination shall be of 1 hour and will be subjective in nature and of Madhyamik standard. Candidates who will opt for Hindi/Urdu/Nepali, as the case may be, in lieu of Bengali in the Part II examination shall, before confirmation, have to pass Departmental Examination in Bengali during the period of probation. On the basis of result of Part II examination, a number of candidates will be selected for personality test and a final panel will be prepared on the basis of the result of the total marks obtained in Part II examination & Personality test. This Authority reserves the right to fix the minimum qualifying marks in Part II examination.

(c) Summons Bailiff : - The examination shall consist of 100 marks having 100 questions of 1(one) mark each, comprising multiple choice objective type questions on English, General Studies and Arithmetic. The duration of the examination shall be of 1½ hours. On the basis of result of the examination, a number of candidates will be selected for personality test and a final panel will be prepared on the basis of the result of the total marks obtained in written examination & Personality test. This Authority reserves the right to fix the minimum qualifying marks in the written examination.

(d) Peon / Night Guard / Day Guard / Farash : - The examination shall consist of 100 marks having 100 questions of 1(one) mark each, comprising multiple choice objective type questions on English, General Studies and Arithmetic. The duration of the examination shall be of 1½ hours. On the basis of result of the examination, a number of candidates will be selected for personality test and a final panel will be prepared on the basis of the result of the total marks obtained in written examination & Personality test. This Authority reserves the right to fix the minimum qualifying marks in the written examination.

(e) Mali : - The selection shall be made on the basis of an interview.

(f) Sweeper : - The selection shall be made on the basis of an interview.

(g) Visti : - The selection shall be made on the basis of an interview.

The Authority shall have the discretion to fix qualifying marks in any or all of the tests for different categories of posts mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Caste, Scheduled Tribe, OBC(A), OBC(B), PH & ESM if deemed necessary.

4. **Application Fee** :

Sl. No.	Category of posts	S.C. / S.T.	All other categories
1.	Stenographer Grade III (Grade C)	Rs. 350.00	Rs. 400.00
2	Lower Division Clerk, Summons Bailiff, Peon, Day Guard, Farash, Mali, Night Guard, Sweeper, Visti	Rs. 200.00	Rs. 250.00

Eligible candidates have to submit their application online in the websites mentioned in the advertisement.

Chairman
District Recruitment Committee
Judgeship of South 24 – Parganas

:: 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/1M-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 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, must have a certificate in support of his / her claim from a competent Authority at the time of verification for the shortlisted candidate 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, South 24 - Parganas or such Additional District Magistrate, South 24 - Parganas, as may be authorized by the District Magistrate, South 24 - Parganas, 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.]:-
3. **Application Fee** :
 - Each application must be accompanied by appropriate Application Fee as mentioned in the employment Notification.
 - Only online payment of application fees through DEBIT CARD/CREDIT CARD/ NET BANKING 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 cancelled 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, Judgship of South 24 –Parganas reserves the right to offer appointment to the selected candidate at any place of the judgship and not according to his/her preference/option.

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

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.

12. The District Recruitment Committee reserves 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 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

1. 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 1(one) post.
2. SC/ST/OBC-A/OBC-B candidates belonging to states other than West Bengal will be treated as UR candidates only.
3. Application Fee is to be paid through Online only. The details of application fee is already mentioned above. Bank Charges will be additionally levied upon application fee as per rates specified by the bank.
4. 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.
 - a. **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.
5. 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 10KB - 20 KB. Scanned signature exceeding the maximum size that is 20KB will not be accepted by the website.
6. Applicant needs to follow on-screen instructions displayed in the website for filling, submission of application and fees payment.
7. 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.**
8. **Applicants are advised to enter correct/valid data in respect of various information as sought 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.**
9. 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 **<https://djalipore.com>** 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 <https://djalipore.com> periodically for various information regarding this recruitment activity.

10. 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.
11. 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.
12. 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.
13. The Application must be submitted online in the website <https://djalipore.com> commencing from **12.08.18 at 10:00 AM** . The last date of submission of online application form is **01.09.18 at 5:00 PM**.
14. 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.
15. 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.
16. 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.
17. The District Recruitment Committee reserves the right to offer appointment to the selected candidate **at any place of the Judgeship of District Recruitment Committee, Judgeship of South 24 – Parganas and not according to the preference/option** given by an applicant.
18. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.

- 19. In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final.**
- 20. In case of any queries related to online application, please fill the online address form and we will reply within 48 hours.**

Chairman
District Recruitment Committee
Judgeship of South 24 – Parganas