

FREQUENTLY ASKED QUESTIONS :

1. **What are the modes for applying for the post?**
Mode of applying is **ONLINE** only. Candidates are required to submit the Online Application Form only **ONCE**.
2. **How to apply for the post? What is the amount that I am required to pay and what are the documents I need to upload?**
Filling up of Application Form is in three parts viz:

PART- I: Applicant Requires to register.

PART- II:

a. In Part II, Candidate will have to fill the requisite information like Candidate's Name, Gender, Date of Birth, Category, whether Person with Disability, whether Government Employee, Educational Qualification, Domain Knowledge on Computer, Typing, Short-hand (English), Mobile Number, Communication Address, Declaration, etc. On submission of Details, Candidate will be prompted to check the filled details and fill/make corrections if any, otherwise to **SUBMIT** his/her final data.

b. Photograph, Signature and is to be up-loaded as per instructions given on the website in the link "Guidelines for scanning the Photograph, Signature. The image file of Photograph, Signature should be in .JPG or .JPEG format.

There will be separate links for uploading Photograph, Signature. Click on the respective link "Upload Photograph, Signature.

Recent passport size colour photograph, preferably with white background, must be used. Size of the file for photograph should be between 20kb-40kb.

For signature the candidate has to sign on white paper with **BLUE / BLACK INK PEN**. If the candidate's signature on the answer script at the time of the examination and at subsequent stages, if applicable, does not match the scanned signature on the Admit Card/Attendance Sheet, the candidature of the candidate will be disqualified. Size of file should be between 10kb-20kb.

Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph, signature as specified.

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After uploading, Candidates have to preview the uploaded images. Here the candidate is advised to see that, his/her uploaded photograph is clearly visible/ identifiable in the appropriate row and the specimen signature is also visible in appropriate space. If for any reason uploaded images are not up to the mark then the candidate can upload these images again by following the same procedure. If the candidate is satisfied with the uploaded images, he/she may proceed further.

c. Submission of Application:

- The candidate may review all the filled information before clicking on the declaration.
- If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her.
- Once a candidate clicks on SUBMIT it will take to the SBI payment gateway, with different payment options. Candidate require to pay the requisite fees (additional bank charges applicable).

Once the Application Fees is paid successfully the candidate can download the Registered Application Form. Candidates are advised to take a print of the Registered Application Form for their records and future reference.

In case the candidate wants to take the printout of the Registered Application Form later on, the candidate can download / access the same by link “Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Relogin)” given on the website i.e. <https://djalipore.com>.

Before submission of the online Application, candidates must see the preview of the filled details so that it can be edited if required. After submission of the Application, no addition / modification will be permitted.

The Registration number along with Date of Birth can be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website i.e. <https://djalipore.com>.

PART-II

Each application must be accompanied by Application Fee + Bank Charges as follows:

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	Rs. 200.00	Rs. 250.00

The fees mentioned are excluding Bank Charges.

Once a candidate clicks on SUBMIT button a page will open having some important instructions for payment and a Link to make payment of Application Fee.

Candidates may please note that unless they make the payment of Application Fee, their application will be treated as INCOMPLETE.

Once a candidate clicks on button of making the payment, the Site will redirect them to SBI Payment Site. There are various options available for payment on SBI site viz. SBI Internet Banking, other major bank's Internet Banking, SBI Debit/Credit Cards, other bank Debit/Credit Cards.

In case of the payment failure, Candidates can use the link “Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Relogin)” given on the website i.e. <https://djalipore.com> for re-login and making the payment in order to complete his/her Registration.

• Candidates who opt for any Online Mode of Payment like Credit Card, Debit Card or Net banking: After making the successful Payment they need to print the registration details. They can also relogin to <https://djalipore.com> and key in the details for generation of Registered Application Form. Candidates are advised to take a print of the Registered Application Form for their records and future reference. Thus the process for Registration of candidates who have to pay Application Fee gets completed.

Note: It is in the interest of the candidates to use any Online Mode to complete the Registration Process and generate the Registered Application Form. Candidates are advised not to wait till 01.09.18 to make payment.

Candidate should visit <https://djalipore.com> and check for the Registered Application after payment.

No delay in terms of payment will be considered after last day i.e. 01.09.18

If the Payment status is updated successfully, Registered Application form will be generated having unique Registration Number. If Payment status is not updated successfully and if a candidate then he needs to check with bank with his payment details as it may not be updated in Bank.

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Please note that only after confirmation of the payment, the registration of a candidate shall be treated as COMPLETED. Candidates are advised to take a print of the Registered Application Form for their records and future reference.

Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, etc., will not be accepted, towards Application Fee .

3. What are the modes of payment of Application Fee?

Candidates except as specified above, applying for the post are required to submit APPLICATION FEE (Excluding bank charges) through any one of the following modes of payment:

- **SBI Internet Banking, other major bank's Internet Banking; Debit/Credit Cards (The additional bank charges for all such transactions is to be borne by the candidates in addition to the Application Fee. The last date for making the Payment of Application Fee through this mode is till dated 01.09.18**

IT IS IN THE INTEREST OF THE CANDIDATES TO USE ONLINE MODE TO INSTANTLY COMPLETE THE REGISTRATION PROCESS AND GENERATE THE REGISTERED APPLICATION FORM.

4. I have, by mistake, entered incorrect data in my application. How shall I correct it?

If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her. The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible later. Data, once submitted cannot be edited. Care should, therefore be taken that only correct information is entered in the Application Form. In case you find that anything needs to be changed, go back and make the necessary changes. Only when you are sure the information is in order, Click on SUBMIT button.

Please note that once the data is submitted any requests for change of mailing address, examination centre, category etc. as declared in the online application will not be entertained.

5. How can I get to know the status of my application after submission?

Candidates can Rlogin into the system by clicking on the link "Log-in" given on the website i.e. <https://djalipore.com> know the status of their application.

6. What documents should I keep for future reference?

A copy of Registered Application Form, Photocopy of all relevant Certificates / Documents, No Objection Certificate (NOC) (if applicable) and Admit Card needs to be maintained till the end of the recruitment process.

7. Can the age of candidate be rounded off to the lower limit?

No, the age cannot be rounded off to the lower limit.

9. If the print out of the filled Application Form could not be taken at the time of registration, can it be taken out at a later date?

Yes. In case the candidate is not able to take the printout of the Registered Application Form, the candidate can download / access the same by link "Log-in" given on the website i.e. <https://djalipore.com>

10. When will be the written test?

Date of Written test will be notified later on the designated website i.e. <https://djalipore.com>

11. Whether there is any possibility of change in the date of examination due to clashing of other exam's dates.

The examination date once declared shall not be changed, however department has the sole authority to defer the exam date if required.

12. Whether educational qualification Certificates are required to be sent?

No original Certificates / Documents are required to be sent in connection with the Online Application unless directed to do so. Original certificates will, however, be scrutinized / verified at the time of document verification.

13. Whether No Objection Certificate is mandatory for Central/State Govt./Public Sector Undertaking/ Candidates?

Yes. Candidates should in possession of No Objection Certificate from their Employer. Before applying for any of the posts.

14. Whether OBC certificate in the state government proforma allowed? Yes.

15. Whether SC/ST/OBC/ESM and PWD certificate is mandatory or not? Yes.

16. Is mobile number entered can be changed?

No. You need to keep the same mobile number till the end of this recruitment process.

17. What should I do if there is lot of delay in accessing the website <https://djalipore.com>?

The delay in accessing the website <https://djalipore.com> depends upon various factors like Internet Speed, Load on the server, Network problems etc. Therefore if you are not able to get the relevant webpage for registration promptly, please retry after some time or during off-peak hours. In order to avoid last minute rush, the candidates are advised to apply early enough. OFFICE OF THE DISTRICT JUDGE, DISTRICT RECRUITMENT COMMITTEE, JUDGESHIP OF SOUTH 24 – PARGANAS will not be responsible for network problems or any other problem in submission of online Application.

18. What is the last date for submission of Online Application Form?

The Online registration will remain active from 12.08.18 from 10:00 Hrs to 01.09.18 till 17:00 Hrs .

IN ORDER TO AVOID LAST MINUTE RUSH, THE CANDIDATES ARE ADVISED TO APPLY EARLY ENOUGH. OFFICE OF THE DISTRICT JUDGE, DISTRICT RECRUITMENT COMMITTEE, JUDGESHIP OF SOUTH 24 – PARGANAS WILL NOT BE RESPONSIBLE FOR NETWORK PROBLEMS OR ANY OTHER PROBLEM IN SUBMISSION OF ONLINE APPLICATION. EVEN IF THE CANDIDATE HAS SUBMITTED HIS DATA BUT HAS NOT SUBMITTED THE APPLICATION FEE, HIS REGISTRATION PROCESS WILL NOT BE COMPLETED.

19. What to do to know more about the recruitment?

Please access the website <https://djalipore.com> from time to time.

Any other relevant Questions / Queries can be submitted in <https://djalipore.com>