

OFFICE OF THE DISTRICT JUDGE, MURSHIDABAD.
(English Department)
Berhampore, Murshidabad.

Employment Notification No: 02

Dated: 10.11.2017

On-line Applications are invited from the willing and eligible Indian Citizens for filling up the Posts mentioned below for the Fast Track Courts of Murshidabad Judgeship, which is absolutely on ad-hoc basis and purely temporary and contractual in nature and as such, there is no reservation of Scheduled Caste, Scheduled Tribes etc up to 31.03.2018 which may be extended by further order of the Government.

Sl. No	Name of Post	Total Post.	Scale of Pay	Essential Qualification and Age.	Shorthand/ Typing Speed.
1	English Steno-Typist.	3 (Three)	Pay Band-II Rs.7100-37600 and Grade Pay Rs. 3600/- The selected candidates will get fixed emoluments as below. Initial Basic Pay + Grade Pay +Dearness Allowance + Medical Allowance + House Rent Allowance. (There will be no Increment)	Educational Qualification- Madhayamik or its equivalent Passed and Knowledge in Computer Operation is essential. Age : 18 years and below 40 years as on 01.01.2017.	Speed in Shorthand/ Type-Writing 80/30 W.P.M
2	Peshkar (Bench-Clerk)	2 (Two)	Pay Band-III Rs.5400-25,200 and Grade Pay Rs. 2600/- . The selected candidates will get fixed emoluments as below. Initial Basic Pay + Grade Pay +Dearness Allowance + Medical Allowance + House Rent Allowance. (There will be no Increment)	Educational Qualification- Madhyamik or its equivalent Passed and elementary knowledge in Computer operation with the ability of typing in computer at the speed of 35 words per minute in English and 25 words per minute in Bengali. Knowledge in Type-writing in English is preferable. Age: Minimum 18 years and below 40 years as on 01.01.2017.	

Mode of Examination: -

(1) For Peshkar (Bench Clerk): - The written examination shall consist of two parts viz. Part-I and Part-II. The Part-I will carry 50 marks having 50 questions of 1 (one) mark each, comprising of multiple choice objective type questions on English, General Studies and Arithmetic. The Part-II will be subjective in nature and carry 30 marks testing the writing skill in English. The duration of Part-I and Part-II examination shall be one and half hour in total and the Syllabus for which will be fixed by the Appropriate Authority. On the basis of the result of the Part-I and Part-II examination a number of candidates will be selected for personality test along with Computer Test carrying 10 marks each and a final panel will be prepared on the basis of the result of the total marks obtained in Part-I, Part-II Examination, personality test and Computer Test. The Appropriate Authority shall fix the minimum qualifying marks in Part-I and Part-II Examination. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

(7) For English Steno-Typist: - The examination shall consist of a Screening Test in English (Subjective) carrying 50 marks. On the basis of result of Screening Test a list of selected candidates will be prepared who will be called to appear in the next stage of examination. The next stage of examination consists two papers viz. Paper-I and Paper-II. The Paper-I will contains Dictation & Transcription (400 marks) (Dictation lasting for 5 minutes followed by transcription of notes in candidates' own handwriting for an hour) whereas in Paper –II candidates have to type in computer (30 marks) (The candidates are required to type from their own transcribed sheets on the Computer @ not less than 30 words per minute. The test will be for 15 minutes). On the basis of the result of Paper-I and Paper-II a number of successful candidates will be called for Personality Test (20 marks). On the basis of the result of Paper-I, Paper-II and Personality Test, a final panel will be prepared. There will be negative marking for errors in respect of Paper –I and II. Qualifying marks in any or all the papers and in the aggregate shall be fixed by the authority.

Steps for Application

01. Visit the website www.drcmurshidabad.in or click in the link of the district website of the Murshidabad Judgeship i.e. www.ecourts.gov.in/murshidabad.
02. Click on the "Apply Online " Link.
03. Candidate has to submit his name and Phone No. and after getting the OTP he/she has to apply after putting the OTP.
04. Then Fill in the basic details viz. Name, Father's name, Date of Birth, e-mail Address and Mobile number etc.
05. Follow the instructions and complete the registration process step-by-step for getting a Registration Number. Note down the Registration No. for future reference. Size of photo and signature should not be greater than 50 Kb.
06. Submit the application and keep a print out of acknowledgement for records.
07. After getting the Registration Number click on the 'Payment' link. You will be redirected to the Home page of SBI Collect.
08. Reads Disclaimer Clause and clicks on check box to proceed for payment.
09. Selects State of Corporate/Institution as 'West Bengal' from the drop down menu.
10. Selects Type of Corporate/Institution as ' Recruitment 'from the drop down menu.
11. Clicks on 'Go' button.
12. Selects the Name of the Corporate/institution as 'The District Judge, Murshidabad' from the drop down menu.
13. Clicks 'Submit' button.
14. Selects Payment Category as applicable from the drop down menu.
15. Clicks Submit button.
16. The State Bank Collect Payment page of the Corporate/Institution will appear. Payer inputs the details in the page (Example - Name, Father/mother/Husband Name, DOB, Fee amount, mobile number, Post Applied for, Category, captcha etc).
17. Clicks Submit button.
18. The State Bank Collect payment verification page will appear where the payer has to click on the 'Confirm' button after verifying the payment details to proceed further.
19. Candidate **chooses the desired option and makes the payment. He may also print the receipt**

online.

20. After getting the Payment Reference No. the applicant should come back to the page of the website of the DRC, Murshidabad and put the Payment Reference No. at the respective place and then apply finally.
21. After 1 week of the closing date of application candidates can check their application status at the www.drcmurshidabad.in.

NOTE: -

1. Last date of application is 25.11.2017. However, candidates who opt to pay examination fee through "SBI Challan" mode should note that the mode will be deactivated at the end of working hours on 27.11.2017 i.e. two days after the closing date for submission of Application.
2. **Candidates are also requested to detain the copies of his application and payment receipt for future reference.**
3. No supporting documents are required to be uploaded at the time of application
4. Verification of original documents will be done before the final stage of the examination.
5. **Defective/incomplete applications submitted without proper application fee will be summarily rejected.**
6. The application fee is not refundable in any case.
7. Admit Cards containing Venue, Date and time of the test/s, as also other information are to be downloaded from the website of the District Recruitment Committee, Murshidabad. **Candidates are requested to follow the website of DRC, Murshidabad i.e. www.drcmurshidabad.in at a regular interval.**
8. Candidates called for the Test/s shall be required to appear at their own expense.
9. Admission to the test/examination will be deemed provisional, subject to verification and determination of the Candidate's eligibility and suitability in all respect.
10. 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 reason.
11. A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service.
12. The District Selection Committee reserves the right to offer appointment to the selected candidate at any place under this judgeship and not according to the preference/option given by an applicant.
13. In case of any dispute, the decision of the District Selection Committee of the respective Judgeship shall stand final.
14. 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.
15. The District Selection 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.
16. In case of any dispute, the decision of the District Selection Committee, Murshidabad Judgeship shall stand final.
17. The District Selection Committee, Murshidabad Judgeship 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 or part of the norms.

Sd/- B. Pattanayak,
Chairman,
District Selection Committee,
for Fast Track Courts in the
Judgeship of Murshidabad