

**Office of the District Legal Services Authority, Murshidabad at
Berhampore
ORDER**

No. 175

Dated. 09.12.2019

Application from the eligible Indian Citizens in the following prescribed format are invited for preparation of panel to fill up the existing vacancy of the post of **English Stenographer for the office of the District Legal Services Authority, Murshidabad.**

The appointment will be made purely on a temporary and contractual basis for a period of one year or till regular filling up of the post as per the recruitment rules whichever is earlier. There will be an express condition, inter alia, in the contract that such engagement will not be regularized in future in any manner whatsoever.

Name of post	No. of vacancy	Contractual consolidated emoluments	Educational Qualification	Other qualification	Reservation
English Stenographer	01	Rs.13,500/- per month	H.S. Pass	Knowledge of computer certificate and Stenography certificate	unreserved

Eligible Age: Not less than 18 years and not more than 40 years as on 01.12.2019. Age relaxation for SC/ST/OBC candidates will be made as per Govt. rules for SC/ST/OBC post.

Examination fee: Not required.

Opening date of receiving the application: 10th December, 2019 from 10:00 am onwards.

Last Date of receiving the Application: The applications will be received through online within 05:00pm on or before 10th January, 2020 through www.drcmurshidabad.in.

For the post of English Stenographer :

First phase- 1. Translation from English to Bengali, 2. Translation from Bengali to English, 3. Making Sentence, 4. Phrasal Verbs, 5. Synonyms and Antonyms, 6. Correction of errors, 7. Similar sounding words, 8. Preposition. **Total marks 100 (15+15+20+20+5+10+10+5) and tenure of examination will be two hours.**

Second phase- Part-I Dictation and Transcription of the dictation will be 80 words per minutes and dictation will go on for 5 minutes only, Part-II Type test, Type in Computer @ not less than 40 words per minute and Viva. **Total marks 450 (400+40+10).**

On the basis of the result of first phase examination a number of successful candidates will be called for second phase examination. The selection committee, constituted for selection of English Stenographer for DLSA, Murshidabad, reserve its right to fix the cut marks after publication of the result of 1st phase examination for short listing the candidates.

N.B: Candidates are requested to go through the following instruction before filing up the Application Form:

1. Candidates called for the test/interview shall be required to appear at their own expense.
2. If at any stage of the process of recruitment, a candidate is found to be ineligible, his/her candidature shall be cancelled without making any reference to him / her and without assigning any reason.
3. Candidates having pending criminal case or involved in moral turpitude will invite disqualification.
4. The Recruitment Committee reserves the right to make short list of successful candidates and to offer appointment to the selected candidates at any place of the judgeship of Murshidabad and not according to the choice of applicant.
5. The recruitment Committee reserves the right to alter /modify /add or any condition at any stage of the recruitment process.
6. **Selected candidates for the second phase examination must bring their own note book, pencil, rubber etc. No such articles will be supplied to them at the time of examination.**
7. The recruitment committee reserves the right to fix the cut off marks in the first phase screening test.
8. In case of any dispute, decision of the Recruitment Committee shall be final.
9. **The applications will be received through online through www.drcmurshidabad.in within 05:00pm on or before 10th January, 2020. No offline application will be received.**
10. Applications received after the last date shall not be considered.
11. Candidates already in service under Govt./Public Sector Undertakings, and within the prescribed age limit, must be submit their applications through Proper channel with the "No Objection" Certificate of the concerned Authority.



Chairman,
Recruitment Committee
DLSA, Murshidabad