

Office of the District Judge, Murshidabad

(English Department)

Berhampore, Murshidabad

Employment Notification

Dated : 19.04.2016

Online/Offline Applications are invited from the eligible Indian Citizens in the following prescribed format for preparation of separate panels to fill up the existing and expected vacancies, mentioned below, in different categories of posts, in the Judgeship of Murshidabad, West Bengal.

The offline application is to be addressed to “The District Judge, Murshidabad at Berhampore (W.B.), PIN – 742101 and Application Fee must be deposited through the Demand Draft payable at Berhampore.

Name of the posts	Scale of pay	Total no. of vacancies (existing & expected up to 31.12.2016)	No. of category-wise vacancies.
English Stenographer, Gr.- B	Rs. 7100 - 37,600/-, Grade Pay – 3900/-	05	Gen 01 Gen(EC)-02 Gen (Ex Serviceman in Gr D category)... 01 SC.....01
Bengali Stenographer, Gr.-B	Rs. 7100 - 37,600/-, Grade Pay – 3900/-	03	Gen(EC)- 1 SC(EC)-.....1 ST –.....1
Lower Division Clerk, Gr.-C	Rs. 5,400 – 25,200/-, Grade Pay- 2600/-	13	Gen- 04 Gen (Ex Serviceman in Gr. C category....02 Gen (Ex Serviceman in Gr. D category....01 Gen(Disabilities)01 SC – 01 SC(EC)..... 01 ST -01 OBC(B)(EC).....01 OBC(A)(EC)..... 01
English Typist/Copyist, Gr.-C	Rs. 5,400 – 25,200/-, Grade Pay- 2600/-	06	Gen-01 Gen(EC) 01 Gen(Disabilities) ...01 OBC(A)(EC)..... 01 ST01 SC01
Bengali Typist/Copyist, Gr.-C	Rs. 5,400 – 25,200/-, Grade Pay- 2600/-	01	ST –.....01
Process Server/Summon Bailiff, Gr.-D	Rs. 5,400 – 25,200/-, Grade Pay- 2300/-	05	Gen 01 Gen (EC)01 Gen (Ex. Service in Gr. D category)....01 SC01 SC(Ex. Service in Gr. D category)....01
Peon/ Farash/ Night Guard., Gr.-D	Rs. 4900 – 16,200/-, Grade Pay-1700/-	20	Gen- 09 Gen (EC).....01 Gen(Ex.Service in Gr. D category) - 02 SC 02 SC(EC)-..... 02 OBC(B)01 OBC A.....02 ST.....01
Karmabandhu , Gr.-D (Sweeper)	Rs. 4900 – 16,200/-, Grade Pay-1700/-	03	All posts are unreserved.

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

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

Eligibility

Age : Not less than 18 years and not more than 40 years as on 1st January, 2016 for all categories of posts (excepting the post of English Stenographer & Bengali Stenographer). Relaxation of age limit for 5(five) years in case of candidates SC/ST category and for 3(three) 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 is as per existing Government Rules. For English /Bengali Stenographer (Basic Grade), age must not be less than 18 years and must not be more than 37 years on 1st January, 2016, and the upper age limit shall be relaxable up to 5 years for the post of Bengali Stenographer for an employee under the State Govt. holding a permanent post. There shall be no age limit for permanent Typists, Permanent Steno-Typist and Permanent Clerk-cum-Typist under the Government of West Bengal who will apply for recruitment to the posts of Bengali Stenographer (Basic Grade). For English Stenographer, there shall be no age limit for persons holding permanent posts of Typists or Steno-Typists under the State Government.

Essential Qualification : In respect of Group –: For all posts in Group-B & C category, the Candidate must have passed Madhayamik 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. Moreover, (i) for L.D.C. Acquisition of elementary knowledge in Computer operation with the ability of Typing on Computer at the speed of 35 words per minutes in English and 25 words per minutes in Bengali from a reputed organization for a period not less than 6(six) months. Knowledge in type-writing in English is preferable. (ii) for English Typist-Copyist, a minimum typing speed from legible manuscript @ 30 w.p.m. in English is required and also knowledge in computer operation is required. (iii) for Bengali Typist Copyist a minimum typing from legible manuscript @ 20 w.p.m. is required and also knowledge in computer operation is required iv) for English Stenographer (Basic Grade), a minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 30 w.p.m. in typewriting from a legible manuscript in English for 10 minutes and also at least a Certificate in Computer Training (not less than 6 months) from a recognized Institution and a satisfactory fingering speed in Computer operation are required. (v) For Bengali Stenographer (Basic Grade), a minimum typing speed from a legible manuscript for 10 minutes @ 20 w.p.m. in Bengali and a minimum speed @ 60 w.p.m. in Bengali shorthand and also knowledge in computer operation are required and also at least a Certificate in Computer Training (not less than 6 months) from a recognized Institution and a satisfactory fingering speed in Computer operation are required.

In respect of Group – D category (other than Karmabandhu (Sweeper)): The candidate must have class VIII pass certificate from any recognized School or recognized Madrasa or any other recognized equivalent Institution. For the post of Karmabandhu (Sweeper), the applicants must have ability to read and write Bengali. For the post of Night Guard, the candidates should be sound health, good physique and free from any organic defect and bodily infirmity.

Mode of Examination: -

(1) 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 qualify on obtaining the qualifying marks to be fixed by the Appropriate Authority, shall be called for Part-II Examination. The Part-I will carry 100 marks having 100 questions of 1 (one) mark each, comprising of multiple choice objective type questions on English, General Studies and Arithmetic. The duration of Part-I examination shall be 1 ½ hours. 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 one hour and the Syllabus for which 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 during the period of probation. On the basis of the result of the Part-II examination a number of candidates will be selected for personality test along with Computer Test carrying 10 marks 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 of the West Bengal Board of Secondary Education.

(2) For English Typist-Copyist: - The candidates shall have to appear for (I) 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 maximum number of mistakes is allowable is 5 per cent. 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.

(3) Group-D (Peon/Night Guard)/Farash) (excepting Karmabandhu (Sweeper)):- A written examination to be conducted by the Authority. The Authority shall determine the syllabus for and scheme and method of the written examination. And the basis of the result of the written examination, a number of candidates will be selected for personality test and on the basis of the total marks obtained in the written examination and personality test; a final panel will be prepared.

(4) Process Server/ Summon Bailiff (Group-D) :- A written examination to be conducted by the Authority. The Authority shall determine the syllabus for and scheme and method of the written examination. And the basis of the result of the written examination, a number of candidates will be selected for personality test and on the basis of the total marks obtained in the written examination and personality test; a final panel will be prepared.

(5) For Bengali Stenographer (Basic Grade): - The examination for Paper-I – Bengali – 100 marks (time 1 ½ hours)- syllabus – drafting of a report from points or materials – Translation from English into Bengali-condensing of a prose passage and grammar; Paper-II – Typing in Bengali – 100 marks; Paper-III –Dictation of a Bengali passage to be written in shorthand and transcription (in Bengali) – 400 marks will be held in a single process or, if the number of applications is large, in two parts, Part-I – Bengali (Paper-I) and Part-II – Typing in Bengali (Paper-II) and Dictation (Paper-III). On the basis of the result of the Part-I and Part-II Examination a number of successful Candidates will be selected for personality test when the

knowledge in computer operation shall also be tested. On the basis of the result of Part-I, Part-II, Personality test and knowledge in computer operation, a final panel will be prepared.

(7) For English Stenographer (Basic Grade): - Paper-I – Dictation & Transcription (400 marks) (Dictation lasting for 6 minutes followed by transcription of notes in candidates' own handwriting for an hour); Paper-II -General English (100 marks) (Syllabus – Spelling, Correct use of words, Correctness of sentences, 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 Type writer @ not less than 30 words per minute. The test will be for 10 minutes). On the basis of the result of the 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 shall be admissible in respect of Paper –I and III and qualifying marks in any or all the papers and in the aggregate shall be fixed by the authority).

(8) For Bengali Typist-Copyist :- The candidates shall have to appear for (I) 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 300 words in 15 minutes from a manuscript of Bengali Passage, i.e. at the rate of 20 words per minute. The maximum number of mistakes is allowable is 5 per cent. 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.

The appropriate authority/authorities 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 Scheduled Castes, Scheduled Tribe and Other Backward Classes, if deemed necessary.

Steps for Online 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. Fill in the basic details viz. Name, Father's name, Date of Birth, e-mail Address and Mobile number etc.
04. 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.
05. Submit the application. Print out the acknowledgement for records.
06. After getting the Registration Number click on the 'Payment' link. You will be redirected to the Home page of SBI Collect.
07. Reads Disclaimer Clause and clicks on check box to proceed for payment.
08. Selects State of Corporate/Institution as 'West Bengal' from the drop down menu.
09. Selects Type of Corporate/Institution as ' Recruitment 'from the drop down menu.
10. Clicks on 'Go' button.
11. Selects the Name of the Corporate/institution as 'The District Judge, Murshidabad' from the drop down menu.
12. Clicks 'Submit' button.
13. Selects Payment Category as applicable from the drop down menu.
14. Clicks Submit button.
15. 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).
16. Clicks Submit button.
17. 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.
18. The SBMOPS (State Bank Multiple Option Payment System) page is displayed with following options for payments.
 - Net Banking**
 - State Bank of India.
 - Other Banks including Associate Banks.
 - Card Payments**
 - State Bank ATM-cum- Debit Card
 - Other Banks Debit Cards.
 - Credit Cards
 - Other Payment Modes** - Candidates can choose SBI Branch for depositing the fee at any SBI Branch after printing the Challan .
 - Customer chooses the desired option and makes the payment. He may also print the receipt online.**
19. After 72 hours of the successful payments candidates are requested to check their application status by inputting their registration number at the www.drcmurshidabad.in.

NOTE: - 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 21.05.2016 i.e. two days after the closing date for submission of Application.

Steps for Offline Application

Applicants are requested to submit legible hand-written or typed (one side of the paper) single application for any the aforementioned post as per format given in the next page. Candidates are requested to check their Application Status after **15.06.2016** at the www.drcmurshidabad.in.

APPLICATION FORMAT

POST APPLIED FOR

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

To
The District Judge,
Murshidabad,
PIN- 742101

<p>One recent passport size photograph duly signed by the candidate to be pasted here.</p>
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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/Mother :
3. Date of Birth (according to Christian era) :
4. Age as on 01.01.2016 :
5. Sex (Male/Female) :
6. Nationality :
7. Religion :
- 8.a) Address (Permanent) with Tel. No.

- b) Address (Present) with Tel. No. :

9. Whether belongs to SC/ST/OBC/ :
10. Physically Handicapped (say yes/no.) :
11. Highest Educational Qualification :
12. Have you any knowledge in Computer Operation/Typing?
13. Do you know ordinary Type-writing?
14. Do you know Shorthand (English/Bengali)?
15. Do you have any working Experience – Yes/No,
16. If yes, state your working Experience:

17. If you are a Govt. employee, state whether No Objection Certificate has been obtained from the Appropriate Authority :

18. Please state the No. date and Amount of Demand Draft:

Declaration

I do hereby declare that :

i) All the statements made in this application are true and correct. In the event any of the information being found to be false or incorrect or any ineligibility being detected before or after the issue of recommendation/appointment letter, my recommendation / appointment is liable to be revoked/ rescinded and/or cancelled and appropriate legal action be initiated against me either by the Judgeship of Murshidabad or other lawful authority.

ii) My eligibility shall also be finally verified by the concerned recruiting agency/ appointing authority and if it is found that I was not eligible for the concerned post, my candidature for recruitment shall be cancelled.

Yours faithfully,

Date :

Place:

Full Signature of the Applicant

Encl:

1. One recent Passport Size Photo.
2. Full Signature in a plain paper

N.B. :- (1) No supporting documents are required to be submit with the Application (Online or Offline) (2) **Verification of original documents will be done before the final stage of the examination.** (3) SC/ST/OBC candidates of other States will be treated as General Candidates; (4) each application must be accompanied by application Fee of Rs. 250/- for the posts under Group B & C category category (Rs. 100/- & Rs. 75/- respectively for SC/ST candidates only) and Rs. 100 for Group-D category (Rs. 75/- & Rs. 50/- respectively for SC/ST candidates only) by depositing the required amount through the Demand Draft in the name of “ The District Judge, Murshidabad” payable at Berhampore on a date after publication of advertisement. Any other mode of payment of Application Fee for Application through offline mode will not be accepted. (6) One passport size recent photograph duly signed by the candidate should be pasted in the respective place mentioned in the Format and one passport size photograph and signature in plain paper should be submitted along with the application through Offline mode; (7) Defective/incomplete applications/unsigned applications / applications submitted without proper application fee and according to format will be summarily rejected. (8) The application fee is not refundable in any case. (10) Applicants who apply through online mode can check their status of his application after 48 hours of his payment in the website www.drcmurshidabad.in (11) Admit Cards containing Venue, Date and time of the test/s, as also other information, will be sent to the candidates whose applications will be considered to be in order in all respect, by post. Candidates called for the Test/s shall be required to appear at their own expense. (12) Admit Cards are also be downloaded from the website www.drcmurshidabad.in. (13) 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 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. (12) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service. (14) The District Recruitment Committees 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. (15) Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this judgeship. (16) In case of any dispute, the decision of the District Recruitment Committee of the respective Judgeship shall stand final. (17) 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. (18) **The Application must be submitted by hand in a closed envelope mentioning the post applied for to the appropriate authority within 5.00 p.m. on or before 19.05.2016. The applications may also be dropped at the respective container/box which will be placed at the District Judge’s Court, Murshidabad at Berhampore. Applications reaching the office of the undersigned after the last date shall not be considered. Application through speed post, ordinary post, Registered post will not be accepted.** (19) 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. (20) In case of any dispute, the decision of the District Recruitment Committee, Murshidabad Judgeship shall stand final. (21) The District Recruitment 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/- C. Chatterjee,
Chairman,
District Recruitment Committee,
Murshidabad.

Applicants are encouraged to apply through Online mode to expedite the Recruitment Process