

**OFFICE OF THE DISTRICT JUDGE. PASCHIM BARDHAMAN,
ENGLISH DEPARTMENT, ASANSOL-713304**

Employment Notification No. 01 ,Dated, Asansol, the 3rd day of July, 2020

Applications are invited from the willing and eligible retired Government Employees (Indian Citizens) who are physically fit and mentally alert for filling up the vacancy of Bench Clerk in the Fast Track Court at Asansol under the Judgeship of Paschim Bardhaman purely on contractual basis for one (01) year and such contractual service may be extended till the age of 62 years after evaluation of performance. Preference will be given to the candidate who has experience in running day to day proceedings of a Court.

Details of the Post :-

Name of the Post	No. of vacancy	Reserved/unreserved
Bench Clerk	01	unreserved

Age Limit of the applicant :- Not more than 61 years as on 30th day of June, 2020.

Qualification of the applicant : The candidate must have passed Secondary or equivalent examination. Knowledge in English Language, capacity to translate from Bengali to English and knowledge in Computer operation are essential.

Selection Procedure :- Documents verification and interview followed by computer test..

Pay structure:- In view of the approval of the Government of West Bengal, Judicial Department, Writers' Building, Kolkata (vide letter No. 05-JD/X/16M-64/19, dated 09.01.2020 of the Government of West Bengal, Judicial Department) the contractual Bench Clerk in the Fast Track Court under this Judgeship will be engaged at a contractual remuneration @ Rs. 10,000/- per month for a period of one year subject to the conditions as laid down in Judicial Department's Memo No. 6716-J, dated 14.09.2001 and 253(19)-J, dated 17.01.2007. There will be no Annual Increment.

Last date of submission of Application in prescribed format:- 15th day of July, 2020, by 5.00 p.m. along with photo copies of relevant documents as regards qualification, experience and age.

Publication of the names of Eligible Candidates to attend Interview:- To be published in the Website : <http://districts.ecourts.gov.in/paschim-bardhaman> only. Candidates are requested to visit the official website of the Paschim Bardhaman, District Court: <http://districts.ecourts.gov.in/paschim-bardhaman> for all further communication and information regarding the recruitment process/Notification/Dates etc. There will be **NO OTHER MODE OF COMMUNICATION TO THE CANDIDATES OTHER THAN THE OFFICIAL WEBSITE AS MENTIONED.**



**District Judge
Paschim Bardhaman**

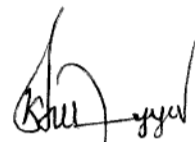
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Application in closed envelope is to be addressed to “The District Judge, Paschim Bardhaman, Asansol, Pin-713304” and the application in closed envelope shall be sent by Speed Post/Registered Post/Ordinary Post to the Office of the District Judge, Paschim Bardhaman. Application in closed envelope may be dropped in drop box kept in the Office of the District Judge.

Any personal communication is strictly prohibited.

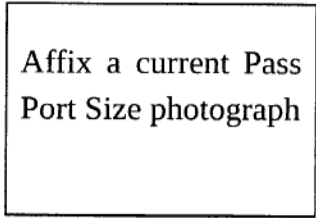
No application received after expiry of last date for submission of application shall be considered.

Tentative date(s) of Interview :- Date will be published on the website after completion of scrutiny of applications and documents.



District Judge, Paschim Bardhaman
-cum-
Chairman, District Recruitment Committee,
Paschim Bardhaman

APPLICATION FORMAT



Name of the post applied for :.....

- 1. Name (in capital letters) :
- 2. Father's name ' :
- 3 Present Address :
- 4. Date of birth :
- 5. Age as on (30.06.2020) :
- 6 Educational Qualification :
- 7. Experience:
- 8. Nationality:
- 9. Sex:
- 10. Date of retirement:
- 11. Medical fitness certificate :
- (Must be 'from a Regd. Medical Practitioner)
- 12. Certificate as to Extracurricular Activities, if any:
- 13. Mobile no. / email id of the candidate.....
- 14. Details as regards knowledge in computer operation.....
- 15. Languages known.....

-: Declaration:-

I, hereby declare that all the statements made in this application are true and correct to the best of my knowledge and my candidature is liable to be cancelled, if any information supplied by me is found false or incorrect.

Signature of the candidate.

*N.B. :- Applicants are directed to submit only the self attested supportive documents as asked for and also his recent fitness certificate, issued by a Registered Medical Practitioner.