

OFFICE OF
THE CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE
DAKSHIN DINAJPUR DISTRICT JUDICIARY

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THE DISTRICT JUDGE, DAKSHIN DINAJPUR
DISTRICT COURT COMPLEX, P.O. BALURGHAT
DIST. DAKSHIN DINAJPUR, WEST BENGAL, PIN 733101

ENGLISH DEPARTMENT

No. 02/DRC-DD/2019-20

Date: 20.12.2019

EMPLOYMENT NOTIFICATION FOR RECRUITMENT OF STAFF (2019-20)
TO DIFFERENT CATEGORIES OF POSTS IN DAKSHIN DINAJPUR DISTRICT JUDICIARY

Applications from eligible Indian citizens are invited for selection and preparation of selection lists to fill up the existing and expected vacancies in Dakshin Dinajpur District Judiciary for 2019-20.

The Recruitment Examinations for the posts of *English Stenographer (Grade-III)*, *Lower Division Clerk*, *Mali* and *Office-Peon* will be conducted by the District Recruitment Committee, Dakshin Dinajpur District Judiciary as per the schedule of programme fixed by the Committee. **No one is allowed to sit for examination for more than one post.** Vacancy position, pay structure, mode of appointment, eligibility criteria, application procedure, application fees and other details are given hereunder:

1. Post-wise and category-wise vacancy position:

Sl. No.	Name of Post	No. of Vacancies		Category-wise Vacancy							Total
		Existing	Expected	UR	UR (Ex-Serviceman)	SC	SC (EC)	ST (EC)	DBC-A (EC)	DBC-B	
01	English Stenographer (Grade-III)	01	-	-	01	-	-	-	-	-	01
02	Lower Division Clerk	03	03	02	-	-	01	01	01	01	06
03	Mali	01	-	01	-	-	-	-	-	-	01
04	Office-Peon	03	03	04	01	01	-	-	-	-	06
Total Vacancies		08	06	07	02	01	01	01	01	01	14

2. Pay Structure under WBS (ROPA) Rules, 2009 [likely to be revised as per WBS (ROPA) Rules, 2019] for different Posts:

Sl. No.	Name of the post	Pay Structure		
		Name of Pay Band	Pay Band Scale	Grade Pay
1	English Stenographer (Grade-III)	P.B.- 3	₹ 7,100 - 37,600	₹ 3,900/-
2	Lower Division Clerk	P.B.- 2	₹ 5,400 - 25,200	₹ 2,600/-
3	Mali	P.B.-1	₹ 4,900 - 16,200	₹ 1,800/-
5	Office-Peon	P.B.-1	₹ 4,900 - 16,200	₹ 1,700/-

3. Mode of Appointment:

The appointment will initially be made from final panel (selection list), purely on temporary basis but is likely to be made permanent, for all categories of posts.

4. Eligibility Criteria for the Candidates:

The minimum age of a Candidate should be 18 years and the maximum age should be 40 years as on 1st January, 2020 as per Notification No. 11653-F(P) dated 30.12.2011 of the Department of Finance Dept., Government of West Bengal **for all categories of posts except for the post of English Stenographer (Grade-III)** in which the upper age limit is **39 years as on 01.01.2020** as per Notification No.875-F(P) dated 13.02.2017 of the Finance Dept., Government of West Bengal.

- ❖ Relaxation of upper age limit for **05 (Five) years** in case of S.C., S.T. and for **03 (Three) years** in case of both categories of **O.B.C. (OBC-A & OBC-B)** candidates is permissible.
- ❖ The upper age limit for candidates belonging to **Persons with Disability (PwD)** category is **45 (Forty-five) years**.
- ❖ Relaxation of upper age limit in case of Ex-Serviceman Category is as per existing Government Rules.
- ❖ For the post of English Stenographer (Grade-III), there shall be no age limit for in-service Candidates holding permanent post of Typist or Steno-Typist under the Government.
- ❖ **Candidates belonging to any State or Union Territory of India except West Bengal will be treated as general candidates.**
- ❖ In case of non-availability of a suitable Exempted Category Candidate belonging to SC, ST and OBC-A for any of such reserved point according to 100-Point Roster, the said vacancy shall be filled up by a non-Exempted Category Candidate belonging to SC, ST and OBC-A, as the case may be. Caste Certificates need to be produced at the time of physical document verification.
- ❖ Candidates belonging to Ex-Serviceman category need to furnish Discharge Certificates in original from their earlier Appointing Authorities at the time of physical document verification.
- ❖ Candidates who are working under any Government/ PSU need to furnish 'No Objection Certificates' in original from their present Employers/ Appointing Authorities at the time of physical document verification.

5. Mandatory Qualification:

A. For the posts of English Stenographer (Grade-III):

The candidate must have passed Madhyamik / Matric / Secondary Examination or equivalent Examination from any recognized Board of Education. A minimum speed @ 80 words per minute (w.p.m.) in English Shorthand and a minimum speed @ 30 w.p.m. in typewriting in English are required. The Candidate must also possess a Certificate of successful completion of a Computer Course of at least 06 (SIX) months from a recognized Institution. Knowledge in Computer Operation is mandatory.

B. For the posts of Lower Division Clerk:

The candidate must have passed Madhyamik / Matric / Secondary Examination or equivalent Examination from any recognized Board of Education. The Candidate must also possess a Certificate of successful completion of a Computer Course of at least 06 (SIX) months from a recognized Institution. Knowledge in Computer Operation is mandatory.

C. For the posts of Mali and Office-Peon:

The candidate must possess a minimum class VIII pass certificate from any recognized School or recognized Madrasa or any other recognized equivalent Institution.

G. Mode of Examination:

A. For the posts of English Stenographer (Grade-III):

- **Part-I: General English (100 marks):** Scope: Spelling, Correct use of words, Correctness of sentences, Use of common phrases, Synonyms and Antonyms, Punctuation, etc. This test will last for 1 hour and 30 minutes. There will be 100 Multiple Choice Questions each carrying 01 mark. 01 mark shall be deducted for each wrong answer.
- **Part-II: Dictation & Transcription (400 marks):** Dictation @80 w.p.m. lasting for 06 (six) minutes followed by transcription of notes in candidates' own handwriting for 01 hour. Shorthand notebook and transcription sheets will be supplied by the Authority. However, pen / pencil shall have to be brought by the Candidates at the time of Examination. Used shorthand Note-sheets need to be affixed with the transcription sheet(s) and the same is to be handed over to the invigilator before leaving the examination hall.

Important Note: The answer-scripts of Part-II & Part-III will be evaluated only for the candidates securing qualifying marks in the Part-I Examination.

- **Part-III: Typing in Typewriter Machine (100 marks):** The candidates are required to type from an English Text (to be supplied by the Exam Authority) accurately in a Typewriter at a speed which is not less than 30 w.p.m. This test will last for 10 (ten) minutes. **Candidates themselves will have to bring the Typewriter Machines at the examination hall during the typewriting test at their own arrangement.** Before the commencement of test, the Candidates will be given 02 (TWO) minutes to practise with the typewriters brought by them. Part-I, Part-II and Part-III examinations will be conducted one after the other on the same day.
- **Part-IV: Personality Test (20 marks):** On the basis of the result of Part-I, Part-II and Part-III examinations, a number of successful candidates will be called for Personality Test where knowledge in **Computer operation** shall also be tested. On the basis of the result of a Part-I, Part-II, Part-III and Part-IV examinations, the final selection list will be prepared.

B. For the posts of Lower Division Clerk:

- **Tier-I: Objective type Examination (100 marks):** The candidates shall have to appear in an Objective type Examination comprising 100 Multiple Choice Questions each carrying 01 mark. 01 marks shall be deducted for each wrong answer. Scope of the examination will be Simple Arithmetic, English and General Studies. The duration of the examination will be 01 hour 30 minutes.
- **Tier-II: Subjective type Examination (100 marks):** On the basis of the result of the Tier-I (Objective type Examination), a number of selected candidates will be called for a Subjective type Examination containing conventional questions on English and Bengali language. The duration of the examination will be 01 hour 30 minutes.
- **Tier-III: Personality Test (20 marks):** On the basis of the total marks obtained only in the Tier-II (Subjective type Examination), a number of selected candidates will be called for a Personality Test where knowledge in **Computer operation** shall also be tested. On the basis of the total marks obtained in the Tier-II (Subjective type Examination) and the Tier-III (Personality Test), the final selection list will be prepared. Marks obtained in the Tier-I (Objective type Examination) will not be considered while preparing the final selection list.

C. For the post of Mali:

The candidates shall have to appear only in a Personality Test (Interview) where ability to read and write in Bengali will be tested along with the knowledge of horticulture. On the basis of the marks obtained in the Personality Test, the selection list will be prepared.

D. For the posts of Office-Peon:

- **Tier-I: Objective type Examination (70 marks):** The candidates shall have to appear in an Objective type Examination on Simple Arithmetic, English, Bengali and General Awareness. There will be 35 multiple choice questions each carrying 02 marks. 02 marks will be deducted for each wrong answer. The duration of the Examination will be 01 hour. This examination will be treated as a **Screening Test** only.
- **Tier-II: Subjective type Examination (100 marks):** The candidates shall also have to appear in a Subjective type Written Examination containing conventional type questions on Simple Arithmetic, English and Bengali. The duration of the Examination will be 01 hour 30 minutes. This examination will be held on the same day after completion of the Tier-I (Objective type Examination).

Important Note: The answer-scripts of Tier-II (Subjective type Examination) will be evaluated only for the candidates securing qualifying marks in the Tier-I (Objective type Examination).

- **Tier-III: Personality Test (20 marks):** On the basis of the result of only the Tier-II (Subjective type Examination), a number of selected candidates will be called for Personality Test. On the basis of the total marks obtained in the Tier-II (Subjective type Examination) and Tier-III (Personality Test), the final selection list will be prepared.

The District Recruitment Committee reserves the right of fixing qualifying marks in any or all the tests for different categories of posts mentioned above and may relax/reduce such marks in respect of reserved category candidates belonging to S.C., S.T. and O.B.C. categories, if deemed necessary.

7. How to apply:

Applications for the aforementioned Examinations will be received in **ONLINE** mode only. Eligible candidates may apply online using the ‘**Apply Now**’ link provided next to **Examination for Recruitment of Staff 2019-20** in the **Recruitment** section of the official website of Dakshin Dinajpur District Court at <https://districts.ecourts.gov.in/dakshindinajpur> or the **Recruitment (District Judiciary)** section of the official website of the Hon’ble High Court at Calcutta at <https://www.calcuttahighcourt.gov.in/>. Application sent/submitted in any other form will be summarily rejected.

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

- Candidates must possess a valid Mobile Number and keep the same active till the end of this Recruitment Process. The process of Online Application is mentioned below.
- Fields marked with asterisks (*) in the Online Application Form are mandatory.
- Candidates are required to make Online Payment of Application Fees using Debit Card / Credit Card / Internet Banking after submitting the Online Application. No other mode of payment will be made

available. Only the Applications with successful Payment of Application Fees will be registered with the District Recruitment Committee.

- Candidates will be intimated of availability of Admit Card (Hall Ticket) from the end of District Recruitment Committee through SMS/ Email in the Mobile Number/ Email address which they had mentioned at the time of application.
 - Result of the Written Examinations and subsequently the Personality Test/Interview (if applicable) and the final selection list will be declared in the official website of Dakshin Dinajpur District Court at <https://districts.ecourts.gov.in/dakshindinajpur> and the website of the Hon'ble High Court at Calcutta at <https://www.calcuttahighcourt.gov.in/>.
 - All Original documents of the selected Candidates will be physically checked and thoroughly verified by the Committee before calling them for Personality Test/ Interview (if applicable).
- Visit the [Recruitment Section](#) in the website of **Dakshin Dinajpur District Court** and click on '**Apply Now**' link provided next to **Recruitment of Staff 2019-20**.
 - Read the *Advertisement, How to Apply* and *FAQ* carefully before proceeding to fill the Online Application Form.
 - **Select the Post carefully. No one is allowed to sit for examination for more than one post.** Fill up all the applicable and required fields.
 - **Note that unless successful payment of Application Fees is made by the due date, no application will be registered/accepted even though the Application Form is complete and duly submitted.**
 - **Mere Submission of Application and the successful payment of Application Fees do not ensure that a Candidate is eligible to get appointment for the Post applied for.**

Procurement of Online Admit Card (Hall Ticket):

- Admit Card (Hall Ticket) containing the Venue, Date and Time of Examination and other information will be made available for download 02 (Two) weeks before the date of Examination till the very day of Examination. Candidate must download the Admit Card (Hall Ticket) and bring a printout of the same to enter the Examination Venue.
- To download the Online Admit Card, visit the [Recruitment Section](#) in the website of **Dakshin Dinajpur District Court** and click on '**Download Admit Card**' link provided next to **Recruitment of Staff 2019-20** in the **Recruitment** section of the website of Dakshin Dinajpur District Court at <https://districts.ecourts.gov.in/dakshindinajpur>.
- The Admit Card shall be purely provisional and shall not constitute an offer of employment. The Admit Card must be produced at the time of entering the Venue of Examination. No one shall be permitted to enter the Examination Venue without the printout (hardcopy) of his/her Admit Card.
- The Candidates must bring an original photo identity card issued by Central/ State Government like **PAN Card or Voter ID or Aadhaar Card or Passport or Driving License** and produce the same at the Venue of Examination for verification of identity with the details in Admit Card failing which he/she will NOT be allowed to appear in the examination.

Publication of Result:

- The Result(s) of the Examination(s) will be published in the website of [Dakshin Dinajpur District Court](#), website of the [Hon'ble High Court at Calcutta](#) and conspicuous places in the Office premises at Dakshin Dinajpur District Court in due course of time.

8. Application Fees and Mode of Payment:

Application Fees are to be paid Online using Debit Card or Credit Card or Internet Banking. ANY OTHER MODE OF PAYMENT WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES. Payment gateway charges and Service Taxes (if any) may be charged and debited additionally. Candidates should retain the 'Payment Confirmation Receipt' generated online and keep a printout of the same for future reference. **Application fee including the additional charges is NOT REFUNDABLE in any case.**

Application Fees for different castes and categories of candidates are stated in the following chart.

Sl. No.	Name of Post	UR and Others excluding SC & ST	Scheduled Caste	Scheduled Tribe
01	English Stenographer (Grade-III)	Rs.500/-	Rs.400/-	Rs.400/-
02	Lower Division Clerk	Rs.400/-	Rs.300/-	Rs.300/-
03	Mali	Rs.300/-	Rs.200/-	Rs.200/-
04	Office-Peon	Rs.300/-	Rs.200/-	Rs.200/-

9. Important Dates:

Applications will be received only in ONLINE mode on and from **24th December, 2019 from 10:00 am**. The last date of receiving application is **14th January, 2020**. No application will be received after the midnight of **14th January, 2020** under any circumstances. **Candidates are requested to apply and make payment of Application Fees early to avoid rush at the end of the period.** The important dates are clearly mentioned in the following chart.

Date of publication of Advertisement	20 th December, 2019 (Friday)
Date of commencement of Submission of Applications	24 th December, 2019 (Tuesday)
Date of commencement of Acceptance of Payment	24 th December, 2019 (Tuesday)
Last date of Submission of Applications	14 th January, 2020 (Tuesday)
Last date of Acceptance of Payment	14 th January, 2020 (Tuesday)
Availability of Admit Cards	02 (two) weeks before the date of Examination till the day of Examination
<u>Tentative</u> Date of Examination	01 st March, 2020 (Sunday)
Date of Publication of Result	To be notified later.
N.B. All the aforementioned dates may be altered at the discretion of the District Recruitment Committee, Dakshin Dinajpur District Judiciary.	

10. Other Important Information for the Applicants:

- ❖ A candidate furnishing incorrect or false particulars or suppressing any information, will be disqualified and if appointed, shall be liable for dismissal from Service.
- ❖ Candidature of the Candidate for the Post applied for is provisional and is subject to the fulfilment of prescribed educational and other eligibility conditions, etc. as per extant Govt. Rules, failing which the candidature will be summarily rejected at any stage of verification and scrutiny during the recruitment process.
- ❖ The number of vacant posts to different categories so declared may vary subject to availability of certain posts in the District Judiciary. The District Recruitment Committee, Dakshin Dinajpur District Judiciary reserves the right to take any decision regarding the number of vacant posts to different categories at any stage of this recruitment process.
- ❖ The District Recruitment Committee reserves the right to offer appointment to the selected candidates at any place/station of the District Judiciary and not according to the preference/option given by the applicant.
- ❖ Once appointed, the matters regarding Service, Seniority, Promotion, etc. in respect of an appointee will be regulated by the prevailing rules followed in the District Judiciary where he/she will be appointed.
- ❖ In case of any dispute, the decision of the District Recruitment Committee of Dakshin Dinajpur District Judiciary shall stand final.
- ❖ The Candidates already in service under Government/Public Sector Undertaking and within the prescribed age limit must obtain “No Objection Certificate” from their present Appointing Authority in writing before applying for any post mentioned in this Employment Notification.
- ❖ The District Recruitment Committee, Dakshin Dinajpur District Judiciary reserves the right to shortlist the successful candidates. The Selection List(s) thus, so be formed, shall remain effective till the process of giving appointment against the notified vacancies, is completed. However, the said Selection List(s) shall remain valid for a maximum of 01 (one) year from the date of its formation.
- ❖ The District Recruitment Committee, Dakshin Dinajpur District Judiciary shall have full discretion to fix the minimum qualifying marks in respect of all categories of vacant posts notified above and shall have full discretion to relax any or part of the norms.
- ❖ Admission to the Examination Hall will be entirely 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 Examination Hall, in terms of this Employment Notification, his/ her candidature shall be cancelled without making any reference to him/ her and without assigning any reason.
- ❖ Candidates called for the Examination shall be required to reach their respective Examination Venues at their own expenses.
- ❖ There will be provision for frisking the Candidates at every entrance of the Examination Venues.
- ❖ Mobile phone, Digital watch, Scanner & other IT Gadgets are strictly prohibited inside the venue. If any candidate is found with any of these devices, his/her candidature will stand cancelled immediately, even if he/she was not found using such gadgets.

- ❖ Request for change of Venue of Examination shall not be entertained under any circumstances.
- ❖ No candidate will be allowed to leave the examination hall before the completion of examination.
- ❖ Canvassing in any form during the process will disqualify the candidate.
- ❖ In case of a legal dispute in respect of this Recruitment Process, the legal Jurisdiction will be the Hon'ble High Court at Calcutta, West Bengal.

Sd/- Dulal Chandra Kar
Member, D.R.C.
cum
A.D.J, Special Court,
Balurghat, D/Dinajpur

Sd/- Sukhendu Das
Chairman,
District Recruitment
Committee,
-cum-
District Judge,
Dakshin Dinajpur at Balurghat

Sd/- Subhra Som Ghosal
Member, D.R.C.
cum
Chief Judicial Magistrate
D/Dinajpur at Balurghat