

**OFFICE OF THE DISTRICT JUDGE
UTTAR DINAJPUR AT RAIGANJ**

EMPLOYMENT NOTIFICATION NO. 01

Dated, the 25th day of January, 2019

Online applications from the eligible Indian Citizens are invited for preparation of separate panels to fill up the existing and expected vacancies, mentioned below, of different categories of posts, in the Judgeship of Uttar Dinajpur. The appointments will initially be made on purely temporary basis but are likely to be made permanent.

Online application is to be submitted from **28.01.2019** onwards. No other means/mode of application will be accepted. Last date of submission of online application is **15.02.2019 (11: 59 pm)**. Last date of payment of application fee through bank challan is **16.02.2019** (within banking hours).

The examination/test of all categories of posts will be held on a particular date and time which shall be fixed and conducted by the District Recruitment Committee of Uttar Dinajpur Judgeship in due course of time, to be notified later on through websites : <https://districts.ecourts.gov.in/north-dinajpur> / www.uttardinajpur.nic.in as well as www.calcuttahighcourt.gov.in. One can apply for only one vacant post of any particular category. The candidature of the candidate will be summarily rejected in case of submission of more than one application in respect of a particular category.

Details of Vacancies, Scales of Pay, Application Fees, Eligibility Criteria, Mode of Examination/s and Instructions are given below:

Vacancies and Scale of Pay			
1	English Stenographer (Group B) : Grade-III	Scale of Pay :	PB-3, Rs.7100-37600/- plus Grade Pay of Rs.3900/- and other allowances as per Govt. Rules.
Existing Vacancy :5, Expected Vacancy : 1; Total Vacancy : 6 [Unreserved -3, Unreserved (E.C.) - 1 OBC -B (E.C.) - 1, ST-1]			
2	LDC (Group C)	Scale of Pay :	PB- 2, Rs.5400-25200/- plus Grade Pay of Rs.2600/- and other allowances as per Govt. Rules.
Existing Vacancy : 12, Expected Vacancy : 3 ; Total Vacancy : 15 [Unreserved - 7, Unreserved EC -2, SC-2, SC (EC) -1, ST - 1, ST(EC) - 1, OBC A - 1]			
3	Group D		
a)	Process Server	Scale of Pay :	PB-2, Rs.5400-25200/- plus Grade Pay of Rs.2300/- and other allowances as per Govt. Rules.
Existing Vacancy : 2 , Expected Vacancy : 3 ; Total Vacancy : 5 [UR-1, UR (Ex-serviceman)-1, UR (EC) - 1, UR (Meritorious Sportsperson)- 1, SC -1]			
b)	Peon	Scale of Pay :	PB-1, Rs.4900-16200/- plus Grade Pay of Rs.1700/- and other allowances as per Govt. Rules.
Existing Vacancy : 5, Expected vacancy : 9 ; Total vacancy : 14 [Unreserved - 4, Unreserved Ex Serviceman -1 Unreserved (EC) - 2, SC- 3, SC (Ex-serviceman) - 1,OBC-A - 1, OBC-A (EC)-1, OBC B(E.C.)-1]			
c)	Farash	Scale of Pay:	PB-1, Rs.4900-16200/- plus Grade Pay of Rs.1700/- and other allowances as per Govt. Rules.
Existing Vacancy : NIL , Expected Vacancy : 2 ; Total Vacancy : 2 [OBC B-1, SC (EC)-1]			
d)	Night Guard	Scale of Pay:	PB-1, Rs.4900-16200/- plus Grade Pay of Rs.1700/- and other allowances as per Govt. Rules.
Existing Vacancy : 1 , Expected Vacancy : 0 ; Total Vacancy : 1 (UR EC-1)			

Eligibility- Age : Candidates should not be less than 18 years as on 1st January, 2019 and should not be more than 40 years as on 1st January, 2017 for all categories of posts. Relaxation of age limit is applicable for 5 years in case of candidates of SC/ST category and for 3 years in case of candidates of OBC Category only. The upper age limit, in case of Persons with disabilities is 45 years. Relaxation of age limit in case of Ex – Serviceman Category is followed as per existing Government Rules.

NOTE : Age as recorded in the Madhyamik (10th standard) or Equivalent examination issued by any recognized Board/Council will only be accepted. In case of candidates, applying for Group D posts, who have not passed Madhyamik or any equivalent examination, age recorded in the Birth certificate along with School Leaving Certificate, shall be accepted.

For the post of English Stenographer, there shall be no age limit for persons holding permanent posts of Typist or Steno-Typist under the Government of West Bengal.

For Meritorious Sportspersons:-

The following categories of sportspersons shall be considered meritorious:

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| (i) Athletics (including Track and Field events), (ii)Badminton, (iii)Basketball, (iv)Cricket, (v)Football, (vi)Hockey, (vii)Swimming, (viii)Table Tennis, (ix)Volley ball, (x)Tennis, (xi)Weightlifting, (xii)Wrestling, (xiii)Boxing, (xiv)Cycling, (xv)Gymnastics, (xvi) Judo, (xvii)Rifle Shooting, (xviii)Kabadi and (xiv)Kho-Kho. |
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The Meritorious Sportsperson candidates must produce self-attested photocopies of requisite certificates issued by the respective competent authorities as follows :

Area	Competent Authority
International Competition	Secretary of the National Federation/National Association of the concerned discipline.
National Competition	Secretary of the State Association of the concerned discipline.
Inter-University Tournament	Dean/Director of Sports or other officer in overall charge of Sports of the University concerned.
National Sports/Games for School Education	Director or Deputy Director in overall charge of Sports/Games for schools in the Directorate of School Education, West Bengal.

For Persons with Disabilities (PWD):-

a) Benefits of age relaxation for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant Rules & Regulations. Candidates having disability of less than 40% shall be treated as **unreserved candidates** and therefore shall not get benefit of age relaxation;

b) Any person with disabilities as stated, under respective reserved sub-categories will be directed to furnish his/her self attested photocopy of Disability Certificate in prescribed form in support of his/her claim, issued by a competent authority as per the provisions of the West Bengal Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, i.e. by a

Medical Board constituted at any Government Medical College Hospitals, District Hospitals or Sub-divisional Hospitals at the time of final selection.

NOTE : 1. Sponsored candidates belonging to Ex-serviceman and Exempted categories shall also apply online.

2. Non sponsored candidates of Exempted category and Ex-serviceman category may also apply online directly with requisite examination fees as applicable.

Essential Qualification :

For all posts in Group B and Group C Categories

The Candidates must have passed Madhyamik 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, for English Stenographer, a minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 40 w.p.m. in Typewriting from a legible manuscript in English for 10 minutes are required.

For all posts in Group - D category (Process Server, Peon Farash and Night Guard) :

The candidates must have passed Class -VIII from any recognized School or recognized Madrashah or any other recognized equivalent Institution.

Mode of Examination :

1. **For the post of English Stenographer (Grade-III) :**

(a) There will be a three-phase examination.

(b) **Phase-I- Screening Test-** It will be of **100 marks** of duration of **one and half hours**. A written examination consisting of Objective type paper comprising questions on General English (Syllabus : Spelling, Correct Use of Words, Correctness of Sentence, Use of Common Phrases, Synonyms & Antonyms, Punctuation etc.) will be held.

(c) The candidates who will qualify in the Screening Test will be considered eligible to appear in Phase-II & Phase-III.

(d) **Phase-II- "Dictation and Transcription"** - It will be of **200 marks- dictation for 5 minutes** followed by **transcription of shorthand notes** in candidates' own handwriting for **one hour**.

(e) **Phase-III-** There will be a typing test on type machine (**to be brought by the candidate**) from a manuscript @ 40 w.p.m., which will be of **200 marks with 10 minutes' duration**.

(f) Phase-I, Phase-II and Phase-III examination will be conducted on the same day.

(g) On the basis of the results of Phase-II and Phase-III examination, a number of candidates securing qualifying marks, shall be called at a particular ratio to be fixed by the authority for Personality Test (50 marks) and Computer Proficiency Test (50 marks) on OS UBUNTU 18.4.

(h) On the basis of result of Phase-II and Phase-III examination, Personality Test and Computer Proficiency Test, a final Panel will be prepared.

(i) The qualifying marks at all levels shall be fixed at the discretion by the Recruitment Committee.

(j) The number of errors admissible in respect of Paper-II and III shall be fixed by the Authority.

2. **For the post of LDC :**

(a) There will be a two-phase examination.

(b) **Phase I :-** There will be a Preliminary Examination of **one and half hours duration**. The Preliminary Examination will carry **100 marks** having **100 questions of 1 (one)**

mark each, comprising multiple choice objective type questions on English, General Studies and Arithmetic.

(c) The candidates who will qualify in the Preliminary Examination will be considered eligible to appear in Phase-II/ Main Examination.

(d) **Phase II** :- The **Main Examination** of **one and half hours duration** shall consist of conventional type questions of English [Group-A : 75 marks: Letter Writing, Paragraph Writing and Translation] and Bengali [Group- B : 75 marks : Letter Writing, Translation and Report].

(e) On the basis of the result of Main Examination, a number of candidates securing qualifying marks, shall be called at a particular ratio to be fixed by the authority for Personality Test (25 marks) and Computer Proficiency Test (25 marks).

(f) On the basis of results of Main Examination, Personality Test and Computer Proficiency Test, a final Panel will be prepared.

(g) The qualifying marks at all levels shall be fixed at the discretion of the Recruitment Committee.

(h) The standard of the examination shall be similar to that of Madhyamik Pariksha of the West Bengal Board of Secondary Education / equivalent examination (s).

3. For the posts of Process Server :-

There will be a written examination consisting of a Multiple Choice Objective type paper comprising questions in (i) Arithmetic (25 marks) , (ii) English (25 marks), (iii) Bengali (25 marks), (iv) General Knowledge (25 marks). The examination will carry 100 marks having 100 questions of 01(one) mark each. The duration of the examination shall be one and half hours. On the basis of the result of the Written Examination, a number of candidates, at a particular ratio to be fixed by the authority, shall be called for the Personality Test (10 marks) and on the basis of the total marks obtained in the written examination and personality test, a final panel will be prepared.

4. For the posts of Peon, Night Guard, Farash :-

A written examination is to be conducted by the Authority, which will be of 100 marks comprising multiple choice objective type questions on Bengali : 25 marks; General English : 25 marks; Arithmetic : 25 marks and General Knowledge : 25 marks. The duration of the examination shall be one and half hours. On the basis of the result of the Written Examination, a number of candidates at a particular ratio to be fixed by the authority, shall be called for the Personality Test (10 marks) and on the basis of the total marks obtained in the written examination and personality test, a final panel will be prepared.

The appropriate authority/authorities shall have the discretion to fix qualifying marks in any or all the test/s for different categories of posts, mentioned above.

5. Application Fees *:

Application Fee together with Bank Charge is shown below :

Name of the Post	Unreserved/OBC-A / OBC-B	SC/ST
A	B	C
English Stenographer	Rs. 400/- + Bank Charge	Rs. 300/-+ Bank Charge
Lower Division Clerk	Rs. 350/- + Bank Charge	Rs. 250/-+ Bank Charge
Process Server	Rs. 250/-+ Bank Charge	Rs.200/-+ Bank Charge
Peon/ Night Guard/ Farash	Rs. 250/-+ Bank Charge	Rs.200/-+ Bank Charge

*** SC/ST/OBC candidates of other States shall have to pay Application fee + Bank charge as shown under column B.**

6. Mode of payment :-

Mode of Payment	Last date
Online submission	15.02.2019 (11:59 pm)
Offline submission	16.02.2019 (Banking hours)

Detailed instructions will be available in the website aforementioned.

To apply: Log on to <https://districts.ecourts.gov.in/north-dinajpur> and follow the instructions available in the site as well as the instructions mentioned below prior to apply.

INSTRUCTIONS

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| a) | <p>Candidates have to keep the following items ready before filling up of application :</p> <p>i) Mobile no. of their own</p> <p>ii) Email ID of their own</p> <p>iii) Soft copy of recently obtained clear colour passport size photograph of the applicant (Image type .jpg only and image size restricted upto 50KB. (System will not accept file size more than 50KB). Applications with hazy/unclear images will be summarily rejected. Candidates are asked to retain adequate no. of the same photo with them which will be required during document verification and later on.</p> <p>iv) Soft copy of full signature of the applicant in Image type .jpg only and size restricted upto 50KB (System will not accept file size more than 50 KB).</p> |
| b) | <p>Applicants are advised to note down their password as well as Application Number carefully with them as these will be used whenever the applicants have to log-in as Registered candidate. To download their Admit Cards from the site as aforesaid the Application No. and Password are required.</p> <p>Date of examination shall be notified later on and Admit card will be generated from the link which will be available in the sites above-mentioned accordingly. Various alerts in regard to availability of Admit Cards, date of examination, publication of result will be sent to the candidates through their registered mobile no. and registered email ID. Hence the candidates should retain the registered mobile no. and email ID till completion of the process of the recruitment.</p> <p>Candidates should also follow website for further information. No other correspondence shall be made from the side of the authority. The District Recruitment Committee shall not be responsible for any non-communication of information/ sms/ email.</p> |
| c) | <p>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 present notification, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.</p> |
| d) | <p>The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place of the judgeship in accordance with existing service rules.</p> |
| e) | <p>Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in the Judgeship where he/she will be appointed.</p> |
| f) | <p>The District Recruitment Committee reserves the right to make short list of successful candidates. The panel/s thus formed shall remain effective till the completion of the process of giving appointment against the notified vacancies. However, the said panel shall remain valid only for a year from the date of its publication or till publication of next recruitment notification, whichever is earlier.</p> |

g)	The District Recruitment Committee 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.
h)	In the event of rejection of application for reasons of not adhering to terms and conditions of examination, there will be no refund of examination fee.
i)	<p>At the time of Personality Test / Viva Voce, selected candidates have to bring "Print out" of Filled in Application Form, Payment Details, if any and the following original documents with one set of photocopies of the same when verification of those documents will be made by the District Recruitment Committee. In case of failure to produce following original documents as applicable at the time of Personality Test/ Viva Voce, their candidature will be liable to be summarily rejected.</p> <p>1) In Case of Group D Posts (Peon and Process Server) :</p> <p>I) Educational qualification – Original and photocopy of the same. II) Age Proof – Original and photocopy of the same. III) Caste Certificate – Original and photocopy of the same. IV) Disability of blindness or low vision – Original and photocopy of the same. V) Exempted Category Certificate – Original and photocopy of the same. VI) Ex-serviceman Certificate – Original and photocopy of the same. VII) NOC in case of candidate who is in Government Service/Public Sector Undertakings</p> <p>2) In Case of Group C Posts (LDC) : Original documents and photocopies under items I) to VII) and VIII) Knowledge in computer operation- Original and photocopy of the same.</p> <p>3) In Case of Group B Posts (English Stenographer) : Original documents and photocopies under items I) to VIII) and IX) Knowledge in Shorthand –Original and photocopy of the same, X) Knowledge in Type-writing – Original and photocopy of the same.</p>
LAST DATE FOR SUBMISSION OF ONLINE APPLICATION IS 15.02.2019	

For any Technical Support, contact the following HELPDESK no.s and E-mail ID during working days (Monday – Saturday) between 10.30 A.M. and 05.00 P.M.

Helpdesk E-mail ID for Registration	helpdeskudrectt2019@gmail.com
Help Desk phone number for SBI Payment Gateway	1800112211 / 18004253800

ADMIT CARD:-

The candidates are required to download and take a printout of Admit Card from <https://districts.ecourts.gov.in/north-dinajpur> . **NO ADMIT CARD WILL BE SENT BY POST.**




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GENERAL INSTRUCTIONS/ CONDITIONS

1. Applications can be submitted only through online mode and no offline applications will be entertained.
2. The candidates are advised to go through the website <https://districts.ecourts.gov.in/north-dinajpur> regularly for the latest update and information.
3. Candidates are requested to read the Advertisement and when satisfied about the eligibility conditions of the Advertisement, then only apply.
4. Candidates are required to submit online application form with correct and complete information carefully. If any incomplete or false information is given, then the candidates will be responsible for the same and on the basis of false and incomplete information, the application form shall be rejected at any stage of the selection process without giving any reason/notice. On furnishing any false certificate or indicating wrong category/sub-category regarding caste in the application form or in case of any other default, the District Recruitment Committee shall reject the candidature at any stage of the selection and may take necessary action.
5. Candidates are required to submit only online application form in the prescribed format through the link available on website <https://districts.ecourts.gov.in/north-dinajpur>
6. No subsequent request for change of any entry in filled up online application form will be considered or granted.
7. Candidates should keep two printouts of the duly filled online application form submitted by them, for their record and for future reference.
8. All the candidates who are already in Central/State Government Service or in any Central/State Government undertaking or in any type of other organization established and governed by the Central/State Government shall have to produce No Objection Certificate (NOC) as and when called for.
9. The candidates shall produce all certificates in original which he / she had relied upon at the time of filling up his / her online application, during verification of documents.
10. The candidates are required to keep with them at least one **ORIGINAL** Photo-Identity proof viz. Aadhar, e-aadhar, ID Card issued by College/University, Voter ID Card (EPIC), Driving License, Passport, PAN Card, Bank Passbook copy with photograph thereon and shall produce the same on demand at the time of examination in the examination centre.
11. Mobile phones, pagers, Bluetooth devices, calculators and any other electronic gadgets/communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail immediate elimination and necessary action.
12. Canvassing in any form and use of unfair means during the examinations/tests will disqualify the candidature of the applicant.
13. The venue and date of the examinations/tests along with Roll Numbers will be intimated through Admit Cards.
14. The decision of Selection Committee shall be final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and appointment to the posts etc.
15. The Selection Committee reserves the right to correct any error that may have inadvertently crept in. However, it does not owe any responsibility for any error committed by any candidate.
16. Instructions are to be complied with strictly by the candidates in the examinations.
17. No T.A. /D.A. shall be given to the candidates for appearing in the examinations/tests.

18. The District Court shall not be responsible for any loss/injury caused to the candidates during their participation in the examinations.
19. Information uploaded on the website shall not be provided to the candidate under R.T.I. Act, 2005. The uploaded information on the website shall be retained for a specific period. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In course of the recruitment examinations, no application under the Right to Information Act, 2005 shall be entertained nor any information can be provided. Factual information under R.T.I. Act shall be provided only after declaration of final results. Replies to inferential (speculative) question shall not be provided.
20. The character of a person participating in the process for direct recruitment to service must be such as to render him suitable in all respects for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment.
21. Candidates are required to produce necessary medical certificate as required for their candidature at the time of appointment/ joining.
22. No recommendation either written or oral will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means will disqualify him for appointment.
23. In case of any dispute, the decision of the Recruitment Committee shall be final.


(Bivas Pattanayak)
District Judge
Uttar Dinajpur at Raiganj
-cum-
Chairman, District Recruitment
Committee,
Uttar Dinajpur Judgeship

