

**OFFICE OF THE DISTRICT JUDGE, HOWRAH
ENGLISH DEPARTMENT**

Employment Notification No: 01 of 2019 Dated: 17.06.2019

Online applications are invited from eligible Indian Citizens in the prescribed format for preparation of panels to fill up the existing and expected vacancies mentioned below in different categories of posts in the judgeship of Howrah, West Bengal on and from 17/06/2019 10:00 Hrs to 08/07/2019 17:00Hrs

The examination / written test of a particular category of post will be held on a particular day and time which will be conveyed in our website mentioned below. **Admit Cards will be uploaded in the website and candidates shall be informed through SMS. The candidates should bring to the examination hall print out of the admit card in duplicate along with photo identity proof viz. Voter Identity card, Aadhar card, Driving License, Employee's Identity card on the date of examination. One candidate can apply for one vacant post only.** Post wise detail of vacancies, Scales of Pay, detailed address of the appointing authority to whom the application is to be addressed and in whose favour the respective application fees shall be paid and mode of application are given hereunder :-

Mode of application :-

The application is to be made through an online process only in the prescribed format provided in the following website: www.djhowrahrecruitment.com. **The candidates are required to provide their mobile phone number during the process of online registration. The candidates are advised not to change their mobile phone number provided during online registration throughout the entire process of recruitment. The authority shall not be able to communicate any information relating to recruitment if change of mobile number is made in course of recruitment process. If any one changes the mobile phone number that change shall be at his/her own risk.**

Abbreviations used in the recruitment notification :-

UR = Unreserved Category.
SC = Scheduled Caste.
ST = Scheduled Tribe.
OBC = Other Backward Classes.
PWD = Persons with disability.
EC = Exempted Category.

Application Fees :-

Application fee is to be paid through **SBI collect** using Debit/Credit Card or Net Banking system. The application fee is non-refundable. The application fees for each category of post are given here under :-

For the post of Stenographer Grade III :-

Category	Fees
UR/OBC	Rs 400/-
SC/ST	Rs 300
Exempted Category/PWD	No fee

For the post of Lower Division Clerk :-

Category	Fees
UR/OBC	Rs 400/-
SC/ST	Rs 300
Exempted Category/PWD	No fee

For the post of Process Server (summons bailiff) :-

Category	Fees
UR/OBC	Rs 300/-
SC/ST	Rs 200/-
Exempted Category/PWD	No fee

For the post of Group-D (Peon/Night Guard/Farash) :-

Category	Fees
UR/OBC	Rs 300/-
SC/ST	Rs 200/-
Exempted Category/PWD	No fee

For the post of Sweeper :-

Category	Fees
OBC (B)	Rs 150/-

Mode of filing online application :-

Instructions given in the official website : www.djhowrahrecruitment.com and <https://districts.ecourts.gov.in/howrah> shall be followed for online filing of application and for mode of payment of application fees. **The application fee is non-refundable.**

No T.A or D.A will be provided and/or is admissible to the candidates.

Vacancies :-

Stenographer Grade III :: Pay Band No. 3 of Rs. 7100-37600/ with Grade Pay of Rs. 3900/-.

Total Vacancy : 8

Category of vacancy	Number of vacancies
Unreserved	2
Unreserved(EC)	3
Unreserved(PH)	1
Scheduled Caste(Ex-serviceman)	1
OBC(A)(EC)	1

Lower Division Clerk :: Pay Band No 2 of Rs. 5400—25200/ with Grade Pay of RS. 2600/-.

Total Vacancy : 21

Category of vacancy	Number of vacancies
Unreserved	2
Unreserved(EC)	6
Unreserved(Ex-serviceman)	1
Unreserved (Meritorious Sports person)	1
Unreserved (Persons with disability)	1
Scheduled Caste	2
Scheduled Caste(EC)	3
Scheduled Caste(Ex-serviceman)	1
OBC(A)	2
OBC(A)(EC)	2

Process Server (summons bailiff) :: Pay Band No. 2 of Rs. 5400-25200/- with Grade Pay of Rs. 2300/-.

Total Vacancy : 11

Category of vacancy	Number of vacancies
Unreserved	3
Unreserved (EC)	3
Unreserved (Ex-serviceman)	1
Unreserved (Meritorious Sports person)	1
Scheduled Caste	1
Scheduled Caste (EC)	1
OBC(A)	1

Group D (Peon/Night Guard/Farash):: Pay Band No. 1 of Rs. 4900-16200/- with Grade Pay of Rs. 1700/-.

Total Vacancy : 28

Category of vacancy	Number of vacancies
Unreserved	12
Unreserved (EC)	4
UR(Ex-serviceman)	1
Unreserved(Persons with disability)	1
UR(Sports)	1
Scheduled Caste	1
Scheduled Caste(EC)	3
Scheduled Caste(Ex-serviceman)	1
Scheduled Tribe(EC)	1
Scheduled Tribe(Ex-serviceman)	1
OBC(A)(EC)	1
OBC(A)(Ex-serviceman)	1

Group D (Sweeper):: Pay Band No. 1 of Rs. 4900-16200/- with Grade Pay of Rs. 1700/-.

Total Vacancy : 1

Category of vacancy	Number of vacancies
OBC (B)	1

Eligibility:-

Age, Minimum Qualification and other qualification required for each category of post are given below:-

Age :-

Not less than 18 years and not more than 40 years as on 1st June, 2019 for all categories of posts. There shall be relaxation of age limit of 5 years in case of candidates belonging to SC & ST Category & 3 years in case of OBC (A) & OBC(B) Category. SC/ ST/OBC candidates belonging to States other than West Bengal shall be treated as General Candidates. The benefits of reservation of vacancies and age concession for SC, ST & OBC Candidates are applicable only to SC, ST & OBC candidates of West Bengal. The upper age limit in case of Physically Handicapped Candidates is 45 years. Relaxation of age limit in case of Ex-service man category is as per existing Government Rules. There shall be no upper age limit for persons holding permanent post of stenographer under Government applying for the post of Stenographer Grade III .

Scheduled Caste & Scheduled Tribe :-

Candidates must furnish certificate issued by a competent authority as per The West Bengal Scheduled Castes & Scheduled Tribes (Identification) Rules, 1995 [vide notification no. 532-TW/EC/MR-177/96 dated 14th October, 1994 of the Government of West Bengal, Scheduled Castes & Tribes Welfare Department] and as per The West Bengal Scheduled Castes And Scheduled Tribes (Identification) Act 1994 [vide notification no. 1352-L dated 3rd August 1994 of the Government of West Bengal, Law Department, Legislative].

Other Backward Class :-

Candidates must furnish certificates issued by competent authority as per notification no. 6309-BCW/MR-84/10 dated 24.09.2010 of the Backward Classes Welfare Department, Government of West Bengal and notification no. 6320-BCW/MR-84/10 dated 24.09.2010 of the Backward Classes Welfare Department, Government of West Bengal.

Persons with Disabilities :-

Persons with Disabilities (PWD) must furnish certificate issued by a competent authority as laid down in Notification No. 9835-SW/1A-14/97 Part-I dated 27th December, 2011 of the Department of Women & Child Development and Social Welfare, Government of West Bengal.

No claim for being a member of SC, ST, OBC or Exempted Category (E.C) or a Person with Disability will be entertained any time after submission of the application

Meritorious sportsperson:-

As per notification no :- 49-EMP/IM-25/98 dated 1st March 2011 of the Labour Department, Government of West Bengal the candidates must produce requisite certificates issued by the respective Competent Authorities as follows :-

Area	Competent Authority
International Competition	Secretary of the National Federation/ National Association of the Sports concerned. (Form No. 1 as per above mentioned notification number)
National Competition	Secretary of the State Association of the Sports concerned. (Form No. 2 as per above mentioned notification number)
Inter-University Tournament	Dean/Director of Sports or other officer in overall charge of Sports of the University concerned. (Form No. 3 as per above mentioned notification number)
National Sports/Games	Director of Deputy Director in overall charge of Sports/Games for schools in the Directorate of School Education, West Bengal. (Form No.4 as per above mentioned notification number)

Exempted Category :-

Persons belonging to exempted category must furnish documents as laid down in Notification No. 301-EMP/1M-10/2000 dated 21.08.2002 of the Labour Department, Government of West Bengal.

Ex-serviceman :-

Posts shall be filled up subject to the provisions of Rule-4 of the 'Ex-serviceman (Reservation of vacancies in State Services and Posts, Group-C and Group-D) Rules, 1982' as published vide Finance Department, Notification No. 6249-F dated 15-06-1982.

Scanned Documents that are to be filed/uploaded mandatorily along with the online application :-

1. **Age proof :-** Birth Certificate/ Admit Card of Madhyamik Examination/ Any equivalent certificate of Board or Council containing date of birth. Documents to be uploaded in PDF format only.
2. **Educational Qualification :-** Mark sheet of Board/Council/University examination passed which should be commensurate with the post applied for. Documents to be uploaded in PDF format only.
3. **Persons belonging to SC/ST/OBC community :-** Certificate issued by competent authority as proof of caste. Documents to be uploaded in PDF format only.
4. **Person with Disability :-** Certificate issued by competent authority as proof of disability. Documents to be uploaded in PDF format only.
5. **Exempted Category :-** Certificate issued by competent authority as mentioned in the employment notification. Documents to be uploaded in PDF format only.
6. **Meritorious Sportsperson :-** Certificate issued by competent authority as mentioned in the employment notification. Documents to be uploaded in PDF format only.
7. **No Objection Certificate (NOC) :-** of government employee from his or her employer. Documents to be uploaded in PDF format only.
8. **Computer training certificate :-** If the candidate is applying for 'Stenographer Grade III' and 'Lower Division Clerk'. Documents to be uploaded in PDF format only.

Educational Qualification:-

For the post of Lower Division Clerk, candidates must have passed Madhyamik or equivalent examination from any recognized board and possess at least a Certificate in Computer training from a recognized Institution. They should have knowledge in computer operation and type-writing in English.

For the post of Stenographer Grade-III, candidates must have passed madhyamik or equivalent examination from any recognized board and must also have a minimum speed @ 80 w.p.m in short hand and a minimum speed @ 30 w.p.m in typing from a legible manuscript in English for 10 minutes and possess at least a Certificate in computer training from a recognized Institution. They should also have a satisfactory fingering speed in computer operation.

For the post of Process-Server (summons bailiff) /Group-D (Peon, Night Guard, Farash), the candidates must have class -VIII-pass certificate from any recognized School or any other recognized equivalent Institution.

For the post of Sweeper, the candidates must have the capability of reading and writing in Bengali/Hindi/English.

Mode of Examination :-

For Lower Division Clerk : - The Examination shall consist of two papers viz. Paper -I and Paper -II. Assessment of Paper-II shall be made for those candidates who will secure qualifying marks in Paper-I to be fixed by District Recruitment Committee. The Paper-I shall carry 100 marks having 100 questions of 1(one) mark each, comprising of multiple choice objective type questions on English, General Studies and Arithmetic. **There shall be negative marking and 1(one) mark will be deducted for each wrong answer.** The Paper-II shall consist of conventional type questions designed to test the writing skill, grammatical accuracy and comprehensive knowledge in English and Bengali. The question paper shall have two groups – viz. Group-A-English and Group-B-Bengali of 45 marks each.

Both the Paper-I and Paper-II Examination shall be conducted in a single sitting of 2½-hour-duration. On the basis of the result of Paper-I and Paper-II examination a number of candidates shall be selected for personality test of 10 marks and computer test of 10 marks. A final panel shall be prepared on the basis of the total marks obtained in Paper-I examination, Paper-II examination and personality test. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education or equivalent examination.

For English Stenographer Grade III :-

Part-I- Dictation & Transcription (400 marks) - Dictation lasting for 10 minutes followed by transcription of notes in candidates' own handwriting for an hour.

Part-II- General English (100 marks) - Syllabus- Spelling, Correct use of words, Correctness of sentences, use of common phrases, Synonyms and antonyms, Punctuation, and questions designed to test writing skills, grammatical accuracy and comprehensive knowledge of English (Time limit 1 ½ hours);

Part-III Typing in computer (80 marks) - Candidates are required to type from a manuscript accurately with the help of computer with the speed @ not less than 30 words per minute. The test will be for 10 minutes.

The examination of Part-I and Part-II shall be held on the same day to be notified later. Assessment of candidates who have appeared for Part-II shall be made provided they secure qualifying marks in Part-I.

Candidates who have secured qualifying marks in Part-II, to be fixed by District Recruitment Committee, shall only be eligible to appear in Part-III examination.

On the basis of the result of all the three parts a number of successful candidates shall be called for Personality Test of 20 marks (10 marks for viva-voce and 10 marks for skill in computer operation). In the Personality Test the candidate's knowledge in Computer Operation and application shall also be assessed.

A final panel shall be prepared on the basis of the total marks obtained in Part-I, Part-II, Part-III examination and personality test.

There would be negative marking for errors committed in Part-I and Part-III which shall be fixed by the District Recruitment Committee.

For all posts :-

General Knowledge includes knowledge on current events and of such matters of every day observation and experience. The paper may also include questions on Indian History and Geography, the Constitution of India and General Principles of Public Administration.

The object of personality will be to assess the suitability of the candidates for appointment and their caliber including intellectual, social and moral traits of personality such as powers of assimilation, clear and logical exposition and depth of interests.

For the post of Process Server/Group-D (Peon, Night Guard, Farash), candidates whose application will be considered to be fit in all respect shall be called for a competitive written test of 90 marks, consisting of Multiple Choice Objective Type Questions on Arithmetic, English, Bengali and General Knowledge of Class VIII Standard. The duration of the examination shall be for 1^{1/2} hour. Each question shall carry 01 mark and there shall be negative marking of 01 mark against each wrong answer. Candidates who would be selected or short-listed in order of merit on the basis of performance in the written examination shall be called for a viva voce and personality test of 10 marks and the final panel will be prepared on the basis of the total marks obtained in both the tests.

For the post of Sweeper, only viva-voce test of 50 marks shall be taken.

Separate list of successful candidates belonging to SC/ST/EC/UR/Sportsman Quota shall be prepared finally.

The District Recruitment Committee shall have the absolute discretion to fix qualifying marks in any or all the tests for different categories of posts, mentioned above. Eligible candidates can only submit single application for any of the aforementioned posts as per format available in website along with scanned copy of their recent **stamp size** photograph, testimonials, age proof document and other relevant documents already pointed out. Only the online submission of application shall be entertained.

The appointment on the basis of final result will initially be made on temporary basis but is likely to be made permanent as per relevant Rules for all categories of posts.

Opening date for filing online application :- 17.06.2019 10:00 Hrs

Closing date for filing online application :- 08.07.2019 17:00Hrs

Date of examination will be published in **www.djhowrahrecruitment.com** and **<https://districts.ecourts.gov.in/howrah>**

Chairman
District Recruitment Committee
Howrah

GENERAL INSTRUCTIONS

1. An applicant shall not submit application for more than one post as it would lead to rejection of all his/her applications.
2. Admit Cards containing Venue, Date and time of the test(s), including other relevant information will be uploaded for the candidates whose applications will be considered to be in order in all respect. Candidates called for test(s) shall be required to appear at their own expense and no T.A./ D.A is admissible.
3. 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 tests in terms of this Notice his/ her candidature shall be canceled without making any reference to him/ her and without assigning any reason.
4. A candidate furnishing incorrect or false particulars or suppressing material information will be disqualified and if appointed, shall be liable for dismissal from service.
5. The District Recruitment Committee reserves the right to offer appointment to the selected candidates at any place of the judgeship and not according to the preference/ option given by the applicant.
6. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.
7. In case of any dispute, the decision of the District Recruitment Committee shall stand final. The documents shall be subjected to scrutiny at every and/or any stage of the recruitment process till appointment and the District Recruitment Committee reserves the right to cancel the candidature, if any disparity or misrepresentation transpires.
8. Online applications shall not be admitted if the application is not found in order.
9. Candidates already in service under Government/Public Sector Undertakings, and within the prescribed age limit, must submit their application after obtaining 'No Objection Certificate' (NOC) from his/her employer.

10. The District Recruitment Committee reserves the right to prepare short list/panel of candidates according to their performance in the requisite examination. The vacancies shall be filled up on the basis of merit list to be prepared by the Recruitment Committee from the panel so prepared. The panels thus prepared shall remain effective till the process of giving appointment against the notified vacancies is completed. However, the said panels shall remain valid only for a year from the date of its formation and the District Recruitment Committee reserves the right to cancel the panel if circumstances so demand after resolution.
11. In case of any dispute, the decision of the District Recruitment Committee shall stand final.
12. The District Recruitment Committee shall have full discretion to fix minimum qualifying marks in respect of all categories of post and shall have full discretion to relax any or part of the norms.

Chairman
District Recruitment Committee
Howrah

