

Office of the District Judge, Cooch-Behar
(English Department)

[Employment Notice for recruitment in the different categories of posts under the Judgeship of Cooch-Behar to be conducted by the District Recruitment Committee, District Judge's Office, Cooch-Behar in accordance with the guidelines of the Hon'ble High Court, Calcutta]

Memo. No. 442 (Recruitment) /E, Dated, Cooch-Behar, the 14th ^{March} 2018

EMPLOYMENT NOTICE – 2017-18

Applications are invited from the eligible Indian Citizen in the prescribed format for preparation of a panel to fill up the existing and expected vacancies, mentioned below in different categories of posts, in the judgeship of Cooch Behar, West Bengal.

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 should bring print out of the admit card (2 copies) in the examination hall along with I.D. proof (viz. voter I. Card, Aadhaar Card, Pan card, D.L., Employee's identity card) on the date of the examination. One can apply for only one vacant post. Post wise details of vacancies, Scales of Pay, detail address of the appointing authority to whom the application is to be addressed and in whose favour the respective applications fees are given hereunder :-

The application is to be made through On-line process only in the prescribed format provided in the following website:

<https://cbdcjobs.net>

Application fee is also to be paid through E-payment system through Debit/Credit Card or Net Banking system. However payments can also be made in cash through Bank Challans * with the relevant bank.

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

Each application must be accompanied by Application Fees as per category as mentioned in the Instruction Sheet, inappropriate Fees may disqualify the Applicant.

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Vacancies

1. Post wise and category wise vacancy position.

Category of vacancy	Category of post						Category wise total
	English Stenographer (Grade-III)	Lower Division Assistant	Process Server	Gr-D (Office Peon/Ejlash Peon)	Night Guard (Gr-D)	Karma Bandhu	
U.R.	1	6	0	5	2	0	14
U.R. (MSP)	0	1	0	0	0	0	1
U.R. (EC)	2	3	0	2	1	0	8
U.R.(Ex)	0	0	0	0	1	0	1
U.R.(PWD)	0	1	0	0	0	0	1
SC	2	4	0	2	1	0	9
SC (EC)	0	0	1	1	0	0	2
SC (Ex)	0	0	0	0	1	0	1
ST	0	0	0	0	1	1	2
ST (EC)	0	1	0	0	0	0	1
ST(Ex)	0	0	0	1	0	0	1
OBC-A	0	1	1	1	0	0	3
OBC-A(EC)	0	1	0	0	0	0	1
OBC-A (Ex)	0	0	0	1	0	0	1
OBC-B	0	1	0	1	0	0	2
OBC-B (EC)	1	0	0	0	1	0	2
Post wise total :-	6	19	2	14	8	1	50

2. Scale of Pay

Sl. No.	Name of the post	Scale of pay
1	English Stenographer (Grade-III)	PB-3 of Rs.7100/- -37600/- + Grade Pay of Rs.3900/- and other allowances as per Govt. Rules.
2	Lower Division Assistant	PB-2 of Rs. 5400/- - 25200/- + Grade Pay of Rs. 2600/- and other allowances as per Govt. Rules.
3	Process Server	PB-2 of Rs. 5400/- - 25200/- + Grade Pay of Rs. 2300/- and other allowances as per Govt. Rules.
4	Gr-D (Office Peon/Ejlash Peon)	PB-1 of Rs. 4900/- - 16200/- + Grade Pay of Rs. 1700/- and other allowances as per Govt. Rules.
5	Night Guard (Gr-D)	PB-1 of Rs. 4900/- - 16200/- + Grade Pay of Rs. 1700/- and other allowances as per Govt. Rules.
6	Karma Bandhu	PB-1 of Rs. 4900/- - 16200/- + Grade Pay of Rs. 1700/- and other allowances as per Govt. Rules.

The SC/ST/OBC (A & B) Candidates of other States shall be treated as General Candidates.

In the event of no candidate is found from sub-categories of UR/SC/ST/OBC-A and OBC-B vacancies shall be filled up from main category UR/SC/ST/OBC-A and OBC-B.

The appointment will initially be made purely on temporary basis but is likely to be made permanent for all categories of posts as per rules.

Eligibility of Age

- Age should not be less than 18 years and not more than 40 years as on 1st November, 2017 for all category of posts (Group-C and Group - D) except English Stenographer.
- Age limit of Group-B i.e. for English Stenographer is 39 years vide Notification No 875-F(P) dt. 13.02.2017. For English Stenographer, there shall be no age limit for persons holding permanent posts of Typists or Steno-Typists under the Government

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- Relaxation of age limit for 5 (five) years in case of candidates for SC/ST category and for 3 (three) years for the candidates of OBC(A) and OBC(B) Categories. The upper age limit, in case of Physically Handicapped candidate is 45 years. Relaxation of age limit in case of Ex-Serviceman Category - as per existing Government Rules.

Essential Qualification(s)

- ❖ **For the post of English Stenographer (Group-B):**The candidate 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, certificate in English Stenography from a recognized Institution having minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 30 w.p.m. in type writing from a legible manuscript in English is required.
- ❖ **For the post of L.D. Assistant (Group-C):**The candidate must have passed Madhyamik or equivalent examination from any recognized Board/ Council and at least a certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in computer operation are required.
- ❖ **For the post of Process Server (Group-C):**The candidate must have passed Madhyamik or equivalent examination from any recognized Board and the candidates must have knowledge of reading and writing in Bengali and English.
- ❖ **For the post of Group-D (Office/Ejlash Peon), Night Guard:** The candidate must have class VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent Institution. They must have knowledge of reading and writing in Bengali and English.
- ❖ **Karma Bandhu:** The candidate must have knowledge of reading and writing.

Mode of Examination

- ❖ **For English Stenographer Grade III (Grade C):-**
 - 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, and questions designed to test writing skills, grammatical accuracy and comprehensive knowledge of English (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 typewriter @ not less than 30 words per minutes. The test will be for 10 minutes). On the basis of the result of all the three papers a number of successful candidates will be called for Personality Test where based on knowledge in 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.)

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- ❖ **For Lower Division Assistant:** - Candidates whose applications will be considered to be in order in all respects, shall be called for competitive written examination. The written examination shall consist of two parts viz Part-I & Part-II. Only the successful candidates of Part-I Examination who will qualify, the qualifying marks for which will 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 question on English, General Studies and Arithmetic. There shall be negative marking and 01 (one) mark will be deducted for each wrong answer. The duration of Part-I examination shall be 1 $\frac{1}{2}$ hours.
 - The Part-II shall consist of conventional type of question on (i) Group-A- English and (ii) Group-B- Bengali carrying 50 marks each for Group-A and Group-B. The duration of Part-II examination shall be 1 hour and the syllabus which will be fixed by the Appropriate Authority.
 - On the basis of the result of part-II examination a number of candidates will be selected for personality test & Computer operation carrying 10 marks and a final panel will be prepared on the basis of the result of total marks obtained in Part-II examination and personality test & Computer operation. 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.

- ❖ **For Process Server :** Candidates whose applications will be considered to be in order in all respects, shall be called for a Competitive Written Test consisting of a multiple choice objective type paper comprising of questions in (i) Arithmetic, (ii) English (iii) Bengali and (iv) General Knowledge etc. The examination will carry 100 marks having 100 questions of 1 (one) mark each, comprising of multiple choice objective type question on English, General Studies and Arithmetic. There shall be negative marking and 01 (one) mark will be deducted for each wrong answer. The duration of Part-I examination shall be 1 $\frac{1}{2}$ hours. Candidates selected and short listed in order of merit, shall be called for Viva-Voce and Personality Test and a final panel will be prepared on the basis of the result of the total marks obtained in Written Examination, Viva-Voce and Personality Test.

- ❖ **For Group-D (Office/Ejlash Peon),Night Guard :** Candidates whose application will be considered to be fit in all respect shall be called for a competitive written test carrying 100 marks having 50 questions, 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 01 hour. Each question shall carry 02 marks and there shall be negative marking of 02 marks against each wrong answer. Candidates selected or short-listed in order of merit shall be called for a viva voce and personality test carrying 10 marks and the final panel will be prepared on the basis of the total marks obtained in both the tests.

- ❖ **For Karma Bandhu:** Writing ability test of 10 marks & viva-voce of 40 marks i.e. 50 marks in total will be taken for the post of Karma Bandhu.

For all posts:- General Knowledge includes knowledge of 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 the viva voce 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.

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Separate list of successful candidates belongs 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 and to relax qualifying marks in respect of candidates belonging to SC, ST and OBC, if deemed necessary. Eligible candidates may submit single application for any of the aforementioned post as per format available in website along with scanned copy of their recent **stamp sized** photograph, testimonials and age proof document. Only the Online submission of application shall be entertained.

Date of examination will be published in <https://cbdcjobs.net>

INSTRUCTIONS

1. SC/ ST/OBC candidates belonging to States other than West Bengal will be treated as General Candidate. The benefits of reservation of vacancies and age concession for SC, ST & OBC Candidates are admissible only to SC, ST & OBC candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above. Before final selection, successful candidates must furnish original certificate issued by a competent authority of West Bengal as laid down in the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1944 & SC & ST & TW Department Order No. 261-TW/EC/MR-103/94 dt. 06.04.1995 for checking of testimonials in support of their claim. Before final selection of Persons with Disabilities (PWD), successful candidates must furnish original certificate in prescribed form in support of their claim from a competent authority as laid down in the Notification No. 49- EMP/1M-25/98 dt. 01.03.2011 of Labour Department, Government of West Bengal for checking.
 2. No claim for being a member of SC, ST and OBC or a person with Disability or a Meritorious Sports person or Exempted Category (E.C) will be entertained any time after submission of the application
- **Particulars and Certificates required** : A candidate claiming to be SC, ST, OBC (A), OBC (B), Physically Handicapped, Exempted Category or Meritorious Sports person must have a certificate in support of his / her claim from a competent Authority as specified below :-
 - **For SC, ST & OBC(B) candidates** [Vide the W.B.S.Cs & S.Ts (identification) Act, 1994 and S.Cs & T.W Department order no. 261-TW/EC/MR-103/94 dated 06.04.95]:-
 - (I) In the district, the Sub- Divisional Officer of the Sub-Division concerned, and
 - (II) In Kolkata, the District Magistrate, Coochbehar or such Additional District Magistrate, Coochbehar, as may be authorized by the District Magistrate, Coochbehar, on his behalf.
 - **For Physically Handicapped candidates/Persons with Disabilities** [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999.]:-
 - **For Meritorious Sports persons:-** Meritorious Sports persons in the area of international Competition, National Competition, Inter- University Tournament and National Sports/ Games for School Education in Athletics (including Track and Field events), Weightlifting, Badminton, Wrestling, Basket Ball, Boxing, Cricket, Cycling, Football, Gymnastics, Hockey, Judo, Swimming, Rifle Shooting, Table Tennis, Kabaddi, Volley Ball, Kho-Kho and Tennis will be eligible to avail the sports quota.

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Competent Authorities for issuing Certificate to Meritorious Sports persons are as follows :-

AREA	COMPETENT AUTHORITY
International Competition	Secretary of the National Federation! National Association of the Sports concerned.
National Competition	Secretary of the State Association of the Sports concerned.
Inter-University Tournament	Dean! Director of Sports or other Officer in overall charge of Sports of the University concerned.
National Sports/Games for School Director or Deputy Director in overall charge of Education	Director or Deputy Director in overall charge of Sports/Games for School Education. West Bengal

- For Exempted Category r-Candidate issued by the Competent authority, in terms of Government of West Bengal. Labour Department. Notification No. 301 EMP-/IM-10/2000 dated 21st. August, 2002.

The E.C. document needs to be authorized and uploaded online and this is mandatory for applicant stating as E.C. candidates along with all other relevant documents.

3. Application Fee:

Each application must be accompanied by appropriate Application Fee as mentioned below:

Post Name	URI/OBC-A/OBC-B	SC/ST	PWD (of 40% & above)
English Stenographer Grade III	300/-	200/-	200/-
Lower Division Assistant	300/-	200/-	200/-
Process Server	300/-	200/-	200/-
Office Peon/Eilas Peon	300/-	200/-	200/-
Night Guard	300/-	200/-	200/-
Karma Bandhu	300/-	200/-	200/-
The fees mentioned are excluding Bank Charges.			

- Only online payment of application fees through DEBIT CARD/CREDIT CARD/ NET BANKING, online generated challan etc. will be accepted. No other mode of payment of application fee will be accepted.
 - The application fee is non refundable, candidates are requested to pay appropriate fees as per category. less fees or no fees will be summarily rejected
4. 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.

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5. 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.
6. A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service.
7. The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place of the judgeship 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 Rules followed in this Judgeship.
8. 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 and till appointment and the District Recruitment Committee reserves the right to cancel the candidature; if any disparity or mis-representation transpires.
9. Candidates, whose applications will be found not in order, will not be allowed to appear in the examination and authority will bear no responsibility to inform the candidates.
10. Candidates already in service under Government Public Sector Undertakings, and within the prescribed age limit, must submit their application with 'No Objection' Certificate of the concerned Authority.
11. The candidates for the post of English Stenographer must bring their Shorthand Note Book, Pen, Pencil etc. and the candidates for the post of English Stenographer will be required to type from a manuscript accurately on the Type-writer. The Type writer machine is to be brought by the candidate concerned.
12. The District Recruitment Committee reserves the right to make short lists of successful candidates. The panells 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 and the District Recruitment Committee reserves the right to cancel the panel if circumstances so demand after resolution.
13. In case of any dispute, the decision of the District Recruitment Committee shall stand final.
14. 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.
15. An applicant shall not submit application for more than one post, in such case his/her both applications shall be rejected.


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GENERAL INSTRUCTIONS FOR APPLICANTS FOR ONLINE APPLICATION

- ❖ All items in the Application Form are to be filled in by the applicant online. No other form of application will be accepted. A candidate is NOT allowed to apply for more than 1(one) post.
- ❖ SC/ST/OBC-A / OBC-B candidates belonging to states other than West Bengal will be treated as UR candidates only.
- ❖ Application Fee is to be paid through Online or by way of cash payment by downloading customised challan only from the concerned website. The details of application fee is already mentioned above. Bank Charges will be additionally levied upon application fee as per rates specified by State Bank of India .
- ❖ Scanned passport size recent colour photograph of the applicant (Image format will ONLY be .jpg/jpeg and of size 20KB -40KB) is to be uploaded in the specified space in the website. Image of more than 40KB will not be accepted by the website.
Further black and white/unclear/hazy/doctored/morphed images if uploaded by the applicant and detected at any later stages of this recruitment process will result in summarily rejection of the applicant. The applicant has to retain 3 identical copies of this photograph which has been uploaded and will have to produce them before the Authority as and when called for.
- ❖ Scanned full signature of the candidate is to be uploaded in the space specified and the image should be in .jpg/jpeg format and will be of size 10 KB - 20 KB. Scanned signature exceeding the maximum size that is 20KB will not be accepted by the website .
- ❖ Applicant needs to follow on-screen instructions displayed in the website for filling, submission of application and fees payment.
- ❖ After successful payment of application fees, the applicant will be redirected to application screen and the candidate can print/store the application printout. The applicant is to download a filled-in form containing all information as submitted by the applicant and preserve the same for future reference.
- ❖ **Applicants are advised to enter correct/valid data in respect of various information as sought by the website. Incorrect details if entered by any applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.**
- ❖ The application fees once paid is non-refundable under any circumstances.
- ❖ Admit Card/Call Letter containing Venue, date and time of examination and various other information will have to be downloaded from the website only. No other mode of correspondence will be made. Applicants called for examination shall be required to appear at their own expense and no T.A./D.A. is admissible in this regard. Applicants are advised to follow the website periodically for various information regarding this recruitment activity.

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- ❖ Admission to the examination will be deemed provisional, subject to verification and determination of the Applicant's eligibility and suitability in all respect. If at any stage of the process, an applicant is found to be ineligible for admission to the examination in terms of this notice, his/her candidature shall be summarily cancelled without making any reference to him/her and without assigning any reason.
- ❖ An applicant furnishing incorrect or false particulars or suppressing material information, will be disqualified, and if appointed inadvertently, shall be liable for dismissal from service.
- ❖ The applicant, whose application is not found in order, shall not be allowed to appear in the examination and The Authority will bear no responsibility to inform the concerned applicant.
- ❖ The Application must be submitted online in the website <https://cbdcjobs.net> from 22.03.18 at 10: AM. The last date of submission of online application form is 25.04.18 at 11:59 PM. midnight).
- ❖ Applicants, who are already in service under Government/Public Sector Undertakings, and within the prescribed age limit, must produce "No Objection Certificate" of the concerned Authority, if selected for the Personality test.
- ❖ The District Recruitment Authority reserved 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 complete for a maximum period of 1 (one) year from publication of the final list of successful candidates, whichever is earlier.
- ❖ The District Recruitment Committee shall 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.
- ❖ The District Recruitment Committee reserves the right to offer appointment to the selected candidate **at any place of the Judgeship of Cooch-Behar and not according to the preference/option** given by an applicant.
- ❖ Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.
- ❖ **In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final.**
- ❖ **In case of any queries related to online application, please fill the online address form, we will reply within 48 hours .**


Chairman
District Recruitment Committee
Cooch Behar
Chairman
District Recruitment Committee
Cooch-Behar
14/3/18