

OFFICE OF THE DISTRICT JUDGE, HOWRAH
ENGLISH DEPARTMENT

Notification for recruitment in different categories of posts in the judgeship of Howrah

Employment Notification No.: 2693 - Recruitment

Dated, Howrah November 30, 2015

Applications from the eligible Indian citizens in the prescribed format appended hereunder are invited for preparation of panels to fill up the existing and expected vacancies in different categories of posts in the Judgeship of Howrah.

The examination/tests of all categories of posts will be held on a particular date and time as per schedule of programme which shall be fixed and conducted by the District Recruitment Committee of Howrah Judgeship in due course of time. One can apply for only one vacant post of any particular category. Vacancy details, scale of pay, application fees and other details are given below:-

Vacancy Details:

SL No.	Name of the Post	Gen	Gen (PH)	Gen (EC)	Gen (Meritorious Sportsman)	SC	SC (EC)	SC (Ex-Servicemen)	ST (Ex-Serviceman)	OBC(A)	OBC(B)	OBC(A)EC	OBC(B)EC	Total
1.	English Stenographer	1	1	2	-	1	1	-	-	1	1	1	-	9
2.	L.D. Clerk	7	1	3	1	-	2	1	-	2	1	2	-	20
3.	Process Server (Summons Bailiff)	-	1	1	-	1	1	-	-	2	-	-	1	7
4.	Group D	4	2	7	1	1	-	-	1	1	1	1	1	20
5.	Group D (Sweeper)	1	-	1	-	1	-	-	-	-	-	-	-	3

Scale of Pay:

Sl. No.	Name of the Post	Scale of Pay
1.	English Stenographer	PB-3 of Rs. 7100-37600/- plus Grade Pay of Rs. 3900/-
2.	Lower Division Clerk	PB-2 of Rs. 5400-25200/- plus Grade Pay of Rs. 2600/-
3.	Process Server	PB-2 of Rs. 5400-25200/- plus Grade pay of Rs. 2300/-
4.	Group-D (Peon/Night Guard/Day Guard/Farash/Sweeper)	PB-I of Rs. 4900-16200/- plus Grade pay of Rs. 1700/-

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

Eligibility of Age:

Age criterion would be not less than 18 year and not more than 40 year as on **1st January, 2015** for all categories of posts. Relaxation of age limit would be for five years in case of SC/ST and three years for OBC candidates. The upper age limit for physically challenged candidates is 45 year. Relaxation of age limit in case of Ex-serviceman category is as per existing Government Rules. For the post of English Stenographer, there will be no age limit for persons holding permanent posts of Typist or Steno-Typist under the Government.

Essential Qualification:

English Stenographer: The candidate must have passed Madhyamik or Equivalent examination from any recognized Board and should have a certificate in computer training from a recognized institution and a satisfactory fingering speed in computer operation. A minimum speed @ 80 w.p.m in shorthand and a minimum speed @ 30 w.p.m in typewriting from a legible manuscript in English for 10 minutes is required.

Lower Division Clerk: The candidate must have passed Madhyamik or Equivalent examination from any recognized Board and should have knowledge in computer operation.

Process Server, Peon, Day Guard, Night Guard, Farash: The candidate must have passed eighth standard from any school under any recognized Board and should have knowledge in computer operation.

Sweeper: The candidate must have passed eighth standard from any school under any recognized Board.

Mode of Examination:

English Stenographer: *Paper-I*-Dictation & Transcription (200 mark) (Dictation would be lasting for 6 minutes followed by transcription of notes in candidates' own handwriting for an hour); *Paper-II*-General English (100 mark) (Syllabus-Spelling, Correct use of words, Correctness of Sentences, Use of common phrases, Synonyms and Antonyms and Punctuation (Time limit 1½ hour); *Paper-III*-Typing in typewriter machine (100 mark)(The candidates are required to type from a manuscript accurately on the Type writer to be brought by them @ not less than 30 words per minute. The test will be for 10 minute). Cut off mark shall be 60% in each of the three papers. On the basis of the result of all the three papers, 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 all three papers and personality test, a final panel will be prepared. Candidates will be called for personality test in the ratio of 1:3 (i.e. for each vacant post 3 candidate will be called up for personality test).

Lower Division Clerk: The examination will consist of two parts viz. Part-I and Part-II. *Part-I* examination will carry 100 mark having 100 question of one mark each comprising multiple choice objective type questions on Mathematical Skills, English, General Awareness and Computers. *Part-II* examination will consist of conventional type questions on English carrying 50 mark. The duration of the Part-I and Part-II examination would be 1½ hour and 1 hour respectively. Cut off mark shall be 50% for Part I examination and 40% for Part II examination. Successful candidates clearing the cut off mark of Part I examination will only be called to appear in the Part II examination which will be conducted on a separate day. On the basis of result of the Part II examination, a number of candidates will be selected and called for personality test carrying 10 mark where knowledge in computer operation shall also be tested and a final panel will be prepared on the basis of result of total mark obtained in the Part II examination and personality test. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education. Candidates will be called for personality test in the ratio of 1:3 (i.e. for each vacant post 3 candidate will be called up for personality test).

Process Server, Peon, Day Guard, Night Guard and Farash: The candidate shall have to appear in a written examination to be conducted by the Authority. The examination will comprise multiple choice objective type questions on General knowledge, Mathematics, Computer and English carrying 70 mark. In the same paper, the candidate's skill on Subjective English (essay, letter writing and translation) carrying 30 mark will be tested. The duration of the examination would be 2 & 1/2 hour. Cut off mark shall be 40% in the written examination. On the basis of result of the written examination, a number of candidates will be selected for personality test where knowledge of the candidate on computer would be tested and on the basis of the total marks obtained in the written examination and personality test, a final panel will be prepared. Candidates will be called for personality test in the ratio of 1:3 (i.e. for each vacant post 3 candidate will be called up for personality test).

Sweeper: The candidate shall have to appear in a written examination to be conducted by the authority. The examination will carry 100 mark comprising questions on General Awareness, English and Mathematics. The total duration of the examination would be 45 minutes. Cut off mark shall be 30% in the written examination. On the basis of result of the written examination, a number of candidates will be selected for personality test and on the basis of the total marks obtained in the written examination and personality test, a final panel will be prepared. Candidates will be called for personality test in the ratio of 1:3 (i.e. for each vacant post 3 candidate will be called up for personality test).

The appropriate authority shall have the discretion to fix the qualifying marks in any or all the tests for different categories of posts mentioned above, if needed, and to relax such marks in respect of candidates belonging to SC, ST and OBC, if deemed necessary.

SC/ST/OBC candidates of other states will be treated as General Candidates.

How to apply:

Eligible candidates shall have to submit downloaded application form from the website of the Hon'ble Calcutta High Court (www.calcuttahighcourt.nic.in) and submit filled up application form as per instructions contained therein and the same should be sent to the following address:

***Chairman, District Recruitment Committee, Howrah and District & Sessions Judge, Howrah
Howrah District and Sessions Court, 1 M.G Road, Howrah – 711101, West Bengal, India***

The filled in application should be accompanied by application fees prescribed below in form of bank draft(s) and attested copies of documents mentioned in the application form and one self addressed envelope of the size of 25 cm x 11 cm with postal stamp of Rs. 20/- (Twenty) only. Self attestation will not be valid for the purpose. **Any other application format or form apart from the above would not be entertained.**

Application fees:

Categories of post	General & others excluding SC & ST	Scheduled Caste	Scheduled Tribe
English Stenographer, Lower Division Clerk	Rs. 400/-	Rs. 50/-	Rs. 50/-
Process Server, Peon, Night Guard, Day Guard, Farash and Sweeper	Rs. 400/-	Rs. 25/-	Rs. 25/-

Mode of payment of application fees:

By Bank Draft issued by any Bank of repute and payable at Howrah on a date after publication of the advertisement in favour of the CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE, HOWRAH & DISTRICT JUDGE, HOWRAH. Any other mode of payment of application fees will not be accepted. Application fees will not be refunded in any case.

Other instruction/information:

- Two passport size recent photographs duly signed by the candidate should be pasted in the respective places in the application form and admit card.
- Full signature of the candidate with date must be given at the bottom of the application.
- Defective/incomplete/unsigned application/applications submitted without proper fees and not according to the prescribed format will be summarily rejected.
- Admit cards containing venue, date and time of examination/test and also other information will be sent to the candidates whose application will be considered to be in order in all respect by post and email (if possible). Candidates called for the examination shall be required to appear at their own expense.
- Acceptance of the application will be deemed provisional subject to verification and determination of the candidates' eligibility and suitability in all respect. If at any stage of the process, a candidate is found to be ineligible for recruitment, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.
- A candidate furnishing incorrect or false particulars or suppressing material information will be disqualified and if appointed shall be liable for dismissal from service and appropriate legal course may be initiated against him or her.
- 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 as no candidate would have any right to give option of posting in any favourable place.
- Once appointed the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the rules followed in the judgeship of Howrah.
- In case of any dispute, the decision of the District Recruitment Committee of Howrah judgeship shall be final.
- Candidates whose application will not be found to be in order will not be allowed to appear in the examination/test and the authority will bear no responsibility to inform them.
- The application by speed post, ordinary post, registered post (with or without AD) must be submitted in a

closed envelope mentioning the name of the post, applied for, on the top of the envelope within the date and time mentioned hereunder to the office of District Judge, Howrah.

❧ The application fee will not be refunded to the applicant(s) under any circumstances.

❧ The applications may also be dropped at the respective container/box which will be placed at a conspicuous place of District Judges Court Premises at Howrah.

❧ Applications reaching the office of the District Judge, Howrah after the last date shall not be considered even though the same is posted well in advance.

❧ The candidates already in service under Govt./Public Sector undertaking and within the prescribed age limit must submit their applications through proper channel with “No Objection certificate” of the concerned authority.

❧ The District Recruitment Committee of Howrah judgeship reserves the right to shortlist the successful candidates. The panel/s thus prepared shall remain valid and effective as per the decision of the committee.

❧ The District Recruitment Committee of Howrah judgeship shall have the full discretion to fix the minimum qualifying marks in respect of all categories of post notified above and shall have full discretion to relax all or any or part of the norms or rules.

LAST DATE FOR RECEIPT OF APPLICATION IS 22/12/2015 UNTIL 4 PM.

******* Only the downloaded format of application from the website of Hon'ble Calcutta High Court (www.calcuttahighcourt.nic.in) would be accepted. Any other format purchased or procured from outside would not be accepted and would be summarily rejected.**

Sd/-
Chairman,
District Recruitment Committee, Howrah
&
District Judge, Howrah

DISTRICT JUDGESHIP, HOWRAH
APPLICATION FORM OF RECRUITMENT FOR THE YEAR 2015

POST APPLIED FOR:
(TICK WHEREVER APPLICABLE)

☐ ENGLISH STENOGRAPHER	☐ GROUP C (LDC)
☐ PROCESS SERVER	☐ GROUP D
☐ GROUP D (SWEEPER)	

PASTE YOUR
RECENT PASSPORT
SIZE PHOTOGRAPH
AND SIGN ACCROSS

(TICKING MORE THAN ONE CHECKBOX SHALL INVITE CANCELLATION OF CANDIDATURE OF THE CONCERNED APPLICANT)

CATEGORY:

☐ GENERAL	☐ GENERAL (PH)	☐ GENERAL (EC)	☐ GENERAL (MERITORIOUS SPORTSPERSON)
☐ SC	☐ SC (EC)	☐ SC (EX-SERVICEMAN)	☐ ST (EX-SERVICEMAN)
☐ OBC-A	☐ OBC-B	☐ OBC-A (EC)	☐ OBC-B (EC)

(FURNISH PHOTOCOPY OF NECESSARY DOCUMENTS IN SUPPORT OF YOUR RESERVATION, IF CLAIMED, FAILING WHICH CANDIDATURE OF THE CONCERNED APPLICANT SHALL BE CANCELLED. TICKING MORE THAN ONE CHECKBOX SHALL ALSO INVITE CANCELLATION OF THE CONCERNED CANDIDATURE)

1.	FULL NAME (IN BLOCK LETTER)						
2.	FATHER'S / SPOUSE'S NAME (TICK WHICHEVER APPLICABLE)						
3.	ADDRESS FOR CORRESPONDENCE						
4.	TELEPHONE NO. / MOBILE NO.						
5.	E-MAIL ADDRESS (IF ANY)						
6.	DATE OF BIRTH [FURNISH PHOTOCOPY OF SUPPORTING DOCUMENT(S)]	DATE (DD)		MONTH (MM)		YEAR (YY)	
7.	AGE AS ON JAN 01, 2015	_____ YEARS _____ MONTHS					
8.	SEX (PLEASE TICK)	☐ MALE	☐ FEMALE	☐ OTHERS			
9.	NATIONALITY						
10.	RELIGION						
11.	EDUCATION QUALIFICATION [FURNISH PHOTOCOPY OF SUPPORTING DOCUMENT(S)]						
12.	KNOWLEDGE IN COMPUTER OPERATION (TICK WHICHEVER APPLICABLE) [FURNISH PHOTOCOPY OF SUPPORTING DOCUMENT(S)]	☐ YES	☐ NO				
13.	OTHER QUALIFICATIONS (IF ANY) [FURNISH PHOTOCOPY OF SUPPORTING DOCUMENT(S)]						

14.	IF YOU KNOW TYPEWRITING, GIVE DETAILS [FURNISH PHOTOCOPY OF SUPPORTING DOCUMENT(S)]		
15.	IF EX-SERVICEMAN, DURATION OF SERVICES AND ORGANISATION SERVED [FURNISH PHOTOCOPY OF SUPPORTING DOCUMENT(S)]		
16.	IF EMPLOYED IN GOVERNMENT / SEMI-GOVERNMENT DEPARTMENT / PSU WHETHER APPLIED THROUGH PROPER CHANNEL (TICK WHICHEVER APPLICABLE)		
17.	APPLICATION FEE PARTICULARS		
A.	AMOUNT OF APPLICATION FEE (TICK WHICHEVER APPLICABLE)	☐ RS. 400	☐ RS. 50 ☐ Rs. 25
B.	BANK DRAFT(S) NUMBER(S)		
C.	APPLICATION FEE DETAILS	NAME OF THE ISSUING BANK	
		BRANCH NAME	
		BRANCH CODE	
		DATE OF ISSUE	

ENCLOSURES (TICK WHICHEVER APPLICABLE):

☐ BANK DRAFT(S)

PHOTOCOPIES IN SUPPORT OF:

☐ DATE OF BIRTH

☐ EDUCATION QUALIFICATION

☐ CASTE CERTIFICATE
(IF APPLICABLE)

☐ PH CERTIFICATE
(IF APPLICABLE)

☐ EC CERTIFICATE
(IF APPLICABLE)

☐ EX-SERVICEMAN CERTIFICATE
(IF APPLICABLE)

☐ STENOGRAPHY CERTIFICATE
(IF APPLICABLE)

☐ COMPUTER TRAINING CERTIFICATE
(IF APPLICABLE)

☐ OTHERS
(PLZ SPECIFY IN THE BOX ALONGSIDE) 

DECLARATION:
I hereby declare that the particulars furnished by me in this application form are true, complete and correct to the best of my knowledge and belief. I understand that, if at any stage it is found that the information given is false or incorrect or I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled / terminated. I have read the contents of the advertisement and I agree to abide by the rules, regulations and procedures for appointment to the post applied for.

DATE

PLACE

SIGNATURE OF THE APPLICANT

(TO BE ENCLOSED WITH THE APPLICATION FORM IN A SEPARATE SHEET)

DISTRICT JUDGESHIP, HOWRAH

ADMIT CARD

STAFF RECRUITMENT EXAMINATION 2015-16

FOR OFFICE USE	
ROLL NO.	
DATE OF EXAMINATION	
TIME OF EXAMINATION	
VENUE	

PASTE YOUR RECENT
PASSPORT SIZE
PHOTOGRAPH AND
SIGN ACCROSS

(TO BE FILLED UP BY THE CANDIDATE)



1	NAME OF THE CANDIDATE (IN BLOCK LETTERS)	
2	FATHER'S / SPOUSE'S NAME	
3	ADDRESS FOR CORRESPONDENCE	
4	TELEPHONE NO. / MOBILE NO.	

SIGNATURE OF THE APPLICANT

SIGNATURE OF THE APPLICANT
(SIGN HERE IN PRESENCE OF INVIGILATOR)

SIGNATURE OF INVIGILATOR

Chairman,
District Recruitment Committee, Howrah
&
District Judge, Howrah