

**DISTRICT CONSUMER DISPUTES REDRESSAL COMMISSION KOL UNIT-IV**

SEALDAH COURT ROOM NO 302 & 309  
1 BELIAGHATA ROAD, SEALDAH KOL-14.

Ph. No.: 2350-0053  
dcdrckoliv@gmail.com

MEMO NO: 39 /DCK-IV


DATE: 11/2/2022

**NOTICE**

A "Walk-in-Interview cum Selection Test" will be held on 12/03/2022 (Saturday) at the premises of West Bengal State Consumer Disputes Redressal Commission (WBSCDRC) located in the Ground Floor of Kreta Suraksha Bhawan, 11A Mirza Ghalib Street, Kolkata-700087 for 3(Three) posts of English Stenographers (Schedule-B) in respect of this District Consumer Disputes Redressal Commission Kolkata Unit-IV. The willing candidates must report with the applications & necessary documents, within 9.30am at the reception of WBSCDRC on 12/03/2022 (Saturday). The eligibility criterion of the candidates are as follows:

1. The Candidates shall have passed the Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent and shall have the knowledge of Stenography and the ability of typing in Computer and should have basic working knowledge of Computer.
2. The candidate should not be less than Eighteen years of age and not more than Sixty-four years of age as on the date of issue of this notice.
3. The Selected Stenographers will get consolidated remuneration of Rs. 15000/- (Rupees Fifteen Thousand only) per month or re-employment remuneration (in case of retired Government Stenographers), whichever is less.
4. The appointment of Stenographer will provisionally be made for 1(one) year or till regular appointment to those posts, whichever is earlier.
5. Candidates thus selected will be on whole time basis and holding of any other engagement will not be permitted during office hours.
6. The candidates have to submit self-attested photocopy of relevant documents along with the application, subject to verification of original documents at the time of appointment.
7. The application is to be made in the prescribed format attached with this Notice.
8. The application to be addressed to the "President, District Consumer Disputes Redressal Commission, Kolkata Unit-IV."
9. For any enquiry related to the appointment, applicants may correspond through e-mail(dcdrckoliv@gmail.com) or by phone (033 2350-0053) on all working days during working hours.
10. In the whole process of recruitment the decision of the Commission will be final.

This has a reference to Memo No 3200-CAD-14014(13)/4/2021 DT 01/12/2021 of the Deputy Secretary to the Govt of WB, Consumer Affairs Department.

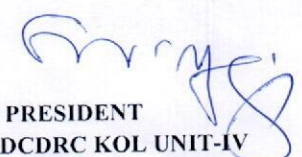
  
**PRESIDENT**  
**DCDRC KOL UNIT-IV**

MEMO NO: 39/1(7) /DCK-IV

DATE:

Copy forwarded for information and necessary action:

- i. ✓ The Special Secretary (For a Cell), Consumer Affairs Dept, with a request to display the notice in the website of Consumer Affairs Department
- ii. Shri Nilanjan Bhattacharya, WBCS(EXE), OSD CAD.
- iii. The Chairman cum District Judge, DLSA, Alipore with a request to display the notice in the office notice board
- iv. The Secretary, Civil Bar Association, Sealdah Court with a request to display the notice in the office notice board
- v. The Secretary, Criminal Bar Association, Sealdah Court with a request to display the notice in the office notice board
- vi. The Registrar, State Commission with a request to display the notice in the office notice board
- vii. Notice board of this of office

  
**PRESIDENT**  
**DCDRC KOL UNIT-IV**



### IMPORTANT INSTRUCTIONS

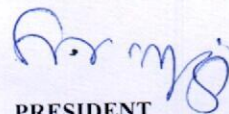
1. Admission to the examination is purely provisional subject to determination of eligibility in terms of the advertisement.
2. Admission to the examination hall will not be allowed after 5mins of the commencement of the examination.
3. No request for change of Venue of the examination will be entertained.
4. No TA/DA/conveyance Charge will be allowed for participating in the selection procedure.
5. No candidate will be allowed to leave the examination hall before the scheduled hour of conclusion of the examination.
6. Adoption of any kind of unfair means during the hours of examination will entail penal action as would be deemed fit by the Commission.
7. The Candidates shall wear mask and maintain physical distancing in view of the Covid'19 pandemic.
8. Candidates should report on the examination day with the hard copies of applications & necessary documents. No applications through post/mail/email before the date of examination will be entertained.

\*CANDIDATES ARE ADVISED NOT TO BRING ANY ITEM EXCEPT THOSE REQUIRED FOR THE PURPOSE OF EXAMINATION E.G. PEN/PENCIL, ID PROOF ETC.

\*CARRYING/USING ANY TYPE OF CALCULATORS, MOBILE PHONES, GADGETS OF COMMUNICATION IS COMPLETELY BANNED INSIDE THE PREMISES WHERE THE EXAMINATION IS BEING CONDUCTED. INFRINGEMENT OF THIS INSTRUCTION WILL ATTRACT PENAL ACTION INCLUDING BAN FROM FUTURE EXAMINATIONS.

\*CANDIDATES ARE ADVISED IN THEIR OWN INTEREST NOT TO BRING ANY OF THE BANNED ITEMS INCLUDING MOBILE PHONE/PAGERS OR ANY VALUABLE/COSTLY ITEMS TO THE VENUE OF THE EXAMINATION AS ARRANGEMENT FOR SAFE-KEEPING CANNOT BE ASSURED. COMMISSION WILL NOT BE RESPONSIBLE FOR ANY LOSS IN THIS REGARD.

\*THERE WILL BE ARRANGEMENT FOR FRISKING OF THE CANDIDATES AT THE ENTRY POINT OF THE VENUE.



PRESIDENT  
DCDRC KOL UNIT-IV



## APPLICATION FORMAT

Annexure to recruitment notice no:.....

N.B. Applicants should fill in the Application Form in his/her own handwriting. Incomplete application with defect in any respect will summarily be rejected.

Photograph of  
the  
candidate(self-  
attested)

1.Name in Full(in capital letters) (enclose document)	
2.Father's/Husband's name	
3Sex(Male/Female)	
4.Postal address(in capital letters) in which communication is to be sent (mentioning Post Office,Police station,Sub-division,district,pin code etc.) (enclose document)	
5. a. Contact No(Mobile)	
b. E-mail ID	
6.Educational Qualification (enclose document)	
7. Have any certificate in stenography from any Govt Recognized Institute & computer Literacy? If yes enclose the documents (not necessary for Retd. Govt employees)	
8. a.Date of Birth according to Madhyamik Admit card or equivalent exam( enclose document)	
b.Age as on / /2022	
9.In case of Retired Government Stenographer: a. Date of Retirement  b.Post held and Grade Pay at the time of Retirement  c.Name of the office from where the Applicants retired:  d.PPO No if available(enclose document)  e.Details of Service in succession	
10. Any other relevant information.	



**DECLARATION:**

I hereby solemnly declare that the information furnished above are based on material records and are true to the best of my knowledge and belief. If any information furnished or any part of it is found incorrect then, I verily believe and understand that my candidature is liable to be cancelled without any further intimation to me.

**DATE:**

**SIGNATURE OF CANDIDATE IN FULL**

**PLACE:**