

NOTIFICATION

OFFICE OF THE DISTRICT & SESSIONS JUDGE, JHARGRAM

(English Department)

Notification No. 02/RC-21

Date: 19.05.2022

INFORMATION BROCHURE FOR STAFF RECRUITMENT IN THE JUDGESHIP OF JHARGRAM

Vide Employment Notification No.01, dated the 23rd day of September 2021.

Online application for Staff Recruitment, Judgeship of Jhargram will commence on 21/05/2022, 10:00 hrs and applications will be accepted till 10/06/2022. upto 23:00 hrs. The Application Form is to be filled in & payment of examination fees shall be made by the applicant through online mode only. The online application form shall be filled up through the links provided in the website of District Court, Jhargram

The application must be submitted online through the links published on the websites:

- 1) <https://www.calcuttahighcourt.gov.in>
- 2) <https://districts.ecourts.gov.in/jhargram>
- 3) <https://www.jhargram.gov.in>

Post	Pay Scale	vacancies
ENGLISH STENOGRAPHER (Group-B)	Pay Level-10 of ROPA-2019 Pay Range- ₹32100/- to ₹82900/-	01
LOWER DIVISION CLERK (Group-C)	Pay Level-6 of ROPA-2019 Pay Range- ₹22700/- to ₹58500/-	22
PROCESS SERVER(Summon Bailiff)(Group-C)	Pay Level-5 of ROPA-2019 Pay Range- ₹21000/- to ₹54000/-	01
PEON/NIGHT GUARD (Group-D)	Pay Level-1 of ROPA-2019 Pay Range- ₹17000/- to ₹43600/-	28
SWEeper (KARMABANDHU) (Group-D)	Pay Level-1 of ROPA-2019 Pay Range- ₹17000/- to ₹43600/-	03

Category of Vacancies**	English Stenographer	LDC	Process Server/ Summon Bailiff	Group –D (Peon/Night Guard)	Group –D Sweeper / Karmabandhu
UR	X	06	01	06	X
UR (EC)	X	05	X	07	X
UR (MSPORTS)	X	00	X	01	X
UR (PWD)	X	01	X	02	X
UR (ESM)	X	00	X	02	X
OBC-A	X	01	X	03	X
OBC-A (EC)	X	01	X	01	X
OBC-B	X	01	X	X	X
OBC-B (EC)	X	01	X	01	X
OBC-B (ESM)	X	X	X	X	X
SC	01	04	X	02	X
SC (EC)	X	01	X	X	01
SC (ESM)	X	01	X	01	02
ST	X	00	X	01	X
ST (EC)	X	X	X	01	X
Post wise Total	01	22	01	28	03

**** Abbreviations: UR- Unreserved/ EC- Exempted Category/ MSPORTS- Meritorious Sportspersons/ OBC-Other Backward Classes/ SC- Scheduled Caste/ ST-Scheduled Tribe/ PWD- Persons With Disabilities/ ESM- Ex-Serviceman**

1. Eligibility (age):

Not less than 18 years and not more than 39 years as on 01.07.2021 for the Post of English Stenographer and not more than 40 years as on 01.07.2021 for all other categories of posts as per Notification no. 875-F(P) dated 13.02.2017 of the Department of Finance(Audit), Government of West Bengal.

Relaxation of age limit for five years in case of candidates belonging to SC & ST Category and three years in case of OBC (A) & OBC (B) category is permissible.

The upper age limit in case of Person with Disability is 45 years.

Relaxation of age limit in case of Ex-Serviceman category is as per existing Government Rules.

There shall be no upper age limit for persons holding permanent posts of English Stenographer under the Government applying for the post of Stenographer Grade-III

2. Essential Qualification:

- **English Stenographer:** Candidates applying for the post of English Stenographer Grade-III must have passed Madhyamik or equivalent examination from any recognised Board and must possess a Certificate in Computer Training & Shorthand from recognised institution and satisfactory skill in computer operation with a minimum speed @ 80 w.p.m. in Shorthand and Typing Speed @ 30 w.p.m. is required.
- **Lower Division Clerk:** Candidates applying for the post of Lower Division Clerk must have passed Madhyamik or equivalent examination from any recognised Board and must possess a Certificate in Computer Training from recognised institution and satisfactory skill in computer operation and typing.
- **Process Server (Summon Bailiff):** Candidates applying for the post of Process Server (Summon Bailiff) must have passed Class-VIII or equivalent examination from any recognised Board. Basic knowledge in computer operation is desirable.
- **Group-D (Peon / Night guard) :**Candidates applying for the post of Group-D must have passed Class-VIII from any recognised School or from any recognised Board. Basic knowledge in computer operation is desirable.
- **Group-D (Sweeper / Karmabondhu):** Candidates applying for the post of Sweeper (Group-D) must have the ability to read & write in Bengali.

3. Mode of Examination:

(a) For the post of English Stenographer Grade-III: -

➤**Paper-I: General English (100 marks):** Syllabus: Spelling, Correct use of words, Correctness of sentence formation, Use of common phrases, Synonyms and Antonyms, Punctuation, etc. There will be 100 Multiple Choice Questions each carrying 01 mark. For each wrong answer 01 mark shall be deducted. Duration of the test will be one hour thirty minutes.

➤**Paper-II: Dictation & Transcription (200 marks):** Dictation lasting for 06 (six) minutes followed by transcription of notes in candidates own handwriting for forty five minutes. Transcription Sheets will be supplied by the Committee. However, Shorthand Notebook, Pen, Pencil shall have to be brought by the Candidates at the time of Examination. Used shorthand Note-sheets need to be attached with the transcription sheet(s) before leaving the examination hall.

➤ **The date of written examination will be notified later by the Staff Recruitment Committee, Jhargram Judgeship.**

➤ Only the successful candidates of Paper - I examination shall be called for Paper -II and Paper-III Examination.

➤ The Paper-II and Paper -III examinations will be held on the same date.

➤ **Paper-III: Typing in Computer (100 marks):** The candidates are required to type from an English Text (to be supplied by the Authority) accurately in a Computer at a speed which is not less than 30 w.p.m. This test will last for 10 (ten) minutes. The Candidates will get 02 (two) minutes time for practice with the Computer, prior to the commencement of the test.

➤ **Personality Test:** On the basis of the result of the Paper-II and Paper-III, the successful candidates will be called for Personality Test, which will be of 30 marks. On the basis of the result of Paper-II, Paper-III, and Personality Test, the final panel will be prepared.

(b) Lower Division Clerk :

➤ **Paper-I:-** The candidates shall have to appear in a Written Examination of 100 marks comprising of 100 Multiple Choice Questions each carrying 01 mark on Simple Arithmetic, English, General Intelligence, General Knowledge and Current Affairs (Each subject carrying 20 marks). For each wrong answer 01 mark shall be deducted. The duration of the Examination will be one hour thirty minutes.

➤ **Paper-II:-** Paper-II shall consist of conventional type questions on (a) Group-A-English and (b) Group-B-Bengali carrying 40 marks each for Group-A and Group-B. The duration of Paper-II examination shall be one hour thirty minutes. The syllabus will be fixed by the Staff Recruitment Committee, Jhargram Judgeship.

➤ **Paper-I & Paper-II** examination will be conducted on different dates. Only the successful candidates of Paper - I examination shall be called for Paper -II examination. The date of written examination will be notified later by the Staff Recruitment Committee, Jhargram Judgeship

➤ On the basis of the result of the Written Examination (Paper-II), successful candidates will be called for Personality Test and computer typing test which will be of 30 marks. On the basis of the total marks obtained in the Written Examination (Paper-II) and Personality Test, the final panel will be prepared. The standard of examination shall be similar to that of Madhyamik or 10th level.

(c) Process-Server (Summon Bailiff): - The candidates shall have to appear in a Written Examination of 100 marks comprising of 100 Multiple Choice Questions each carrying 01 mark on Simple Arithmetic, English, Bengali, General Knowledge, Current Affairs (Each subject carrying 20 marks). For each wrong answer 01 mark shall be deducted. The duration of the Examination will be one hour thirty minutes.

➤ On the basis of the result of the Written Examination, the successful candidates will be called for Personality Test, and test of basic computer knowledge which will be of 30 marks. On the basis of the total marks obtained in the Written Examination and Personality Test, the final panel will be prepared. The standard of examination shall be similar to that of Class-VIII.

(d) Group-D: - The candidates shall have to appear in a Written Examination of 100 marks comprising 100 Multiple Choice Questions each carrying 01 mark on Simple Arithmetic, English, Bengali, General Knowledge and Current Affairs. For each wrong answer 01 mark shall be deducted. The duration of the Examination will be of one hour thirty minutes. On the basis of the result of the written examination, successful candidates will be called for personality Test and test of basic computer knowledge which will be of 30 marks. On the basis of the total marks obtained in the Written Examination and Personality Test, the final panel will be prepared. The standard of examination shall be similar to that of Class-VIII.

(e) **Sweeper (Karma Bandhu)** : On the basis of Interview which will be of 30 marks.

General Information for Candidates:-

1. The Recruitment Committee shall have the discretion to fix qualifying marks in all of the different categories of posts mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Caste, Scheduled Tribe, OBC (A) & OBC (B), E.C., if deemed necessary.

2. In case of non-availability of a suitable Exempted Category Candidate belonging to SC, ST, OBC-A and OBC-B for any of such reserved point according to 100-Point Roster, the said vacancy shall be filled up by a Non-Exempted Category candidate belonging to SC, ST, OBC-A and OBC-B, as the case may be in accordance with relevant Rules. Caste Certificates have to be uploaded at the time of the application.

3. The benefits of reservation of vacancies and age concession for SC, ST & OBC(A), OBC(B) candidates are admissible only to SC, ST & OBC(A), OBC(B) candidates of West Bengal only. SC/ST/OBC(A), OBC(B) candidates belonging to States other than West Bengal will be treated as General Candidate. Such benefits are also admissible to all candidates with disabilities of 40% and above.

4. No candidate will be eligible to claim benefit for being a member of SC, ST and OBC(A), OBC(B), or a person with Disability, or a Meritorious Sports person, or Exempted Category (E.C.) if relevant documents are not submitted at the time of application. Requisite Certificates issued by the Competent Authority as mentioned in relevant Notifications should be dated on or before the submission of the application.

5. **Particulars and Certificates required** : A candidate claiming to be SC, ST, OBC(A), OBC(B), Person with Disability, Exempted Category or Meritorious Sports person must have a certificate in support of the claim of the candidates from a Competent Authority as specified below:-

- **For SC, ST & OBC (A), OBC (B)** candidates *vide* Notification No. 532-TW/EC/MR-177/96 dated 14.10.1996 of the Scheduled Castes & Tribes Welfare Department, Government of West Bengal] and the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 [*vide* Notification No. 1352-L dated 03.08.1994 of the Law Department (Legislative), Government of West Bengal].

(i) In the District, the Sub-Divisional Officer of the Sub-Division concerned, and

(ii) In Kolkata, the District Magistrate, South 24 Parganas or such Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas, 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.]:- A Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub- Divisional Hospitals. The disabled Persons should have physical disability of 40% and above.
- **For Exempted Category :-** Certificate issued by the Competent Authority, in terms of Government of West Bengal, Labour Department, Notification No.301-EMP-/1M-10/2000 dated 21st August, 2002.
- **For Ex-Serviceman Category :-** Candidates belonging to Ex-Serviceman category need to furnish Discharge Certificate in original from their earlier Appointing Authorities at the time of physical document verification.

- **For Meritorious Sportsperson** :- As per Notification No. 49–EMP/1M–25/98 dated 01.03.2011 of the Labour Department, Government of West Bengal, candidates applying under Meritorious Sportspersons (MSP) category must furnish requisite Certificate(s) issued by the Competent Authority as under :

AREA	COMPETENT AUTHORITY
International Competition	Secretary of the National Federation / National Association of the Sports concerned (Form No.1 as annexed to the said Notification No. 49–EMP / 1M– 25/98 dated 01.03.2011).
National Competition	Secretary of the State Association of the Sports concerned (Form No.2 as annexed to the said Notification No. 49–EMP /1M–25/98 dated 01.03.2011).
Inter-University Tournament	Dean/Director of Sports or other officer in overall charge of Sports of the University concerned (Form No.3 as annexed to the said Notification No. 49–EMP/1M–25/98 dated 01.03.2011).
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 (Form No.4 as annexed to the said Notification No. 49–EMP/1M–25/98 dated 01.03.2011).

6. Candidates already in service under Government / Public Sector Undertakings, and within the prescribed age limit, must submit their application through proper Channel with “No Objection” Certificate of the concerned Authority.

7. Application Fee:-

Application Fees for different posts and categories of candidates are stated in the following chart:

Sl. No.	Name of post	UR/OBC-A/OBC-B and Others	SC / ST/ PWD
1	English Stenographer (Grade-III)	Rs.800/-	Rs.600/-
2	Lower Division Clerk / LDC	Rs.700/-	Rs.500/-
3	Process Server / Summon Bailiff	Rs.700/-	Rs.500/-
4	Group-D (Peon, Night Guard, Sweeper)	Rs.600/-	Rs.400/-


GENERAL INSTRUCTIONS:

- 1. Mode of Application & Mode of payment of Application Fees:-** Applications for the aforementioned Examinations will be received in **ONLINE MODE** only. **Application Fees are to be paid online using Debit Card or Credit Card or Internet Banking or UPI.** Any other mode of payment will not be accepted under any circumstances. Payment gateway charges and Service Taxes (if any) may be charged and debited additionally. Candidates should retain the “Payment Confirmation Receipt” generated online and keep a printout of the same for future reference. Application fee including the additional charges is **NOT REFUNDABLE** in any case.

The candidature shall also be cancelled if they fail to upload clear, legible and recent passport size coloured photograph with signature in the jpg format, or the relevant documents, namely, certificates containing correct date of birth, educational qualification, exempted category certificate or the certificate for the ex-serviceman or the caste certificate for the concerned candidates or any other documents.

2. Candidate must be an Indian citizen.
3. Candidates are requested to read the advertisement and to apply only after fulfillment of the eligibility criteria.
4. **A candidate is not allowed to apply for more than 1(one) post.** All applications of such candidates who are found to have applied for more than one post shall be cancelled without citing any reason. No communication and/or request in this regard will be entertained.
5. Non-sponsored candidates or Exempted category and Ex-serviceman category will also have to apply online directly with requisite examination fees as applicable.
6. **For Proof of Photograph:** Scanned copy of recent front-facing passport-size colour photograph of the candidate (having preferably white background,) is required to be uploaded. The uploaded photograph should not be older than 6 months. The entire face of the candidate must be visible in the image. If the candidate wears glasses, no reflection on the glass should be visible in the image and the eyes must be clearly visible. Photographs containing caps, hats, dark glasses or face coverings will not be acceptable. Candidates must keep at least 10 (ten) identical copies of the uploaded passport-size colour photograph ready for use at different stages of the recruitment process. Failure to follow these instructions shall result in cancellation of the application.
7. **For Proof of Signature:** Scanned copy of full signature of the candidate on white paper with blue / black ink pen is required to be uploaded. Signature must be that of the candidate and the full name of the candidate must be clearly legible from such signature. The candidate has to ensure that the uploaded signature is clearly visible and identifiable. Failure to follow these instructions shall result in cancellation of the application.
8. **Admit Card** containing the Venue, Date and Time of Examination and other information will be made available for download minimum one week before the date of Examination. Candidate must download the Admit Card and bring a printout of the same to enter the Examination Venue. Admit Cards containing Venue, Date & time of the examinations/tests, will be published in the website accordingly. Candidates will have to download the Admit Cards from the aforesaid link & follow further instructions which will be published upon issuance of the same.
9. 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 the test in terms of this Notice; the candidature of the applicant shall be cancelled without making any reference and without assigning any reason thereof.
10. 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 action on that score shall be taken up against that incumbent in accordance with law.
11. Candidate should disclose their highest qualification (academic) at the time of application. No benefit can be claimed by the candidate of the higher qualification if not disclosed at the time of the application.
12. The Ld. District Judge, Jhargram 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.

13. No T.A/D.A shall be admissible to the candidates appearing for any of the post under the present recruitment process.
14. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.
15. In case of any dispute, the decision of the Staff Recruitment Committee, Jhargram Judgeship shall stand final.
16. Candidates, whose applications will be found not in order, will not be allowed to appear in the examination and Committee will bear no responsibility to inform the candidates.
17. The Staff Recruitment Committee, Jhargram Judgeship reserves the right to prepare 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. However, the panel(s) shall remain valid for a maximum of 01(one) year from the date of its formation, or the date of next publication of the notification of recruitment, whichever is earlier.
18. The Staff Recruitment Committee, Jhargram Judgeship reserves the right to qualify the candidates in its discretion.
19. After the appointment of the candidate, the matters regarding service, seniority, promotion etc. will be regulated by the Government Rules & Regulations.
20. Applicants are advised to enter correct/valid data in respect of various information as sought by the website. Incorrect details, if any, entered by any applicant will result in summarily rejection of the application at any stage of the recruitment process
21. No other form of application will be accepted.
22. Apart from the above; the applicants are advised to go through the detailed information related to online application as provided under “**General Information for Candidates**” and “**General Instructions**” links of the website through which online application has to be submitted. Further, in case of any query regarding online application submission, applicants are advised to send e-mail to support@examsgov.com .**No other mode of communication and/or correspondence will be permitted.**


19.05.2022
(Nabanita Ray)
District Judge, Jhargram
-cum-
Chairman,
Staff Recruitment Committee, Jhargram Judgeship.