

Nadia District Court Recruitment Exam Pattern and Syllabus 2019

3. Mode of Examination :

(a) For Lower Division Clerk :

The Examination shall consist of two parts, i.e. Part-I and Part-II. Only the successful candidates of part-I Examination, who will obtain the qualifying marks (to be fixed by the District Recruitment Committee) shall be called for Part-II Examination. The Part-I examination will carry 100 marks having 100 questions of 1 (one) mark each, comprising of multiple choice objective type questions in English on General Studies and Mathematics. For answering the questions, OMR Sheets shall be provided and the candidates have to mention their "application registration number" and the "roll number" on such OMR Sheets. There shall not be any negative marking for wrong answer. Duration of Part-I Examination shall be one and half hours. The Part-II shall consist of conventional type question designed to test writing skills, grammatical accuracy and comprehensive knowledge of English and Bengali carrying 45 marks each for the group of question in English and Bengali respectively. The duration of Part-II examination shall be one hour. On the basis of the result of the Part-II examination, a number of candidates will be selected for personality test carrying 10 (ten) marks and then a final panel will be prepared on the basis of the result of total marks obtained in Part-II examination and Personality Test.

The District Recruitment Committee 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.

(b) For English Stenographer (Grade -III) :

Paper – 1 – Dictation and Transcription (400 marks) (dictation lasting for ten minutes followed by transcription of notes in Candidates' own hand writing 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 one and half 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 minute. The test will be for ten minutes. The candidates are required to bring their "Typewriter

Machines" and no candidate will be provided with Typewriter by the District Recruitment Committee.

On the basis of the result of all the three papers, a number of successful candidates will be called for Personality Test when knowledge in computer operation/typing shall also be tested. On the basis of result of all the three papers, computer operation/typing test and personality test, a final panel will be prepared. (Qualifying marks for all the papers – 1, 2 and 3 and qualifying aggregate marks shall be fixed by the authority).

(c) For Process server/ night guard/ farash (Group-D) :

The written examination shall be of 90 marks having 90 questions of 1 (one) mark each, comprising of multiple choice objective type questions in English on General Studies and Mathematics. For answering the questions, OMR Sheets shall be provided and the candidates have to mention their "application registration number" and the "roll number" on such OMR Sheets. There shall not be any negative marking for wrong answer. Duration of Examination shall be one & half hours. On the basis of the result of the examination, a number of candidates will be selected for personality test carrying 10 (ten) marks and then a final panel will be prepared on the basis of the result of total marks obtained in written examination and Personality Test.

The District Recruitment Committee shall fix the minimum qualifying marks in written examination. The standard of Examination shall be similar to that of Class VIII of the West Bengal Board of Secondary Education.

(d) For Sweeper (Group-D):

Viva-Voce and practical test of 50 marks in a manner as would be deemed fit and proper by the Committee. Date of such test shall be declared by the District Recruitment Committee subsequently.

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, Geography, the Constitution of India and General Principles of Public Administration, basic mathematics, basic knowledge in computer operation. The object of viva-voce test will be to assess the suitability of the candidates for appointment and their calibre including intellectual, social and moral traits of personality such as powers of assimilation, clear and logical exposition and depth of interests.