

**OFFICE OF THE DISTRICT JUDGE, NORTH 24 PARGANS,  
BARASAT**

**( ENGLISH DEPARTMENT )**

**-: Employment Notification :-**

**Order No. 250 - G, Dated, Barasat, the 16<sup>th</sup> day of May, 2019**

Applications are invited from the willing and eligible retired Government Employees (Indian Citizens) for stenographer, L.D.C & Group - D peon who are physically fit and mentally alert and having knowledge in running day to day Court proceeding for filling up the following vacancies in the newly Created Commercial Court, Rajarhat under the Judgeship of North 24-Parganas, purely on contractual basis, for 01 year or till regular recruitment is made, whichever is earlier. Data entry operator will be appointed from fresher candidates having required qualification as detailed below.

**Names and numbers of Posts :-**

- \* **For Stenographer ..... 02.**
- \* **For L.D.C. .... 05.**
- \* **For Data Entry Operator.....05.**
- \* **For Group D peon ..... 05.**

**Age Limit :-** Not more than 62 years as on 31<sup>st</sup> December, 2018 for L.D.C., Group -- D peon & stenographer.

**Age Limit for D.E.O. :-** As per G.O. No. 11653-F(P), dt. 30/12/11 ie 40 years for general and 05 year relaxation for S.C./S.T. and 03 year for O.B.C./P.H.

**Qualification required :-**

**For Stenographer -** Minimum Madhyamik, Knowledge in English Language, translation from Bengali and knowledge in Computer operation is essential, Stenography speed 80 W.P.M. & Typing speed 30 W.P.M.

**For L.D.C -** Minimum Madhyamik, knowledge in Bengali and English Language and knowledge in Computer operation is essential.

**For data entry operator** – Graduate and must have teelmeal sound knowledge of computer application having certificate from a recognized institution.

**For Group D peon** - Minimum Class VIII pass and knowledge in Computer operation is preferable.

**Selection Procedure :-**

**For Stenographer** - Interview with documents verification, followed by Stenography test and Typing test (eligible candidates to bring stationeries), Type test will be held on Computer.

**For L.D.C-** Interview with documents verification, followed by computer test.

**For Data Entry Operator** - Interview with document verification, followed by Typing test and computer application test and knowledge in MS words and excel.

**For Group D peon** - Interview with document verification.

**Pay :-**

For the post of stenographer, L.D.C. and Group -- D peon, (**retired employees**) last Salary drawn (Pay + Dearness Allowance) (-) Minus (Pension + Relief on Pension on the date of contract); for the re-deployed government employees, following the Govt. G.O. No. 10935-F(P), dt. 5/12/2011, read with G. O. No. 3951-F, dt. 27/5/2009 whichever is minimum. For Group -- D peon, as per Notification no. 17/J/JD/X/1J-04/2011, dt. 8/1/2013.

For Data Entry Operator Rs. 13,000/- per month with enhancement of Rs. 500/- per year for first five year and thereafter, enhancement of Rs 600/- per year subject to condition mentioned in G.O. no. 5859-F(Y) dt. 22/7/2013, read with G.O. No. 1032 – F(P2), dt. 08-02-2019.

**∴ LIST OF IMPORTANT DATES ∴**

**Last date of submission of Application** :- 31<sup>st</sup> day of May, 2019, by  
5.00 p.m.

**Publication of the names of Eligible Candidates to attend  
Interview** : 20<sup>th</sup> June, 2019.

To be published in the Website : <https://districts.ecourts.gov.in/north-24-parganas>. OR [www.north24parganas.gov.in](http://www.north24parganas.gov.in)

**Dates of Interview will be notified with finally published eligible  
candidates list on 20<sup>th</sup> June 2019.**

(Candidates are requested to visit the official website of the  
North 24 Parganas, District Court:  
<https://districts.ecourts.gov.in/north-24-parganas> And/or [www.north24parganas.gov.in](http://www.north24parganas.gov.in) for all further communication and  
information regarding the recruitment process/Notification/Dates.


**There will be NO OTHER MODE OF COMMUNICATION TO THE  
CANDIDATES OTHER THAN THE OFFICIAL WEBSITE AS  
MENTIONED.)**

Interested and eligible candidates may apply by filling up the prescribed  
format of application, which is affixed alongside. Application must be  
equipped with self attested photocopies of all testimonials and fitness  
Certificate issued by a registered Medical Practitioner. One recent passport  
sized photograph with self attested of the candidate is to be pasted on top  
right hand corner of the application.

Each application must be accompanied by application fees of Rs. 200/- (in case of SC/ST ~~Rs. 100/-~~ Rs. 100/-) to be deposited through D.D./I.P.O. in the name of the District Judge, North 24 Parganas, Barasat payable at Barasat and to be purchased on or after the date of publication of advertisement. Any other mode of payment of application fees for application will not be accepted.

Application is to be addressed to "The District Judge, North 24-Parganas, Barasat, Zilla Adalat Bhavan, PIN – 700124" and on the top of the envelope, the name of the post should be mentioned and the same be submitted in closed envelope to the appropriate authority within 5 P.M. on or before the last date of application by Speed Post/Registered Post/Ordinary Post/Self. Any personal communication is strictly prohibited.

After 5.00 P.M. 31<sup>st</sup> May, 2019, no application either by Post/Self will be accepted.

  
District Judge, North 24-Parganas  
-cum-  
Chairman, Recruitment Committee,  
For Commercial Court at Rajarhat.  
North 24 Parganas.  
~~Chairman~~  
District Recruitment Committee  
North 24 Parganas, Barasat

APPLICATION FORMAT

Affix a current Pass Port Size photograph with self attested
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Name of the post applied for : \_\_\_\_\_

1. Name ( in capital letters) : .....
2. Father's name : .....
3. Present Address : .....
4. Date of birth : .....
5. Age as on (31.12.2018) : .....
6. Educational Qualification : .....
7. Experience : .....
8. Nationality : .....
9. Sex : .....
10. Date of retirement : .....
11. Medical fitness certificate : .....
- (Must be from a Regd. Medical Practitioner)
12. Extra curricular Certificate, if any: .....
13. Mobile no. of the candidate .....
14. Details of knowledge in computer operation/typing.....
15. Language known.....

**-: Declaration :-**

I, hereby declare that all the statements made in this application are true and correct to the best of knowledge and in the event of my information being found false, my candidature is liable to be canceled.

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Signature of the candidate.

**N.B.** :- Applicants are directed to submit only the self attested supportive documents as asked for and also his recent fitness certificate, issued by a Registered Medical Practitioner.