

OFFICE OF THE DISTRICT & SESSIONS JUDGE, KALIMPONG

Notification for recruitment of different categories of staff in the Judgeship of Kalimpong

Employment Notification No RC 01 of 2019, dated Kalimpong, the Nineteenth Day of December, 2019

Online applications are invited from eligible Indian citizen in the prescribed proforma for preparation of panel to fill up the vacancies mentioned below, in different categories of posts in respect of the Judgeship of Kalimpong.

The applications must be submitted online in the websites www.calcuttahighcourt.gov.in, <https://districts.ecourts.gov.in/kalimpong> commencing from **23.12.2019**. The last date of submission of online application form is **10.02.2020 (11.45pm)**.

The details are given here under:

Vacancies with Scale of Pay:

(a) English Stenographer (Group-B):: Scale of Pay - Pay Band No 3 of Rs 7,100/- - Rs 37,600/- with Grade Pay Rs 3,900/- :: Total Vacancy[02] [UR (1), SC(1)]

(b) Nepali Translator (Group-B- Upper Division Assistant):: Scale of Pay - Pay Band No 3 of Rs 7,100/- - Rs 37,600/- with Grade Pay Rs 3,600/- :: Total Vacancy[02] [UR (1), SC(1)]

(c) Lower Division Clerk (Group-C):: Scale Pay—Pay Band No 2 of Rs 5,400/-- Rs 25,200/- with Grade Pay of Rs 2,600/- :: Total Vacancy[15] [UR(3), UR-EC(2), UR-PWD(1), UR-EXSM(1), SC(2), SC-EC(1), SC-EXSM(1), ST(1), OBC-A(1), OBC-A-EC(1), OBC-B(1)]

(d) Group-D :: Scale Pay —Pay Band No 1 of Rs 4,900/-- Rs 16,200/- with Grade Pay Rs 1,700/- :: Total Vacancy[13] [UR(2), UR-EC(2), UR-EXSM(1), UR-PWD(1), SC(2), SC-EC(1), ST(1), OBC-A(1), OBC-A(EC)(1),OBC-B(1)]

(e) Nightguard :: Scale Pay —Pay Band No 1 of Rs 4,900/-- Rs 16,200/- with Grade Pay Rs 1,700/- :: Total Vacancy[02] [UR (1), SC(1)]

**** UR = UNRESERVED, SC = SCHEDULED CASTE, ST= SCHEDULED TRIBE, OBC-A= OTHER BACKWARD CLASSES(A), OBC-B= OTHER BACKWARD CLASSES(B), EC= EXEMPTED CATEGORY, EXSM = EX-SERVICEMAN, PWD = PERSONS WITH DISABILITIES(in Blindness or Low Vision)****

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

Any misinformation found as regards qualification of any candidate, candidature of the said candidate shall be cancelled by the Recruitment Committee at any stage when such facts are detected.

Eligibility age, Minimum Qualification & other Qualification required, Scheme of Examination & Syllabus for examination for each category of post are given below:

1. Eligibility age:

Not less than 18 years and not more than 40 years as on 01.01.2019 for all categories of posts. Relaxation of age limit for 5(five) years in case of candidates belonging to SC and ST category and 3(three) years in case of OBC(A) and OBC(B) category. The upper age limit in case of PWD Candidate is 45 years. Relaxation of age limit in case of Ex-Serviceman category and EC Category is as per existing Government Rules. There are no upper age limit for persons holding permanent posts of Typists or Steno Typists under Government applying for the post of English Stenographer(Group-B). SC/ST/OBC(A)/OBC(B) candidates of other states (any other state excluding West Bengal) will be treated as UR Candidates only.

For Exempted Category: Candidates should be authorised by the Competent Authority, in terms of Government of West Bengal, Labour Department, Notification No 301 EMP-/1M-10/2000 dated 21st August, 2002

2. Essential Qualification:

Candidates applying for the post of English Stenographer(Group-B) and LDC(Group-C) must have passed Madhyamik or equivalent examination from any recognised Board and must possess at least a Certificate in Computer Training from recognised Institution and a satisfactory speed in Computer Operation.

Further for English Stenographer(Group-B), a minimum speed @ 80 w.p.m. in shorthand and typing speed @ 30 w.p.m. is required.

Candidates applying for the post of Nepali Translator (Group-B- Upper Division Assistant) must have passed Madhyamik or equivalent examination from any recognised Board and must possess at least a Certificate in Computer Training from recognised Institution and a satisfactory speed in Computer Operation.

Candidates applying for the post of Group-D, Night Guard must have Class-VIII pass certificate from any recognised School or Madrasah or any other recognized equivalent Institution. **Only MALE candidates are eligible for the post of NIGHT GUARD.**

3. Mode of Examination:

(a) English Stenographer(Group-B): Paper- I General English (100 marks)- 100 multiple choice questions covering spelling, correct use of words, correctness of sentences, use of common phrases, synonyms & antonyms and punctuation. One

mark shall be deducted for each wrong answer. Time limit- $1 \frac{1}{2}$ hours. Successful

candidates of Paper- I will be called to appear in **Paper -II Dictation & Transcription (200 marks)** comprising of English dictation lasting for 6 minutes followed by transcription of notes in candidate's own handwriting for an hour and **Paper-III Typing in Computer (100 marks)** where candidates are required to type

from manuscript accurately on the Computer @ not less than 30 words per minute. The duration of this test will be 10 minutes. On the basis of the result of Paper II and Paper-III, a number of successful candidates will be called for **Personality Test & Computer Operation Test(30 marks)** shall also be tested. **On the basis of the result of Paper II and paper III and also Personality Test & Computer Operation Test**, a final panel will be prepared. (The number of errors that shall be admissible in respect of Paper-II and Paper-III and qualifying marks in any other papers in the aggregate shall be fixed by the authority.

(b) Nepali Translator (Group-B- Upper Division Assistant): Stage-One The written examination will carry 100 marks having 100 questions of 1(one) mark each comprising of multiple choice objective type questions in English, General Knowledge/Current Affairs and Simple Arithmetic. One mark shall be deducted for each wrong answer. The duration of the examination will be 90 minutes. The language of the examination will be in English. On the basis of result of this Examination, a number of candidates will be called for **Stage- Two** exam which will be subjective in nature and will check writing ability of the applicant. It will have two sections viz **Section -A (General English)[50 marks] and Section-B [Translation (From Nepali to English and From English to Napali)][50 marks]**. On the basis of result of Stage-Two Examination, a number of applicants will be called for **Personality Test & Computer Operation Test [Marks 30]** and the Final Panel will be prepared on the basis of the result of the total marks obtained in the **Stage-Two Examination and Personality Test & Computer Operation Test**. The Standard and Syllabus of Examination shall be similar to that of Madhyamik Exam of West Bengal Board of Secondary Examination.

(c) Lower Division Clerk: Stage-One The written examination will carry 100 marks having 100 questions of 1(one) mark each comprising of multiple choice objective type questions in English, General Knowledge/Current Affairs and Simple Arithmetic. One mark shall be deducted for each wrong answer. The duration of the examination will be 90 minutes. The language of the examination will be in English. On the basis of result of this Examination, a number of candidates will be called for **Stage- Two** exam which will be subjective in nature and will check writing ability of the applicant. It will have two sections viz **Section -A (English) [50 marks] and Section-B (Vernacular[Bengali/Hindi/Nepali]) [50 marks]**. On the basis of result of Stage-Two Examination, a number of applicants will be called for **Personality Test & Computer Operation Test [Marks 30]** and the Final Panel will be prepared on the basis of the result of the total marks obtained in the Stage-Two Examination and **Personality Test & Computer Operation Test**. The Standard and Syllabus of Examination shall be similar to that of Madhyamik Exam of West Bengal Board of Secondary Examination.

(d) (Group-D): The written examination will carry 50 marks having 50 questions of 1(one) mark each comprising of multiple choice objective type questions in English, General Knowledge and Simple Arithmetic. One mark shall be deducted for each wrong answer. The language of the examination will be in English. The duration of the examination will be 1(one) hour. On the basis of result of this Examination, a number of candidates will be called for **Personality Test and Computer Operation Test [Marks 15]** and the Final Panel will be prepared on the basis of the result of the total

marks obtained in the written Examination and Personality Test and Computer Operation Test.

(e) (Night Guard): The written examination will carry 50 marks having 50 questions of 1(one) mark each comprising of multiple choice objective type questions in English, General Knowledge and Simple Arithmetic. One mark shall be deducted for each wrong answer. The language of the examination will be in English. The duration of the examination will be 1(one) hour. On the basis of result of this Examination, a number of candidates will be called for **Personality Test and Computer Operation Test [Marks 15]** and the Final Panel will be prepared on the basis of the result of the total marks obtained in the written Examination and Personality Test and Computer Operation Test.

Once appointed, the matters regarding services, seniority, promotion etc in respect of an appointee will be regulated by the Rules followed in this Judgeship. In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall be final.

4. Application Fee:

SI No	Category of Posts	SC, ST, PWD	UR, OBC-A and OBC-B
1	English Stenographer(Group-B), Nepali Translator (Group-B- Upper Division Assistant), Lower Division Clerk(Group-C),	200/-	300/-
2	Group-D, Night Guard	150/-	200/-

Bank Charges will be applicable in addition to the above amount. The application fees once paid, is not refundable under any circumstances.

5. 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 e-challan. Any other mode of payment will not be accepted under any circumstances. Payment gateway charges and service taxes (if any) may be charged by the bank additionally. Candidates should retain " Payment Confirmation Receipt" (as generated by the Bank Online) and keep a printout of the same for future reference. Application Fees including the additional charges once paid by the candidate is NOT REFUNDABLE under any circumstances.

6. Admit Card containing venue, date and time of examination and other information will be made available in the website for downloading from two weeks before the date of the examination till the very day of Examination. Candidate must download this admit card and bring a printout of the same to enter the examination venue. Candidates called for test(s) shall be required to appear at their own expense and no T.A./D.A. is admissible in this regard.

7. 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 admission to the test(s) in terms of this notice; his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason whatsoever.

8. A candidate furnishing incorrect or false particulars or suppressing material information will be disqualified, and, if appointed, shall be liable for dismissal from service.

9. The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place of this Judgeship and not according to any choice/preference/option provided by the candidate.

10. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the rules followed in this Judgeship.

11. In case of any dispute, the decision of the District Recruitment Committee shall stand final.

12. Candidates whose applications are found not in order or found to be incomplete will not be allowed to appear in the examination and the authority will bear no responsibility to inform the candidates separately.

13. The District Recruitment Committee reserves the right to make shortlisting of successful candidates which is also known as panel(s). The panel(s) thus formed shall remain effective till the process of giving appointment against the notified vacancies is complete. However, all panels shall remain valid for a maximum period of one year from the date of its formation.

The following points are also unanimously resolved by the Recruitment Committee for smooth conducting of the recruitment process:

1. This Authority shall have the discretion to fix qualifying marks in any or all of the tests for different categories of posts mentioned above, and to relax such marks in respect of candidates belonging to SC, ST, OBC-A, OBC-B EC, PWD and EXSM 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. Caste certificates need to be produced at the time of physical document verification.
3. The benefits of reservation of vacancies and age concession for SC, ST, OBC-A and OBC-B candidates are admissible only to SC, ST, OBC-A and OBC-B candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above. SC, ST, OBC-A and OBC-B candidates belonging to other states than West Bengal will be treated as UR candidates only.

4. No claim for being a member of SC, ST, OBC-A, OBC-B, PWD,EC,EXSM will be entertained any time after submission of the application.

5. A candidate claiming to be SC, ST, OBC-A, OBC-B, PWD,EC,EXSM must have a certificate in support of his/her claim from a Competent Authority as specified below:

a) **For SC, ST, OBC-A, OBC-B candidates** [vide the W.B. SCs & STs (Identification) Act, 1994 and SCs & STs Department Order No 261-TW/EC/MR-103/94 dated 06.04.95] :-

- (i) In the district, the Sub-Divisional Officer of the Sub-Division concerned
- (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.

b) **For Persons with Disabilities candidates** [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.

c) **For Exempted Category candidates** certificates 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

d) **For Ex Serviceman Category candidates** need to furnish "Discharge Certificates" in original from their earlier Appointing Authorities (specifying the total duration of such service) at the time of physical document verification

e) **Candidates already in service under Government /Public Sector Undertakings** must produce a "No Objection Certificate" in original form as issued by their Concerned Authority at the time of physical document verification. Further a copy of their application should be submitted through proper channel.

Eligible candidates shall have to submit their application online in the websites mentioned in the advertisement. However it is advised to all applicants to read the following General Instructions and Steps of Application Submission carefully before online submission of their application. Kindly note that General Instructions and Steps of Application Submission are also integral parts of this Employment Notification.

All the afore-mentioned dates are provisional and may be altered at the discretion of the District Recruitment Committee, Kalimpong Judgeship.

**GENERAL INSTRUCTIONS AND STEPS OF APPLICATION FOR
APPLICANTS
BEFORE ONLINE SUBMISSION OF APPLICATION**

- ❖ All items in the Application Form are to be filled in by the applicant online. No other form of application will be accepted. **A candidate is NOT allowed to apply for more than 1(one) post.**
- ❖ SC/ST/OBC-A/OBC-B candidates belonging to States other than West Bengal will be treated as UR Candidates only.
- ❖ Application Fee is to be paid through State Bank of India e-Collect System either Online or by way of cash payment by downloading customised e-challan only from the concerned website. The details of application fee is already mentioned above. Bank Charges will be additionally levied upon application fee as per rates specified by State Bank of India.
- ❖ Scanned **passport size recent colour photograph** of the applicant (Image format will ONLY be .jpg and of size between 30KB and 50 KB and preferred dimension 150 X 250 pixels) is to be uploaded in the specified space in the website. Image of more than 50KB will not be accepted by the website. Further unclear/hazy/doctored / morphed images if uploaded by the applicant and detected at any later stages of this recruitment process will result in summarily rejection of the applicant. **The applicant has to retain 6 identical copies of this photograph which has been uploaded and will have to produce them before the Authority as and when called for.**
- ❖ Scanned full signature of the candidate is to be uploaded in the space specified and the image should be in .jpg format and will be of maximum size 20 KB and preferred dimension is 200X 100 pixels. Scanned signature exceeding the maximum size will not be accepted by the website.
- ❖ The ONLINE APPLICATION will be of 2(two) parts(both parts will have to be completed):

Part-I : The applicant will have to fill in his/her basic information. After submission of the information, the applicant will be asked to verify the information submitted and to rectify if any. After verification, the applicant will have to press "**I agree**" button that will appear on the screen ensuring that the information supplied by him/her are in order and no further rectification is required. No further rectification /modification will be allowed to the applicant after he/she presses the "**I agree**" button. **Now, a 8(eight) numeric code as Application ID will appear on the screen which the applicant will have to remember throughout this recruitment exercise. It is suggested that the applicant notes down this Application ID and 8 digit password as entered by him/her while filling up the application form.** Now the applicant has to upload the scanned images of recent passport sized photograph and full signature respectively as per specifications mentioned earlier. Any application without valid scanned photograph and /or full signature will be summarily rejected without assigning any reason to the candidate thereof.

Part-II : This part relates to payment of application fees.

The applicant will have to log-in as registered candidate with 8 digit application id and 8 digit password. Once a candidate clicks on button of making the payment, the Site will redirect them to SBI Payment Site. There are various options available for payment on SBI site viz. SBI Internet Banking, other major bank's Internet Banking, SBI Debit/Credit Cards, other bank Debit/Credit Cards, Cash Payment through e-challan at branches of SBI.

Candidates may please note that unless the Application Fees is received by the Bank, the application will be treated as INCOMPLETE. Usually Bank provides the status of successful receipt of the payment within 72 hours of the transaction i.e. if fees is paid on 26th December 2019, bank will update its status to us within 29th December 2019 . Candidates are advised to log-in after 72 hours of their payment and download filled -in-form (which will be generated as soon as Bank receives the payment) and thereby the process for Registration gets completed. Candidates should retain the payment confirmation receipt generated online by State Bank of India and keep a print out of the same for future reference. Last date and time of receiving online payment by State Bank of India will be 10.02.2020 (11.45 pm).

In-case the Bank does not receive the payment within 72 hours of transaction, the corresponding application will be treated as incomplete. In such a scenario, it is advised to initiate fresh payment of Application Fee by logging in to the portal.

Candidates who opt to pay the Application Fee through Bank e-Challan mode only: A challan will be

Generated by the SBI website itself(**last date and time for e-challan payment at bank is 10.02.2020 normal banking hours**) . After making the Payment, a candidate will get a Candidate's copy of Challan duly stamped along with Journal Number. Candidates are advised to keep this Candidate's copy of Challan in safe custody for future use.

Candidate should visit this website and check for the Registered Application after payment, a minimum gap of 72 hours (in case of e-Challan) Candidate opting for SBI E-Challan mode should pay within the banking hours and if on the last date of submission of online application he/she has to ensure the payment with banking hours.

No delay in terms of payment will be considered whatsoever.

If the Payment status is updated successfully, a filled-in-application form will be generated having unique Application ID. If Payment status is not updated successfully and if a candidate has already submitted Application Fee by Bank e-Challan mode, then he needs to check with bank with his payment details as it might not be updated in Bank.

After filling all the two parts viz from Part-I to Part-II; the online application will be deemed complete and the applicant is to download a filled-in form containing all information as submitted by the applicant and preserve the same for future reference. Kindly note , the candidates will have to complete both Part I and Part II of application process. Partial completion of any stage viz. Part I only or Part II only will be treated as Ineligible application. No further communication will be made to candidates whose application are

considered ineligible . Applicants are advised to enter correct/valid data in respect of various information as sought by the website. Incorrect details if entered by any applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.



**District Judge-cum- Chairman,
District Recruitment Committee
Kalimpong Judgeship, West Bengal**

19/12/19

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