

**OFFICE OF THE DISTRICT JUDGE, MALDA**  
**-CUM-**  
**DISTRICT RECRUITMENT COMMITTEE, MALDA**

Notification for recruitment of English Stenographer in the Judgeship of Malda , West Bengal to be conducted by the District Recruitment Committee of Malda under the supervision of the Committee of Registrars of High Court at Calcutta.

Employment Notification No. 01/JC/2023 Dated , Malda 8<sup>th</sup> the day of September, 2023

**English Stenographer Recruitment Examination, 2023 for the Judgeship of Malda**

The application from the eligible Indian Citizens in the following prescribed format are invited for preparation of separate panels to fill up the existing and expected vacancies mentioned below in different categories of post in the Judgeship of Malda.

The examination/test of posts will be held in a particular date and time in the Malda District which shall be fixed and conducted by the District Recruitment Committee of Malda Judgeship in due course of time.

The application is to be addressed to " THE CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE, MALDA JUDGESHIP, P.O & Dist. Malda , Pin- 732 101 ( West Bengal )". The application is liable to be cancelled for not furnishing any necessary particulars/documents and for any sort of defect in filling up the application form and also for any error/omission to follow the instruction stated here after.

**One can apply for only one vacant post of any particular category. Submitting more than one application for any particular category, the applications will be rejected.**

Details of Vacancies , Scale of pay, Application Fees, Eligibility Criteria, Mode of Examinations and Instructions are given below :-

English Stenographer Grade-II Pay Level-13 of ROPA-2019 Rs. 37100/- to 95500/-

English Stenographer Grade- III Pay Level 10 of ROPA-2019 Rs. 32,100/- to Rs. 82,900/- Only

**VACANCY FOR GRADE-II ENGLISH STENOGRAPHER.....01 Reserved for Schedule Caste**

**VACANCY FOR GRADE-III ENGLISH STENOGRAPHER.....05( S.C-01, Unreserved-02, Unreserved (Meritorious Sportsman-01, Unreserved E.C-01 )**

**EXPECTED VACANCY FOR ENGLISH STENOGRAPHER GRADE-III ( OBC-A..01, Unreserved E.C..01, Schedule Caste..01, Unreserved..01, Unreserved( Persons with Disabilities)..01, Schedule Tribe-01**

**AGE LIMIT :** Not less than 18 years and not more than 39 years as on 01.07.203. as per Finance Department's Notification No. 11653-F(P) dated 30.12.2011.

Relaxation of age limit for 05(Five) years in case of SC/ST and for 3(three) years for OBC candidates is permissible. The upper age limit for Physically handicapped candidates is 45 years.

For the post of English Stenographer there shall be no age limit for persons holding permanent post of Typist or Steno-Typist under the Government.

**FOR THE POST OF ENGLISH STENOGRAPHER GRADE-III.**

The candidate must have passed Madhyamik or Equivalent Examination from any recognized Board and at least he must possess a certificate in computer training from a recognized institution and a satisfactory fingering speed in computer operation. A minimum speed @ 80 w.p.m in Shorthand and a minimum speed @ 30 w.p.m in typewriting from a legible manuscript in English for 10 minutes along with certificate of Stenography & Typing .

**FOR THE POST OF ENGLISH STENOGRAPHER GRADE-II.**

The candidate must have Bachelors decree from any University recognized by the University grant Commission and at least he must possess a certificate in computer training from a recognized institution and a satisfactory fingering speed in computer operation. A minimum speed @ 100 w.p.m in Shorthand and a minimum speed @ 40 w.p.m in typewriting from a legible manuscript in English for 10 minutes along with certificate of Stenography & Typing.

Paper-I – Dictation & Transcription ( 400 marks ) ( Dictation lasting for 6 minutes followed by transcription of notes in candidates own handwriting 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 ( Time 1 & ½ hours ).

Paper-III – Typing in Computer ( 100 Marks ) ( The Candidates are required to type from a manuscript accurately on the computer @ not less than 30 words per minute. The test will last for 10 Minutes ).

On the basis of the result of the all the three papers , a number of successful candidates will be called for personality test where knowledge in computer operation shall also be tested. On the basis of the result of all three papers and also computer operation and personality test a final panel will be prepared ( The number of errors shall be admissible in test of Paper-I and III and qualifying Marks in any or all the papers and in aggregate shall be fixed by the authority )

Eligible candidates may submit only legible typed ( one side of the paper ) single application.

( Hand writing application can not be entertained ) for aforementioned post as per format given below , addressing the Chairman, District Recruitment Committee , District Judge's Office, P.O & Dist. Malda , Pin- 732 101 ( WB) accompanied by application fees prescribed below along with self addressed envelope specified below with postal stamp of Rs. 5/-(Five) and self attested copies of documents mentioned in the application starting from 12.09.2023 and ending at 5.00 P.M on 12.10.2023.

Examination Fees :

Categories of Post	Unreserved & others	Schedule Caste, Schedule Tribe & P.H.
English Stenographer Grade-II & Grade-III	Rs.800.00	Rs.600.00

**S.C./S.T CANDIDATES OF OTHER STATES WILL BE TREATED AS GENERAL CANDIDATES**

The applicant is directed to deposit application fees in A/C No. 50334577317 IFSC Code No.IDIB000M579, Branch Code- 4500 of "District Judge, Malda" of Indian Bank, Malda Branch directly. **It is made clear that the application fees as mentioned in the above column are excluding bank charges.** In such case the candidate is instructed to write his/her full name in depositor column and the applicant should file the Original Bank Deposit slip ( Counter foil ) along with the application. **The Bank Charges if any shall be borne by the applicant himself/herself if deposited other than Malda Branch of Indian Bank.** Application fees is not refundable in any case.

Application will be received on and from 12.09.2023 (from Office hours). The last date of application is 12.10.2023 (till 5:00 P.M.). No application will be received after 5.00 P.M of 12.10.2023 in any circumstances. **Any application if dispatched earlier but reaches to the office of the undersigned after the last date will not be entertained.**

Two passport size coloured recent photographs duly singed by the candidate should be pasted in the respective place in the application format and admit card.

Full signature of the Candidate with date must be given at the bottom of the application.

The applications by Speed Post, Ordinary Post Registered post ( With or Without A/D) & any courier Service must be submitted in a closed envelope mentioning the name of the post applied for , category of the candidate on the top of the envelope within the date and time mentioned hereunder to the Office of the District Judge, Malda . The applications may also be dropped at the respective container/box which will be placed at a conspicuous place of District Judge's Office premises at Malda.

One self addressed envelope of the size of 25 cm x 11 cm with postal stamp of Rs. 5/- affixed thereon should be accompanied with the application.

Defective/incomplete/unsigned application submitted without proper & requisite fees and not according to format will summarily be rejected.

Admit Card containing venue , date and time of examination/test as also other information will be sent to the candidates whose application will be considered to be in order in all respect by post. Candidates called for examination/test shall be required to appear at their own expenses.

Admission to the test/examination will be deemed provisional subject to verification and determination of the candidates 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/examination in terms of the notice his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.

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

The District Recruitment Committee reserves the right to offer appointment to the selected candidates at any place of the Judgeship and not according to the preference/option given by the applicant.

Once appointed the matters regarding service, seniority , promotion etc in respect of an appointee will be regulated by the rules followed in the Judgeship where he/she will be appointed.

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

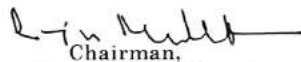
Candidates, whose application will be found not in order, will not be allowed to appear in the tests and authority will bear no responsibility to inform.

Application reaching the office of the District Judge, Malda after the last date shall not be considered, even though the same are posted well in advance.

The candidates already in service under Government/Public Sector undertaking and within the prescribed age limit must submit their applications through proper channel with "No Objection Certificate" of the concerned authority.

The District Recruitment Committee reserves the right to make shortlist of the successful candidates. The Panel/s thus, so be formed , shall remain effective till the process of giving appointment against the notified vacancies is completed. However, the said panels shall remain valid for a year from the date of its formation.

The District Recruitment Committee shall have the full discretion to fix the minimum qualifying marks in respect of all categories of post notified above and shall have full discretion to relax any or part of the norms.

  
Chairman,

District Recruitment Committee.

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District Judge, Malda

**District Judge  
Malda**

# APPLICATION FORMAT

Employment Notification No.....

Dated :.....

POST APPLIED FOR ..... CATEGORY.....  
(Mention the categorically the name of the post and in which category do you belong )

Affix passport  
size coloured  
recent  
photograph

To  
The Chairman,  
District Recruitment Committee,  
Malda Judgeship, Malda .  
P.O & Dist. Malda Pin-732101(WB)

Sir,

I beg to apply for the post of ..... in the category of  
..... in your Judgeship and I beg to submit my particulars as per prescribed  
format , given below:-

1. Full Name ( in **block letter** ) :
2. Name of Father/Husband :
3. Date of Birth :
4. Actual age on the date of application :  
(Give Attested supporting documents)
5. Sex ( Male/Female ) :
6. Nationality :
7. Religion :
8. Address (Permanent) with Mobile No. & email  
No. if any :
9. Address (Present) with Mobile No. & email  
No. if any :
10. Whether belongs to SC/ST/OBC-A/OBC-B/  
E.C (Give supporting documents)
11. Physically Handicapped(say Yes/No) :  
(Give supporting documents)
12. Educational Qualification :  
(Give supporting documents)

Name of Exam. passed	Year of passing	Name of Board/ University	Total Marks obtain	% of Marks

13. Have you any any knowledge in computer :  
operation/Typing? If so, give details  
(Give supporting documents)
14. Do you know ordinary Type Writing ? :  
If so, give details (Give supporting documents)

15. Do you know Shorthand (English)? :  
If So, give details  
(Give supporting documents)
16. Are you a Govt. Servant (Yes/No) :  
If yes , give details
17. Are you a Ex-Serviceman (Yes/No) :  
If yes , give details
18. Other Qualification, if any :  
( Give supporting documents )
19. Please state the No. Date and amount :  
of Bank Challan

Challan No./Transaction ID No.	Date	Amount

### **Declaration**

I, hereby declare that (a) all statements made in this application are true , complete and correct to the best of knowledge and belief and in the event of any information being found false , my candidature is liable to be cancelled, (b) { only for candidates, service under Government } I have obtained "no objection" certificate from my Authority in writing [ Strike out (b) if not applicable ]

Dated :

Place :

Enclos :

Yours faithfully,

# ADMIT CARD

Staff Recruitment Examination, 2023  
Judgeship of Malda

Affix passport  
size coloured  
recent  
photograph

( For Office Use only )

Roll No. \_\_\_\_\_ Date of Examination : \_\_\_/\_\_\_/\_\_\_

Time of Examination :

Venue :

( To be filled by the Candidate )

1. Name of the Candidate :  
( in block letter )
2. Father's/Husband Name :
3. Address for Communication :

Signature and Date and Stamp  
of the Chairman of the District Recruitment  
Committee of Malda Judgeship