

OFFICE OF THE DISTRICT JUDGE NADIA
(ENGLISH DEPARTMENT)

NOTIFICATION No. 01

As per direction of the Chairman, District Recruitment Committee, Nadia vide Order No. 27A dated 22.01.2024, the Sub-Recruitment Committee of Nadia Judgeship adopted resolution on 04.04.2024 regarding recruitment of staff for the existing vacancies in the categories of **Stenographer & Bench Clerks in Fast Track Courts (only)**. Accordingly applications are invited from retired Government Employees as well as Fresh candidates who are physically fit and mentally alert, for engagement as staff in Fast Track Courts in the District Judgeship of Nadia purely on **contractual basis**, usually extended by the Judicial Department, Govt. of West Bengal, every year or till the incumbent attains the age of 60 years for Fresher and 62 years for Re-employed persons or the authority may deem fit and proper.

NAME AND NUMBER OF VACANCIES OF POST:-

- (a) The vacancy in the category of Steno-Typist for Fast Track Courts is **one (01)**
(b) The vacancy in the category of Bench Clerk for Fast Track Courts is **two (02)**

ELEGIBILITY CRITERIA :-

- I. In case of retired persons, below 63 years of age as on **01-07-2024**
II. In case of fresh candidates, minimum 18 years of age and not above 40 years of age as on **01-07-2024**.
III. **For English Steno-Typist** : Minimum Madhyamik or its equivalent, English Short hand Speed 80 w.p.m. , English Type Writing -30 w.p.m. Knowledge in English & Bengali language and Computer Operation.
IV. **For Bench Clerk (Peshkar)** : Minimum Madhyamik or its equivalent. Knowledge in English & Bengali language and Computer Operation.

REMUNERATION :-

1. For retired persons :- [Last Pay drawn (Pay+ Dearness Allowances) at the time of retirement]
- [Pension + Relief on pension on the date of Contract]
2. For fresh candidates :-
(i) Intial pay in the Levels attached to each post Steno-Typist – Level 9, Basic Pay of Rs. 28,900/- and Bench Clerk/ Peshkar – Level 6, Basic Pay of Rs. 22,700/-
(ii) House Rent Allowance as per existing rate of WB State Govt.
(iii) Medical Allowances as per existing rate of WB State Govt.
(iv) Dearness Allowance as per existing rate of WB State Govt.

There will be no provision of Annual Increment for above mentioned appointed employees

SELECTION PROCEDURE :

For Peshkar/ Bench Clerk- Elementary Test & mandatory Computer Test followed by Interview with document verification.

For Steno-Typist – Open recruitment Process on the basis of “ walk-in Interview & Typing & Computer Test”

Application to multiple post will not be entertained.
No Reservation System shall be followed.

DOCUMENTS TO BE SUBMITTED :

The Applicant should apply in prescribed format annexed with this notice. Self attested photocopy of the following documents are to be attached with the the application :-

1. Educational Certificates
2. Computer Knowledge Certifacate (For Bench Clerk/ Peshkar)
3. Photo identity proof, eg. Voter I.D. (EPIC), Aadhar Card, Driving license etc.
4. Proof of residential address.
5. Proof of age.
6. Certifcte of extra curriculum activity, if any.
7. Pension Payment Order (P.P.O.) and Last Pay Certifiante or Salary Slip in case of retired employee.
8. Release Order from Govt. Service, in case of retired employee.

APPLICATION PROCEDURE :

Willing candiadate are requested to drop their duly filled up application as per precribed format (Annexure- 1) in the drop box at the English Department, District Judge's Court, Nadia along with requisite documents, within closed envelope, mentioning clearly the name of the post applied for on top of the envelope.

The application will be received on any working day from **01-07-2024 to 15-07-2024** between **11 AM to 5 PM**. No application shall be received after **5 PM** on **15-07-2024**.

The application should be addressed to "**The Chairman, District Recruitment Committee, Nadia, at Krishnagar**"

The application is liable to be cancelled for misrepresentation/fraud and for not furnishing any necessary particulars/documents and for sort of defect in filling up the Application Form and also for any error/ommission of the instruction stated therein.

The appointment is to be made intially for a period of three (3) months which may be extended further depending on the satisfactory performance of the employee.

The Appointing Authority reserves the right to discontinue the engagement of any selected employee at any time before expiration of term of engagement without giving prior notice.

IMPORTANT INFORMATION :-

The list of eligible candidates for interview along with the Interview date will be published in District Court's portal of Nadia Judgeship and also in the Notice Board of the Office of the District Judge, Nadia.

Willing candidates are requested to keep vigil the District Court's website <http://dj.nadia@indiancourts.nic.in> or distjudge.nadia@gmail.com and <https://www.calcuttahighcourt.gov.in>

No T.A. or D.A. will be paid to any applicant in this regard.

Dated, Krishnagar,
the 29th day of June 2024

Sd/- S. Sen
Chairman
District Recruitment Committee
Nadia at Krishnagar
Date : 29-06-2024

To,
The Chairman
District Recruitment Committee, Nadia
at Krishnagar, Nadia
PIN- 741101

Paste Recent
 Passport Size
 Photograph

APPLICATION FOR ENGAGEMENT OF CONTRACTUAL STAFF

POST APPLIED FOR

1	Name of the Applicant (in Block Letters)	
2	Father's /spouse's Name	
3	Gender	
4	Residential Address	
5	Nationality	
6	Contact No.	
7	Email ID (if any)	
8	Date of Birth	
9	Age as on	
10	Educational Quallification	
11	Extra curricular activity, if any	
12	Language known	
13	Deignation of last post (For retired employee)	
14	Date of retirement (For retired employee)	
15	Name of the Department and office from where retired (For retired employee)	
16	P.P.O. Number (For retired employee)	
17	Last Pay Certificate or Salary Slip of the retired employee	
18	Experience in Govt. Office (For retired employee)	

DECLARATION

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

Signature of the Candidate

Date :
Palce :

Memo. No. 1492 (6) /II-1 dated, Krishnagar, 29th day of June 2024

Copy forwarded for publishing on the respective Notice Board, to the :

1. Office of the District Magistrate Nadia
2. Office of the Superintendent of Police Krishnagar Police District
3. Office of the Superintendent of police Ranaghat Police District
4. Office Notice Board of District Judge's Court, Nadia
5. District Information Officer, Krishnagar, Nadia
6. Office of the C.M.O.H. Nadia

Dated, Krishnagar,
the 29th day of June 2024



Chairman
District Recruitment Committee
Nadia at Krishnagar

Date : 29-06-2024