

**Office of the District Judge, Murshidabad**  
**(English Department)**  
Berhampore, Murshidabad

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Employment Notification

Dated: 02.09.2019

Applications are invited from the willing and eligible retired Government Employees (Indian Citizens) who are physically fit and mentally alert and preferably having knowledge in running day to day Court proceedings for filling up the following vacancies in the Fast Track Courts under the Judgeship of Murshidabad purely on contractual basis upto 31.03.2020, which may be further extended.

➤ **Name and number of Post**

1. English Steno-Typist ..... 02 (Two)
2. Peshkar (Bench Clerk) ..... 02 (Two)
3. Peon ..... 01 (One)

➤ **Age**

Not more than 61 years as on 01.09.2019.

➤ **Qualifications required :**

**For English Steno-Typist** – Minimum Madhyamik, English Short-hand speed-80 w.p.m., English Type writing – 30 w.p.m., Knowledge in Bengali language and Computer operation is essential.

**For Peshkar (Bench Clerk)** – Minimum Madhyamik, Knowledge in Bengali language and Computer operation is essential.

**For Peon** – Minimum Class VIII pass.

➤ **Selection Procedure :**

**For English Steno-Typist** – Skill Test, Type writing Test, Computer Test and Interview.

**For Peshkar (Bench Clerk)** – Computer Test and Interview.

**For Peon - Interview**

**Pay**

Last Salary drawn (Pay + Dearness Allowances) (-) (minus) (pension + Relief on pension on the date of contract)

(There will be no Annual Increment)

**Last date of submission of application : 16.09.2019 by 5.00 p.m.** Application is to be equipped with self attested photocopies of all testimonials and Fitness Certificate issued by a registered Medical Practitioner.

Two recent passport sized photographs – one to be pasted on the top right hand corner of the application and another to be pasted on the top right hand corner of the Admit Card along with a self addressed envelope affixing a stamp of Rs. 5/- are to be submitted with the Application Form.

Interested and eligible candidates may apply by filling up the format of application, which is affixed alongside.

Each application must be accompanied by application Fees of Rs. 200/- to be deposited through the Demand Draft in the name of **“The District Judge, Murshidabad”** payable at Berhampore and to be purchased on or after the date of publication of advertisement. Any other mode of payment of Application Fee for Application will not be accepted.

Application is to be addressed to **“The District Judge, Murshidabad, Berhampore, Pin-742101”** 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.

**After 16/09/2019 no application either Post/Self will be accepted in any way.**

**Sd/- P.S. Chatterjee**  
District & Sessions Judge, Murshidabad  
-cum-  
Chairman, District Recruitment  
Committee, Murshidabad

**APPLICATION FORM**

POST APPLIED FOR .....

To  
The District & Sessions Judge,  
Murshidabad,  
PIN- 742101

One recent passport size photograph duly signed by the candidate to be pasted here.
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Sir,

I beg to apply for the post of ....., on contract basis, 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 the Father/Husband :
3. Date of Birth (according to Christian era) :  
(give attested supporting documents)
4. Age as on 01.09.2019 :
5. Sex (Male/Female) :
6. Nationality :
7. Religion :
- 8.a)Address (Permanent) with Tel. No.  
b)Address (Present) with Tel. No. :
10. Physically Handicapped (say yes/no.) :  
(give attested supporting documents)
11. Educational Qualification :  
(give self attested Marksheet / Certificate  
Of highest qualification )

12. Details of knowledge in Computer Operation/Typing?

(give self attested supporting documents)

13. Do you know ordinary Type-writing?

If so, give details. :

(give self attested supporting documents)

14. Knowledge in Shorthand (English)?

(give details) :

(give self attested supporting documents)

15. Other Qualifications, if any. :

(give self attested supporting documents)

16. Details of Working Experience

(give self attested supporting documents)

### **Declaration**

I, hereby declare that, 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.

Yours faithfully,

Date :

Place:

Signature of the Applicant

Enclo :

### **N.B.**

**Applicants are directed to submit only the self attested supportive documents as asked for and also his Fitness Certificate issued by a registered Medical Practitioner.**

# ADMIT CARD

Photograph

## Staff Recruitment Examination for Fast Track Courts, 2019 Judgeship of Murshidabad,

- Post Applied For :
- Name :
- Address :

### (For Office Use Only)

- Roll No. :
- Date of Computer Tests/ Viva voce :
- Time of Computer Tests/ Viva voce :
- Venue :

Signature and date with stamp of the  
District & Sessions Judge, Murshidabad  
-cum-  
Chairman of the Selection Committee  
for Staff Recruitment in Fast Track Courts  
in Murshidabad Judgeship

**N.B.** Candidates must bring with them his/her all Original testimonials for verification.