

OFFICE OF THE DISTRICT JUDGE, HOWRAH

(ENGLISH DEPARTMENT)

Employment Notification No. 01/FTC/HOW Dated, 18th June, 2018 Howrah

Notification for recruitment in different categories of posts in the judgeship of Howrah

Applications are invited from willing and eligible candidates (Indian Citizens) who are physically fit and mentally alert in the prescribed format appended hereunder for preparation of panels from which to fill up the existing vacancies in different categories of posts (as given below) in the Fast Track Courts at Howrah . Employment will be purely on contractual basis. Vacancy details, scale of pay, eligibility criteria, educational qualifications are given below :

Vacancy Details:

Sl No	Name of the Post	Vacancy
1	Bench Clerk (Peshkar)	3
2	Group- D	3

Scale of Pay

Sl No	Name of the Post	Scale of Pay	Nature of Employment
1	Bench Clerk (Peshkar)	<u>For fresh applicants:</u> Rs.5400 – Rs.25,200/- + Grade Pay + Allowances as permissible. (There will be no annual increment). <u>For retired govt. employees:</u> Last salary drawn minus his/her pension amount.	Employment will be purely on contractual basis
2	Group- D	<u>For fresh applicants:</u> Rs.4900- Rs.16,200/- + Grade Pay + Allowances as permissible. (There will be no annual increment). <u>For retired govt. employees:</u> Last salary drawn minus his/her pension amount.	Employment will be purely on contractual basis.

Eligibility Criteria:**Age:**

For Bench Clerk (Peshkar) : Fresh applicants should have attained an age of 18 years and not more than 40 years as on date of notification. The retired government employees should not be less than 60 years of age on the date of notification and not more than 62 years of age on the date of appointment.

For Group-D : Fresh applicants should have attained an age of 18 years and not more than 40 years as on date of notification. The retired government employees should not be less than 60 years of age on the date of notification and not more than 62 years of age on the date of appointment.

Educational Qualification:

For Bench Clerk (Peshkar) : Applicants must have passed higher secondary examination from a recognized Board. Candidates having knowledge in computer shall be preferred irrespective of whether they are retired court staff or fresh applicants. Candidates applying as fresh applicants having experience in court work shall be preferred.

Mode of Examination:

For Bench Clerk (Peshkar) : A written examination carrying 50 marks shall be conducted to assess the knowledge of the candidates on general awareness, English, general mathematics and computer basics. Standard of questions shall be that of class X.

For Group-D : A written examination carrying 50 marks shall be conducted to assess the knowledge of the candidates on English and general mathematics. Standard of questions shall be that of class-VIII.

The final selection list, as may be prepared for giving appointment shall be valid for one year.

How to apply:

Eligible candidates shall have to submit filled up application form in the prescribed format given below as per instruction contained therein along with self-attested photocopies of testimonials. The retired government employees shall submit a Fitness Certificate issued by a registered Medical Practitioner along with their application form. They should also submit a self -attested photocopy of their Pension Payment Order along with the application form.

All candidates must submit two recent passport size photographs - one to be pasted on the top right hand corner of the Application Form and another to be pasted on the Admit card along and a self addressed envelope affixing a stamp of Rs 5/- along with their application form.

The filled up application is to be sent to the following address : ***Chairman, District Recruitment Committee, Howrah and District & Sessions Judge, Howrah, Howrah District and Sessions Court, Office of the District Judge, Howrah, English Department, 4/1 Mahatma Gandhi Road, Howrah-711101, West Bengal***

Last date of submission of application : 07-07-2018.

Mode of payment of application fee:

Each application must be accompanied by an application fee of Rs 200/- to be deposited through Demand Draft drawn in favour of the ***Chairman, District Recruitment Committee and District Judge, Howrah*** payable at Howrah and to be purchased on or after the date of publication of advertisement. Any other mode of payment of Application Fee will not be accepted.

Date of Examination :

To be notified later on the official website of the Hon'ble High Court at Calcutta and official website of the Howrah District Court and to be intimated to the candidates in their respective mobile numbers mentioned in the application form.

(Candidates are requested to visit the official website of the Hon'ble High Court at Calcutta : <http://calcuttahighcourt.nic.in> and official website of the Howrah District Court : <http://ecourts.gov.in/howrah/home> for all further communication and information regarding the recruitment process/notifications /dates.)

Sd/-

Chairman

District Recruitment Committee, Howrah

&

District Judge, Howrah

APPLICATION FORM

POST APPLIED FOR BENCH CLERK
 (TICK WHICHEVER IS APPLICABLE) GROUP -D

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

To
The District & Sessions Judge, Howrah
Pin- 711101

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.	FATHER'S/SPOUSE'S NAME (TICK WHICHEVER APPLICABLE)						
3.	ADDRESS FOR CORRESPONDENCE						
4.	TELEPHONE NO./ MOBILE NO.						
5.	E-MAIL ADDRESS (IF ANY)						
6.	DATE OF BIRTH (FURNISH PHOTOCOPY OF SUPPORTING DOCUMENT(S))	DATE (DD)		MONTH (MM)		YEAR (YY)	
7.	AGE AS ON DATE OF EMPLOYMENT NOTIFICATION PUBLISHED IN ADVERTISEMENT.						
8.	SEX (PLEASE TICK)	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHERS					
9.	NATIONALITY						
10.	RELIGION						
11.	EDUCATIONAL QUALIFICATION (FURNISH PHOTOCOPY OF SUPPORTING DOCUMENT(S))						

12.	KNOWLEDGE IN COMPUTER OPERATION (TICK WHICHEVER APPLICABLE) [FURNISH PHOTOCOPY OF SUPPORTING DOCUMENT(S)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	
13.	IF EX-SERVICEMAN, DURATION OF SERVICES AND ORGANISATION SERVED [FURNISH PHOTOCOPY OF SUPPORTING DOCUMENT(S)]		
14.	IF EMPLOYED IN GOVERNMENT / SEMI-GOVERNMENT DEPARTMENT / PSU WHETHER APPLIED THROUGH PROPER CHANNEL (TICK WHICHEVER APPLICABLE)		
15.	APPLICATION FEE PARTICULARS		
A.	BANK DRAFT(S) NUMBER(S)		
B.	APPLICATION FEE DETAILS	NAME OF ISSUING BANK	
		BRANCH NAME	
		BRANCH CODE	
		DATE OF ISSUE	

ENCLOSURES (TICK WHICHEVER APPLICABLE)

BANK DRAFT(S)

PHOTOCOPIES IN SUPPORT OF :

DATE OF BIRTH EDUCATIONAL QUALIFICATION S EX-SERVICEMAN CERTIFICATE COMPUTER TRAINING CERTIFICATE

(IF APPLICABLE)

(IF APPLICABLE)

DECLARATION :

I hereby declare that the particulars furnished by me in this application form are true, complete and correct to the best of my knowledge and belief. I understand that, if at any stage it is found that the information given is false or incorrect or I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled / terminated. I have read the contents of the advertisement and I agree to abide by the rules, regulations and procedures for appointment to the post applied for.

DATE

PLACE

SIGNATURE OF THE APPLICANT

ADMIT CARD

Staff Recruitment Examination for Fast Track Courts, 2018 in

The Judgeship of Howrah.

TO BE FILLED IN BY THE CANDIDATE

One recent passport size photograph of the candidate to be pasted here. (To be signed by candidate at examination center)

Post Applied for	BENCH CLERK / GROUP-D (TICK WHICHEVER IS APPLICABLE)
Name of the Candidate	
Address for correspondence	

FOR OFFICE USE ONLY

Roll No.	
Date of Examination	
Time of Examination	
Venue of Examination	

Signature with date and seal of the

Chairman

**District Recruitment Committee
&**

District Judge, Howrah