

**OFFICE OF THE DISTRICT JUDGE, NORTH 24 PARGANAS, BARASAT
E M P L O Y M E N T N O T I C E**

No. 78 -G Dated Barasat, the 10th day of February, 2025

ONLINE APPLICATIONS are invited from the eligible Indian citizens, for preparation of a panel for filling up the **19 (Nineteen)** vacancies in the post of **English Stenographer, Grade – III at Level 10 in the Pay Matrix: (Rs. 32100/- – Rs. 82900/-) under the W.B.S, ROPA Rule 2019** and other allowances as are admissible under the existing rules & orders of the Government of West Bengal. The appointments will initially be made on purely temporary basis but are likely to be made permanent, on completion of probation period successfully.

| Category | Vacancy break up |
|---|-------------------------|
| OBC Category-A | 2 |
| OBC Category-B | 1 |
| Scheduled Caste | 3 |
| Scheduled Caste (E.C.) | 1 |
| Scheduled Tribe | 1 |
| Unreserved | 6 |
| Unreserved (E.C.) | 3 |
| Unreserved (Meritorious Sports person) | 1 |
| E.W.S | 1 |
| Total Vacancy | 19 |

Essential Qualification:-

A candidate –

- 1) must have passed the Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent examination from a recognized Council / Board / Institution;
- 2) must have speed in Shorthand @ 100 w.p.m. and Type writing @ 30 w.p.m in English;
- 3) must have knowledge in basic computer application;
- 4) must possess certificate in English shorthand and Basic computer knowledge from recognized Institute.

For Persons with Disabilities:-

- The benefits of age relaxation for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant rules
- The benefits of reservation will be given to the candidates with disabilities (Blindness/low vision) of at least 40% and above & regulations.
- Any Person with Disabilities as stated, under respective reserved sub- category will be directed to furnish his/her self-attested photocopy of Disability Certificate in prescribed form in support of his/her claim, issued by a Competent Authority as per the provisions of the West Bengal Persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995, i.e. by a **Medical Board constituted at any Government Medical College Hospital, District Hospitals or Sub- divisional Hospital.**

Candidates having disability of less than 40% shall be treated as the candidates having no entitlement for being considered under Persons With Disability reservation.

For EWS candidates:

The benefit of reservation under EWS category can be availed upon production of an Income and Asset Certificate issued by any of the following authorities in prescribed format: i) Additional District Magistrate in charge of development matter of the District concerned. ii) District Welfare Officer, Kolkata and Ex-officio Joint Director, BCW & TD in respect of the Kolkata Municipal Corporation.

[In terms of PAR Department Memo. No. 325-PAR(AR)/3P-1/2019 dated 09.07.2019 read with Memo No. 959-BCW/MR-52/2019 dated 08.05.2023. However, any EWS Certificate issued in favour of a candidate by the erstwhile authorities as mentioned vide said P&AR Department Notification may also be allowed if found valid.]

For Meritorious Sportsperson :

Meritorious Sportspersons in the area of International Competition, National Competition, Interuniversity Tournament and National Sports/Games for School Education in Athletics (including Track and Field events), Weightlifting, Badminton, Wrestling, Basket Ball, Boxing, Cricket, Cycling, Football, Gymnastics, Hockey, Judo, Swimming, Rifle Shooting, Table Tennis, Kabaddi, Volley Ball, KhoKho and Tennis will be entertained to avail the benefit of availing the Sports Quota.

Competent Authorities for issuing Certificate to Meritorious Sportspersons are as follows:

| AREA | COMPETENT AUTHORITY |
|---|---|
| International Competition | Secretary of the National Federation/ National Association of the Sports concerned. |
| National Competition | Secretary of the State Association of the Sports concerned. |
| Inter-University Tournament | Dean/ Director of Sports or other Officer in overall charge of Sports of the University concerned. |
| National Sports/ Games for School Education | Director or Deputy Director in overall charge of Sports/ Games for Schools in the Directorate of School Education, West Bengal. |

For Exempted Category:

Certificate issued by the Competent Authority, in terms of Government of West Bengal, Labour Department, Notification No.301EMP/1M10/2000 dated 21st August, 2002.

For Other Candidates Claiming Reservations:

- 1) The SC/ST/OBC/E.C candidates of other States shall be treated as Unreserved candidates.
- 2) The names of the eligible candidates belonging to Exempted category will be called for from the respective authority.
- 3) Candidates having valid EC Card or PPO in case of Exempted Category respectively may also apply directly on online mode by producing self-attested photocopy of requisite documents with requisite examination fees, as applicable. In alternate, they may also apply after ascertaining from the concerned authority with regard to their sponsorship in this regard to avail the exemption of fees.

- 4) The candidates belonging to SC/ ST and OBC-A and OBC-B categories must possess the certificates in the form as prescribed by the Government of West Bengal and issued by the Competent Authority. Candidates must possess self-attested photocopies of requisite certificates issued by the respective competent authorities as stated above at the time of online application.

[NOTE: The classes in the State List of OBC-A & OBC-B categories, which have been struck down, quashed or declassified in terms of the judgment passed by the Hon'ble High Court at Calcutta in W.P.O. 60 of 2011 with W.P.A. 22145 of 2010 with W.P.A. 8844 of 2020 with W.P.O. 1160 of 2013 with W.P.O. 578 of 2012, shall not be considered under reserved category of OBC-A & OBC-B.]

- 5) The candidates claiming reservation under Person with Disability /Exempted Category/Meritorious Sports Person must possess the Certificates issued by Competent Authorities.
- 6) The candidates claiming relaxation of upper age limit shall produce relevant certificate, in original, issued by the competent authority at the time of verification of documents.
- 7) The candidates claiming benefits under Para 4 & 5 shall possess the relevant certificates, issued by the competent authorities on or before the last date of applying.
- 8) The candidates who are in service of Union of India/State Governments or their undertaking shall possess the “**No Objection Certificate**” for appearing the examination, which must be issued by the authority before submission of online application and the same has to be produced by the candidate at the time of verification of documents.

Age:- Not less than 18 years and not more than 32 years as on 1st day of January, 2025 (Upper age limit is relaxable by 5 years in case of S.C. and S.T. candidates of West Bengal only, 3 years in case of O.B.C candidates of West Bengal only). In case of Persons with Disabilities, the upper age limit is relaxable upto 42 years.

Age as recorded in the Madhyamik or equivalent certificate will be accepted only.

Upper age limit for the employees of the North 24 Parganas Judgeship and/or other Courts and Government who will apply through proper channel shall be 40 years, on condition that the candidates had joined his/her initial appointment prior to attaining the age of 32 years in terms of provisions of the West Bengal Services (Raising of Age Limit) Rules, 1981.

Fees:-

Examination fees of Rs. 1000/- (Rs. 500/- for S.C./S.T./EWS of West Bengal candidates only) only through **Online Payment Gateway**.

No fees shall be taken from the candidates belonging to Exempted categories whose names will be sponsored by the appropriate authorities.

This exemption of fees is not applicable to the candidates, belonging to Exempted Category, applying directly without any sponsorship from the Labour Department, Government of West Bengal.

Application Format:-

Only mode to submit application is through online portal www.n24pgscourtrecruit.in Eligible candidates are requested to visit the mentioned webpage from **12.02.2025** and the payment gateway shall remain active till the midnight of **02.03.2025**

Incomplete/unsigned applications or applications submitted without proper examination fees and requisite documents will be summarily rejected. The application fee is not refundable in any case nor can it be adjusted with any other selection process. Application of the candidates, who do not fulfill the essential qualification, shall not be entertained and those applications will summarily be rejected.

Essential documents to be uploaded:-

1. Recent passport size (coloured) digital photograph of the candidate.
2. Scanned Photocopy of self-attested documents in support of date of birth (Madhyamik or equivalent certificate/admit card), educational qualifications (Higher Secondary or equivalent certificate).
3. Scanned Photocopy of Address Proof i.e. Aadhar Card / Electricity Bill / Voter Identity Card / Driving License / Passport etc.
4. Scanned Photocopy of Caste Certificate, in case of candidates desire 'caste-reservation'.
5. Scanned Photocopy of Certificate of Disability, in case of candidates with Blindness/low vision, from competent authority.
6. Scanned Photocopy of relevant Certificate of Meritorious Sportsman, as per extant Government Rules.
7. Scanned Photocopy of valid Identity Card issued by the Labour Department, Govt. of West Bengal (Employment Exchange Card) [Card No. X-10] in case of candidates, belonging to Exempted Category.
8. Scanned Photocopy of "No objection certificate" having date of initial joining" from concerned Employer in case of service-holders.
9. Scanned certificate in English shorthand, Typewriting and Basic computer knowledge from recognized Institute.

How to apply

All the candidates who wish to apply in response to this Notice have to generate their One-Time Registration (OTR) on the website (www.n24pgscourtrecruit.in). Subsequent to OTR, the candidates can proceed to fill the application for the examination. Once an OTR has been generated on the mentioned website, it will continue to remain valid for all relevant information and downloads related to this examination on the website.

Mode of Selection:-

Phase-I (Maximum marks-40, Minimum Qualifying marks percentage = 33%)

It will be a written examination consisting of Theoretical type paper on General English (Syllabus: Letter writing/Report writing/Comprehension/Translation etc.).

Time : 45mins.

Phase-II (Maximum marks-40, Minimum Qualifying marks percentage = 60%)

A test in Shorthand at the speed of 100 w.p.m. for 5 minutes, immediately followed by direct transcription of the text through Computer at the speed of 30 w.p.m for 15 minutes. The candidates will be given a further time of 10 minutes immediately after the completion of the dictation before they are asked to transcribe the text, for verification of the outlines.

Time : 30mins.

*******Phase I and Phase II examination will be conducted on the same day at the same sitting.**

Phase-III (Maximum marks-20)

On the basis of the marks obtained in Phase I and Phase II examination, a number of candidates securing qualifying marks in each phase, shall be called in the ratio of 1:3 from declared vacancy for Personality Test.

On the basis of result of Phase III examination, a final Panel of selected candidates shall be prepared and the same shall stand lapsed on expiry of one year from the date of its notification or on filling up the notified vacancies, whichever is earlier.

The qualifying marks at all levels and number of errors admissible in respect of Phase II shall be fixed at the discretion by the Recruitment Committee.

Final selection of the candidates will be subject to verification of documents submitted by them as per the requirements, verification of their testimonials and medical fitness.

In case of any dispute, the decision of **The Recruitment Committee** for the Judgeship of North 24 Parganas shall be final.

Submission of Application:-

Applications must be submitted through online webpage www.n24pgscourtrecruit.in **within midnight on or before 02.03.2025.**

Any application submitted after the stipulated time shall not be considered, and the Judgeship does not take any responsibility for any payment deduction.

For further announcements, all concerned are requested to follow the Court's website www.n24pgscourtrecruit.in or <https://north24parganas.dcourts.gov.in/>

For any clarification/assistance candidates may contact @ **+919748887567** between **10:00 am to 05:00 pm (Monday to Friday).**

Registrar

**District Judge's Court,
North 24 Parganas**