

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, KALIMPONG.**

**Notification for recruitment of different categories of posts in the Judgeship of Kalimpong.**

**Employment Notification No. RC 01 of 2024, dated the 17<sup>th</sup> day of April, 2024, Kalimpong.**

Online applications are hereby invited from Indian Citizens for recruitment to the under mentioned post(s) which is/are temporary but likely to be made permanent per extant rules for all categories of posts.

Applicants/candidates are requested to go through the notification thoroughly and be satisfied about the eligibility criteria and other requirements before making the online applications.

The applications must be submitted online through the links published on the following websites;

1. <https://www.calcuttahighcourt.gov.in>,
2. <https://www.kalimpong.dcourts.gov.in> commencing from the date of advertisement i.e. **from 10 am of 17.04.2024. The last date of submission of online application form is 17.05.2024 (till 5 P.M.).**
3. **Online Recruitment Portal URL: [www.kalimpongcourtrecruit2024.in](http://www.kalimpongcourtrecruit2024.in)**

The details are given here under :-

<b>VACANCIES WITH SCALE OF PAY</b>		
<b>Post</b>	<b>Pay Scale</b>	<b>Vacancies</b>
ENGLISH STENOGRAPHER (Group-B)	Pay Level-10 of ROPA-2019 Pay Range-Rs. 32,100/- to Rs. 82,900/-	02
LOWER DIVISION CLERK (Group-C)	Pay Level-06 of ROPA-2019 Pay Range-Rs. 22,700/- to Rs. 58,500/-	13
PROCESS SERVER Summon Bailiff (Group-C)	Pay Level -05 of ROPA-2019 Pay Range-Rs. 21,000/- to Rs. 54,000/-	02
ORDERLY/OFFICE PEON/FARASH (Group-D)	Pay Level-01 of ROPA-2019 Pay Range-Rs. 17,000/- to Rs. 43,600/-	17
NIGHT GUARD (Group-D)	Pay Level-01 of ROPA-2019 Pay Range-Rs. 17,000/- to Rs. 43,600/-	02
SWEEPER (KARMA BANDHU) (Group-D)	Pay Level-01 of ROPA-2019 Pay Range-Rs. 17,000/- to Rs. 43,600/-	01
	<b>TOTAL</b>	<b>37</b>



Category of Vacancies*	English Stenographer	Lower Division Clerk	Process Server/ Summon Bailiff	Group D (Peon/Farash)	Night Guard Group-D	Karma Bandhu Group-D
UR	X	03	01	04	X	X
UR (EC)	01	03	X	03	01	X
UR (EXSM)	X	X	X	03	X	X
OBC-A	X	01	X	01	X	X
OBC-A (EC)	X	X	X	x	X	X
OBC-B	X	01	X	01	X	X
OBC-B (EC)	X	01	X	01	X	X
SC	X	01	01	01	X	01
SC (EC)	X	01	X	01	X	X
SC (EXSM)	X	01	X	01	X	X
ST	01	01	X	01	01	X
<b>TOTAL</b>	<b>02</b>	<b>13</b>	<b>02</b>	<b>17</b>	<b>02</b>	<b>01</b>

**ABBREVIATION :-**

- UR** = UNRESERVED,  
**SC** = SCHEDULED CASTE,  
**ST** = SCHEDULED TRIBE,  
**OBC-A** = OTHER BACKWARD CLASSES (A),  
**OBC-B** = OTHER BACKWARD CLASSES (B),  
**EC** = EXEMPTED CATEGORY,  
**EXSM** = EX-SERVICEMAN,  
**PWD** = PERSONS WITH DISABILITIES.

Any misinformation found as regard qualification of any candidate, candidature of the said candidate shall be cancelled by the District Recruitment Committee at any stage when such facts are detected.

**Eligibility Age, minimum qualification and other qualification required, scheme of examination and syllabus for examination for each category of posts are given below :**

**1. Eligibility Age :**

Not less than 18 years and not more than 40 years as on 01.01.2024 for all Group-C and D posts. The upper age limit for English Stenographer is not more than 39 years as on 01.01.2024. Relaxation of age limit for 5 (five) years in case of candidates belonging to SC and ST category and 3 (three) years in case of OBC(A) and OBC(B) category. The upper age limit in case of PWD Candidate is 45 years. Relaxation of age limit in case of Ex-Serviceman category and EC Category will be as per existing Government Rules. There are no upper age limit for persons holding permanent posts of Typist or Steno Typists under Government applying for the post of English Stenographer (Group-B).

SC/ST/OBC(A)/OBC(B) candidates of other states will be treated as UR Candidates only.



2. **Essential Qualification:**

**English Stenographer:** Candidates applying for the post of English Stenographer(Group-B) must have passed Madhyamik or equivalent examination from any recognized Board and must possess a Certificate in Computer Training & Shorthand from recognized Institution and a satisfactory skill in computer operation with a minimum speed @ 80 Word Per Minute in Shorthand and Typing speed @ 30 Word Per Minute is required. The candidate should also have satisfactory knowledge and skill in Computer operation and application.

**Lower Division Clerk:** Candidates applying for the post of Lower Division Clerk must have passed Madhyamik or equivalent examination from any recognized Board and must possess a Certificate in Computer Training from recognized institution and satisfactory skill in computer operation and typing.

**Process Server (Summon Bailiff):** Candidates applying for the post of Process Server (Summon Bailiff) must have passed Class-VIII from any recognized School/equivalent institution. Basic knowledge in computer operation is desirable.

**Group-D (Peon/Farash):** Candidates applying for the post of Group-D (Peon/Farash) must have Class-VIII Pass Certificate from any recognized School/Institution. Basic knowledge in computer operation is desirable.

**Night Guard (Group-D) :** Candidates applying for the post of Night Guard, Group-D must have VIII Pass Certificate from any recognized School/Institution. **Only MALE candidates are eligible for the post of NIGHT GUARD.**

**Group-D (Karma Bandhu):** The candidates must have passed class VIII examination from any school under West Bengal Board of Secondary Education or equivalent Board recognized by the State Govt. or Central Govt. Candidates must be physically fit.

3. **Mode of Examination :**

(a) **English Stenographer (Group-B): Paper- I General English (100 marks)-** 100 multiple choice questions covering spelling, correct use of words, correctness of sentences, use of common phrases, synonyms and antonyms and punctuation. One mark shall be deducted for each wrong answer. Time limit: 1½ hours. Successful candidates of Paper-I will be called to appear in Paper-II dictation and Transcription (200 marks) comprising of English dictation lasting for 10 minutes followed by transcription of notes in candidate's own handwriting for an hour and Paper-III Typing in Computer (100 marks) where candidates are required to type from manuscript accurately on the Computer @ not less than 30 Word Per Minute. The duration of this Test will be 10 minutes. On the basis of the result of Paper-II and Paper-III, successful candidates will be called for Personality Test & Computer Operation Test (30 marks) shall also be tested. On the basis of the result of Paper II and Paper III and also Personality Test and Computer Operation Test, the final Panel will be prepared.



(b) **Lower Division Clerk : Stage-I** : The written examination will carry 100 marks having 100 questions of 1(one) mark each comprising of multiple choice objective type questions in English, General Knowledge/Current Affairs and Simple Arithmetic. One mark shall be deducted for each wrong answer. The duration of the examination will be 90 minutes. The language of the examination will be in English. On the basis of the result of this Examination, successful candidates will be called for **Stage-II Examination** which will be subjective in nature and will scrutinize writing ability of the applicant. It will have two sections viz. **Section-A (English) [50 marks] and Section-B (Vernacular [Bengali/Hindi/Nepali]) [50 marks]**. On the basis of result of Stage-II Examination, successful candidates will be called for **Personality Test & Computer Operation Test (Marks 30)** and the Final Panel will be prepared on the basis of the result of the total marks obtained in the Stage-II Examination and **Personality Test & Computer Operation Test**. The Standard and Syllabus of Examination shall be similar to that of Madhyamik Examination of West Bengal Board of Secondary Examination.

(c) **Process Server (Summon Bailiff)** : The candidates shall have to appear in a Written Examination of 100 marks comprising of 100 Multiple Choice Questions each carrying 01 mark on simple Arithmetic, English, General Knowledge, Current Affairs (Each subject carrying 20 marks). For each wrong answer 01 mark shall be deducted. The duration of the Examination will be **one hour**.

On the basis of the result of the Written Examination, the successful candidates will be called for Personality Test and test of Basic Computer knowledge which will be of **30 marks**. On the basis of the total marks obtained in the Written Examination and Personality Test, the final Panel will be prepared. The standard of examination shall be similar to that of Class-VIII.

(d) **Group-D** : The written examination will carry 50 marks having 50 questions of 1 (one) mark each comprising of multiple choice objective type questions in English General Knowledge and Simple Arithmetic. One mark shall be deducted for each wrong answer. The language of the examination will be in English. The duration of the examination will be 1 (one) hour. On the basis of result of this Examination, successful candidates will be called for **Personality Test and Computer Operation Test [Marks 15]** and the Final Panel will be prepared on the basis of the result of the total marks obtained in the written Examination and Personality Test and Computer Operation Test.

(e) **Night Guard (Group-D)** : The written examination will carry 50 marks having 50 questions of 1 (one) mark each comprising of multiple choice objective type questions in English, General Knowledge and Simple Arithmetic. One mark shall be deducted for each wrong answer. The Language of the examination will be in English. The duration of the examination will be 1 (one) hour. On the basis of result of this Examination, successful candidates will be called for **Personality Test and Computer Operation Test [Marks 15]** and the Final Panel will be prepared on the basis of the result of the total marks obtained in the written Examination and Personality Test and Computer Operation Test.

(f) **Karma Bandhu (Group-D)**: On the basis of Interview which will be of 30 marks.



4. Application Fee :

Sl. No.	Category of Posts	UR, OBC-A/OBC-B and others	S.C/S.T	PWD
01	English Stenographer, Group-B (Grade-III)	Rs. 800/- *	Rs. 600/- *	Rs. 320/- *
02	Lower Division Clerk (Group-C)	Rs. 700/- *	Rs. 500/- *	Rs. 280/- *
03	Process Server / Summon Bailiff	Rs. 700/- *	Rs. 500/- *	Rs. 280/- *
04	Group-D, (Peon/Night Guard/Karma Bandhu/Farash)	Rs. 400/- *	Rs. 400/- *	Rs. 160/- *

*\*Bank Charges will be applicable in addition to the above amount. The application fees once paid will not be refunded under any circumstances.*

5. Mode of Application & Mode of Payment of Application Fees: Applications for the aforementioned Examinations will be received in **ONLINE MODE** only. Application Fees are to be paid Online using Debit Card or Credit Card or Internet Banking or UPI payment or e-wallets. Any other mode of payment will not be accepted under any circumstances. Payment gateway charges and service taxes(G.S.T), if any, may be charged by the bank additionally. Candidates should retain "Payment Confirmation receipt" (as generated by the Bank Online) and keep a printout of the same for future reference. Application Fees including the additional charges once paid by the candidate is **NOT REFUNDABLE** under any circumstances.
6. Admit Card containing venue, date and time of examination and other information will be made available in the website for downloading two weeks before the date of the examination till the very day of Examination. Candidate must download his/her admit card and bring a printout of the same to enter the examination venue. Candidates called for Examination/Test(s) are required to appear at their own expense and no T.A./D.A. shall be paid.
7. Admission to the Test/Examination will be deemed provisional, subject to verification and determination of the candidate's eligibility and suitability in all respect. If at any stage of the process, a candidate is found to be ineligible for admission to the Examination/Test(s) in terms of this notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason whatsoever.
8. A candidate furnishing incorrect or false particulars or suppressing material Information will be disqualified and if appointed, shall be liable for dismissal from service.
9. The District recruitment Committee reserves the right to offer appointment to the selected candidate at any place of this Judgeship and not according to any choice/preference/option provided by the candidate.
10. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the rules followed in this Judgeship.
11. In case of any dispute, the decision of the District Recruitment Committee shall stand final.



12. Candidates whose applications are found not in order or found to be incomplete will not be allowed to appear in the examination and the authority will bear no responsibility to inform the candidates separately.
13. The District Recruitment Committee reserves the right to make short listing of successful candidates which is also known as Panel(s). The Panel(s) thus formed shall remain effective till the process of giving appointment against the notified vacancies is complete. However, all Panels shall remain valid for a maximum period of one year from the date of its formation.

**The following points are also unanimously resolved by the District Recruitment Committee, Kalimpong for smooth conducting of the recruitment process :**

1. This Authority shall have the discretion to fix qualifying marks in any or all of the tests for different categories of posts mentioned above, and to relax such marks in respect of candidates belonging to SC, ST, OBC-A, OBC-B EC, PWD and EXSM if deemed necessary.
2. In case of non-availability of a suitable Exempted Category candidate belonging to SC, ST, OBC-A and OBC-B for any of such reserved point according to 100 point roster, the said vacancy shall be filled up by a non-exempted category candidate belonging to SC, ST, OBC-A and OBC-B as the case may be. Caste certificates need to be produced at the time of physical document verification.
3. The benefits of reservation of vacancies and age concession for SC, ST, OBC-A and OBC-B candidates are admissible to SC, ST, OBC-A and OBC-B candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above. SC, ST, OBC-A and OBC-BN candidates belonging to other States will be treated as UR candidates.
4. No claim for being a member of SC, ST, OBC-A, OBC-B, PWD, EC, EXSM will be entertained any time after submission of the application.
5. A candidate claiming to be SC, ST, OBC-A, OBC-B, PWD, EC, EXSM must have a Certificate in support of his/her claim from a Competent Authority as specified below :
  - a) **For SC, ST, OBC-A, OBC-B candidates** [vide the W.B. SCs & STs Department Order No. 261-TW/EC/MR-103/94 dated 06.04.95] :-
    - (i) In the District, the Sub-Divisional Officer of the Sub-Division concerned.
    - (ii) In Kolkota, the District Magistrate, South 24 Parganas or such Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas, on his behalf.
  - b) **For Persons with Disabilities candidates** [vide West Bengal Persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules 1999] :- A Medical Board constituted at Government Medical College Hosp[itals], District Hospitals and Sub-Divisional Hospitals. The disabled persons should have physical disability of 40% and above.
  - c) **For Exempted Category candidates** certificates issued by the Competent Authority in terms of Government of West Bengal, Labour Department, Notification No.301-EMP-IM-10/2000, dated 21<sup>st</sup> August, 2002.



(7)

- d) **For Ex-Serviceman Category candidates** need to furnish "Discharge/Release Certificates" in Original from their earlier Appointing Authorities (specifying the total duration of such service) at the time of physical document verification.
- e) **Candidates already in service under Government/Public Sector Undertakings** must produce a "No Objection Certificate" in Original form as issued by their Concerned authority at the time of physical document verification. Further a copy of their application should be submitted through proper channel.

**CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.**

**Eligible candidates shall have to submit their application online in the websites mentioned in the advertisement. However it is advised to all applicants to read the General Instructions and Steps of Application submission carefully before online submission of their application. Kindly note that General Instructions and Steps of application submission are also Integral parts of this Employment Notification.**

**Mobile phones, Smart Watch, Wireless Ear pods, Bluetooth or any other communication device are not allowed inside the premises of any examination hall. Any infringement of this instruction entail disciplinary action including ban from future examinations.**

**Candidates shall be subjected to extensive and compulsory frisking before entering the examination centre with the help of highly sensitive metal detectors.**

**Covered shoes, long sleeves and heavy clothes including shawls are not permitted. Only Slippers and sandals without heels are permitted. The decision of the Centre in-charge shall be final in this regard.**

**All the aforementioned dates are provisional and may be altered/changed/modified at the discretion of the District Recruitment Committee, Kalimpong Judgeship.**

**General instruction shall form part of the Notification.**

*Sujata Chatterjee*  
District Judge-cum-Chairman,  
District Recruitment Committee,  
Kalimpong Judgeship, West Bengal.  
Chairman  
District Recruitment  
Committee Kalimpong



**GENERAL INSTRUCTIONS FOR APPLICANTS BEFORE ONLINE SUBMISSION  
OF APPLICATION.**

- **All items in the Application Form are to be filled in by the applicant online. No of-line application will be accepted. No other form of application will be accepted. Other than online mode, no other mode of application will be entertained. A candidate is NOT allowed to apply for more than 1(one) post.**
- SC/ST/OBC-A/OBC-B candidates belonging to States other than West Bengal will be treated as UR Candidates only.
- Application Fee is to be paid through online recruitment portal in the payment section via payment gateway. The details of application fee are already mentioned above. Payment gateway Charges will be additionally levied upon application fee as per rates specified by the payment gateway.
- Scanned passport size recent color photograph of the applicant (Image format will ONLY be.jpg and of maximum size 100 KB is to be uploaded in the specified section in the on-line portal. Further unclear/hazy/doctored/morphed images if uploaded by the applicant and detected at any later stages of this recruitment process will result in summarily rejection of the applicant. **The applicant has to retain 6 identical copies of this photograph which has been uploaded and will have to produce them before the Authority as and when called for.**
- Scanned full signature of the candidates is to be uploaded in the space specified and the image should be in .jpg format and will be of maximum size 100 KB and preferred dimension is 200X 100 pixels. Scanned signature exceeding the maximum size will not be accepted by the online recruitment portal.
- Applications are to be made through online mode only in the prescribed format provided in the website :-

**[www.kalimpongcourtreruit2024.in](http://www.kalimpongcourtreruit2024.in)**

- **One Candidate can apply for one post only.**

**Candidates are advised to strictly follow the instructions given in the above website and in this notification for making online application and payment of application fees. Failure to do so shall result in cancellation of the application and forfeiture of the application fees.**

- Candidates may please note that unless the Application Fees is received by the Bank, the application will be treated as INCOMPLETE. Usually Bank provides the status of successful receipt of the payment within 72 hours of the transaction i.e. if fees is paid on 23<sup>rd</sup> August, Bank will update its status to us within 26<sup>th</sup> August. Candidates are advised to log-in after 72 hours of their payment and download filled-in-form (which will be generated as soon as Bank receives the payment) and thereby the process for Registration gets completed. **Candidates should retain the payment confirmation receipt generated online by the State Bank of India and keep a print out of the same for future reference.**



( 2 )

In case the Bank does not receive the payment within 72 hours of transaction, the corresponding application will be treated as incomplete. In such a scenario, it is advised to initiate fresh payment of Application Fee by logging in to the portal.

**No delay in terms of payment will be considered after last day i.e. 17.05.2024 (till 5 P.M)**

If the Payment status is updated successfully, a filled-in-application form will be generated having unique Application ID.

**APPLICATION FEES :**

Payment of application fees can be made through online mode only by using Debit Card/Credit Card/UPI Payment/e-Wallet/Net Banking. No other payment mode is acceptable.

Candidates shall have to pay applicable online charges in addition to the application fees.

**Application Fees shall be Non-Refundable.**

**DOCUMENTS TO BE UPLOADED FOR ONLINE APPLICATION:**

**For Proof of Age:** Birth Certificate or Admit Card of Madhyamik Examination or any equivalent examination or Certificate of Board or Council mentioning date of birth.

**For Proof of Educational Qualification:** Mark Sheet(s) of Board/Council/University regarding the examination passed which should be commensurate with the post applied for.

**For Proof of Caste [for SC/ST/OBC categories]:** Requisite Certificate issued by Competent Authority as Proof of Caste as mentioned in this notification on or before the last date of application.

**For Proof of Disability [for PWD category]:** Requisite Disability Certificate issued by competent Medical Authority as Proof of Disability as mentioned in this notification issued on or before the last date of application.

**For Proof of Exempted Category [for EC category]:** Requisite Certificate issued by Competent Authority as mentioned in this notification issued on or before the last date of application.

**For Ex-Serviceman Category [for ESM category]:** Requisite Certificate issued by Competent Authority as mentioned in this notification issued on or before the last date of application.

**No Objection Certificate (NOC) [for existing employee of government/public sector undertaking]:** Requisite No Objection Certificate (NOC) in favour of the candidate from his/her employer issued on or before the last date of application.

**Proof of Computer Training:** Certificate(s) in Computer Training from recognized Institution(s).



(3)

**After the online application is duly filled up, the applicant shall download the same and preserve it for future reference.**

Applicants are advised to enter correct/valid data in respect of various information as sought by the website. Incorrect details if entered by any applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.

**In case of any queries related to online application; please send email to : recttkalimpongcourt18@gmail.com from the registered e-mail id of the applicant only.**

*Durga Khaitan*  
District Judge-cum-Chairman,  
District Recruitment Committee,  
Kalimpong Judgeship, West Bengal.  
Chairman  
District Recruitment  
Committee Kalimpong