

**OFFICE OF THE DISTRICT RECRUITMENT COMMITTEE
PURBA MEDINIPUR DISTRICT JUDGESHIP**

Employment Notification no. 01/DRC/Purba Medinipur, Dated Tamluk 30th Day of January 2025

Applications in on-line mode are invited from eligible Indian citizens possessing knowledge in the vernacular of the State for preparation of a panel for filling up the following vacancies in different categories of posts to the Judgeship of Purba Medinipur, West Bengal. The appointments will initially be made on purely temporary basis but are likely to be made permanent.

The Application must be submitted on-line in the following website: <https://purbamedinipur.dcourts.gov.in>, commencing from **01.02.2025 (Midnight)**. The last date of submission of on-line application is **28.02.2025 (Midnight)**.

1. DETAILS OF VACANCIES WITH PAY-SCALE:

POST	CATEGORY WISE VACANCY													SCALE OF PAY		
	UR	UR (EWS)	UR(E.C.)	UR (MERITORIOUS SPORTS PERSON)	UR (EX-SERVICEMAN IN GROUP-C POST)	UR (EX-SERVICEMAN IN GROUP-D POST)	OBC(A)	OBC(A) EX-SERVICEMAN IN GROUP-D POST	OBC(B)	OBC(B) (E.C.)	S.C.	S.C. (E.C.)	S.T. (E.C.)		S.T. (EX-SERVICEMAN IN GROUP-D POST)	TOTAL
LOWER DIVISION CLERK	01	02	02	01	01	---	01	01	01	01	03	01	---	01	16	Pay Level-6 (Rs.22700 – 58500/-) as per Pay Matrix of ROPA-2019
ENGLISH STENOGRAPHER (GRADE-III)	---	01	02	---	01	---	---	01	01	---	02	01	---	---	09	Pay Level-10 (Rs.32100 – 82900/-) as per Pay Matrix of ROPA-2019
PROCESS SERVER	---	01	01	---	---	---	01	---	---	---	---	---	---	---	03	Pay Level-5 (Rs.21000 – 54000/-) as per Pay Matrix of ROPA-2019
GROUP-D	05	01	01	---	01	02	02	---	01	---	02	02	01	---	18	Pay Level-1 (Rs.17000 – 43600/-) as per Pay Matrix of ROPA-2019

2. AGE LIMIT: [As per ‘The West Bengal District Court (Constitution of Service, Recruitment, Appointment, Probation and Discipline of Employees) Rules 2015’]

a) For the Post of English Stenographer:

On the 1st Day of January 2025, the candidate must attain the age of eighteen years and not to cross the age of (i) 35 years in the case of a person belonging to the Schedule Caste / Other Backward Classes, (ii) 37 years in the case of a person belonging to the Schedule Tribes or other category of persons for which reservation is made by law, (iii) 32 years of any other person.

b) For the Post of Lower Division Clerk (LDC), Process Server and Group D:

On the 1st Day of January 2025, the candidate must attain the age of eighteen years and not to cross the age of (i) 43 years in the case of a person belonging to the Schedule Caste / Other Backward Classes, (ii) 45 years in the case of a person belonging to the Schedule Tribes or other category of persons for which reservation is made by law, (iii) 40 years of any other person.

c) Candidates belonging to ‘Ex-serviceman category’ will get upper age relaxation as per the existing Government Rules.

d) Age as recorded in the Birth Certificate issued by competent authority/Admit Card or Certificate of Madhyamik Examination (10th standard) or Equivalent examination issued by any recognized Board/Council will only be accepted.

3. REGARDING RESERVATION:

a) For Meritorious Sports Persons:

The following categories of sports persons shall be considered meritorious:

(i) Athletics (including Track and Field events), (ii) Badminton, (iii) Basketball, (iv) Cricket, (v) Football, (vi) Hockey, (vii) Swimming, (viii) Table Tennis, (ix) Volley Ball, (x) Tennis, (xi) Weightlifting, (xii) Wrestling, (xiii) Boxing, (xiv) Cycling, (xv) Gymnastics, (xvi) Judo, (xvii) Rifle Shooting, (xviii) Kabadi and (xix) Kho-Kho.

➤ The Meritorious Sports person candidates must produce self-attested photocopies of requisite certificates issued by the respective competent authorities as follows at the time of on-line application.

Area	Competent Authority
International Competition	Secretary of the National Federation/ National Association of the concerned discipline.
National Competition	Secretary of the State Association of the concerned discipline.
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.

b) For Other Candidates Claiming Reservations:

- 1) The benefits of reservation of vacancies and age concession for SC, ST & OBC candidates are admissible to SC, ST & OBC candidates of West Bengal only. SC/ST/OBC candidates belonging to States other than West Bengal will be treated as General Candidates.
- 2) The District Recruitment Committee 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 Scheduled Caste, Scheduled Tribe, OBC (A) & OBC (B), E.C., if deemed necessary.
- 3) 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, in accordance with relevant Rules. Caste Certificates need to be produced at the time of physical document verification.
- 4) No claim for being a member of SC, ST and OBC or a Person with Disability or a Meritorious Sports Person or Exempted Category (E.C.) will be entertained any time after submission of the application.
- 5) 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 produce self-attested photocopies of requisite certificates issued by the respective competent authorities as stated above at the time of on-line application.

[NOTE : The classes in the State List of OBC-A & OBC- B categories, which have been struck down, quashed or declassified in the 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.]

- 6) The candidates claiming reservation under Ex-serviceman /Exempted category/ Meritorious Sports persons must possess the certificates issued by competent authorities. Candidates must produce self-attested photocopies of requisite certificates issued by the respective competent authorities as stated above at the time of on-line application.
- 7) 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. Candidates must produce self-attested photocopies of requisite certificates issued by the respective competent authorities as stated above at the time of on-line application.

- 8) Candidates belonging to Ex-Serviceman category need to furnish 'Discharge Certificate' in original from their earlier Appointing Authorities at the time of physical document verification.
- 9) The candidates who are in service of Union of India/State Governments or their undertaking shall possess the "No Objection Certificate" which must be issued by the authority before submission of on-line application and the same has to be produced by the candidate at the time of verification of documents.

4. EDUCATIONAL QUALIFICATIONS:

a) For the Post of English Stenographer (Grade-III):

I. Candidates applying for the post of English Stenographer must have passed Madhayamik or equivalent examination conducted by any recognized Board or Institution and at least a Certificate of knowledge in Computer Operation with knowledge of writing in shorthand from a recognized institution.

II. For English Stenographer, a minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @30 w.p.m. in Typewriting from a legible manuscript in English for 10 minutes are required.

b) For the Post of Lower Division Clerk (LDC)

I. Must have passed Madhayamik or equivalent examination conducted by any recognized Board or Institution

II. Must have knowledge in the vernacular of the State.

c) For the Post of Process Server

I. Must have passed Class-VIII from any recognized School or recognized *Madrassa* or any other recognized equivalent Institution.

II. Must have knowledge in the vernacular of the State.

d) For the Post of Group D

I. Candidates applying for the post of Group-D must have passed Class-VIII from any recognized School or recognized *Madrassa* or any other recognized equivalent Institution.

II. Must have knowledge in the vernacular of the State.

5. MODE OF SELECTION:

a) For the Post of English Stenographer:

A. Tier I: OMR Answer Sheet Based MCQ Type Questions of Total 100 marks. (50 questions, each carrying two marks). The duration of the Examination will be of 60 minutes. There shall be negative marking of 1 mark for each wrong response. There will be four series of question booklets. Marks obtained by the candidates in Tier-I shall not be carried forward in the further stage. On the basis of the result of Tier-I examination (OMR

based), the number of candidates maximum ten times of the vacancies shall be called for Tier-II & III Examinations.

Syllabus: General Knowledge and Current Affairs, Arithmetic (Class X Standard), Computer Proficiency, General English, General Science, Logical and Behavioral Reasoning.

B. Tier-II: Dictation and Transcription Test (Full Marks: 50)

C. Tier-III: Typing in Computer and Computer Operation (Full Marks: 50)

D. Tier-IV: On the basis of the result of Tier-II and III examinations, number of candidates maximum five times of the declared vacancy shall be called for Tier-IV examinations i.e. Viva-voce and Personality Test (Full Marks: 30).

The final merit list will be prepared on the basis of the marks obtained by the candidates in Tier-II, III and IV Examination.

Admit cards issued at the inception shall be valid for further stages of examination including Viva-voce.

b) For the Post of Lower Division Clerk (LDC):

A. Tier I: OMR Answer Sheet Based MCQ Type Questions of Total 100 marks. (50 questions, each carrying two marks). The duration of the Examination will be of 60 minutes. There shall be negative marking of 1 mark for each wrong response. There will be four series of question booklets. Marks obtained by the candidates in Tier-I shall not be carried forward in the further stage. On the basis of the result of Tier-I examination (OMR based), the number of candidates maximum ten times of the vacancies shall be called for Tier-II Examinations.

Syllabus: General Knowledge and Current Affairs, Arithmetic (Class X Standard), Computer Proficiency, General English, General Science, Logical and Behavioral Reasoning.

B. Tier-II: Conventional Descriptive Type Test (Full Marks: 100)

Syllabus: English Essay, Report and Precis writing, Bengali paragraph writing, Bengali Grammar, English to Bengali and Bengali to English Translation.

C. Tier-III: On the basis of the result of Tier-II examination, number of candidates maximum five times of the declared vacancy shall be called for Tier-III examination i.e. Viva-voce and Personality Test (Full Marks: 30).

The final merit list will be prepared on the basis of the marks obtained by the candidates in Tier-II and III Examination.

Admit cards issued at the inception shall be valid for further stages of examination including Viva-voce.

c) For the Post of Process Server:

A. Tier I: OMR Answer Sheet Based MCQ Type Questions of Total 100 marks. (50 questions, each carrying two marks). The duration of the Examination will be of 60 minutes. There shall be negative marking of 1 mark for each wrong response. There will be four series of question booklets. Marks obtained by the candidates in Tier-I shall not be carried forward in the further stage. On the basis of the result of Tier-I examination (OMR based), the number of candidates maximum ten times of the vacancies shall be called for Tier-II Examinations.

Syllabus: General Knowledge and Current Affairs, Arithmetic (Class VIII Standard), Computer Proficiency, General English, General Science, Logical and Behavioral Reasoning.

B. Tier-II: Conventional Descriptive Type Test (Full Marks: 100)

Syllabus: English paragraph writing, Report writing, English Grammar, Bengali paragraph writing, Bengali Grammar.

C. Tier-III: On the basis of the result of Tier-II examination, number of candidates maximum five times of the declared vacancy shall be called for Tier-III examination i.e. Viva-voce and Personality Test (Full Marks: 30).

The final merit list will be prepared on the basis of the marks obtained by the candidates in Tier-II and III Examination.

Admit cards issued at the inception shall be valid for further stages of examination including Viva-voce.

d) For the Post of Group D:

A. Tier I: OMR Answer Sheet Based MCQ Type Questions of Total 100 marks. (50 questions, each carrying two marks). The duration of the Examination will be of 60 minutes. There shall be negative marking of 1 mark for each wrong response. There will be four series of question booklets. Marks obtained by the candidates in Tier-I shall not be carried forward in the further stage. On the basis of the result of Tier-I examination (OMR based), the number of candidates maximum ten times of the vacancies shall be called for Tier-II Examinations.

Syllabus: General Knowledge and Current Affairs, Arithmetic (Class VIII Standard), Computer Proficiency, General English, General Science, Logical and Behavioral Reasoning.

B. Tier-II: Conventional Descriptive Type Test (Full Marks: 100)

Syllabus: English paragraph writing, Report writing, English Grammar, Bengali paragraph writing, Bengali Grammar.

C. Tier-III: On the basis of the result of Tier-II examination, number of candidates maximum five times of the declared vacancy shall be called for Tier-III examination i.e. Viva-voce and Personality Test (Full Marks: 30).

The final merit list will be prepared on the basis of the marks obtained by the candidates in Tier-II and III Examination.

Admit cards issued at the inception shall be valid for further stages of examination including Viva-voce.

6. APPLICATION FEE:

Application Fees for different posts, castes and categories of candidates are stated in the following chart.

	Name of Post	UR and Others excluding SC, ST, EWS	SC, ST and EWS
1.	Group – D	Rs. 700.00	Rs. 500.00
2.	English Stenographer	Rs. 800.00	Rs. 600.00
3.	Process Server	Rs. 800.00	Rs. 600.00
4.	LDC	Rs. 800.00	Rs. 600.00

7. GENERAL INSTRUCTIONS TO THE CANDIDATES

a) On-line application for Purba Medinipur Judgeship Staff Recruitment 2025 will commence on **01.02.2025 from 00:00 hrs** and applications will be accepted till **28.02.2025 up to 23.59 hrs**. The Application Form is to be filled in & payment of examination fees shall be made by the applicant through on-line mode only. The on-line application form shall be filled up through the links provided in the website of District Court, Purba Medinipur i.e. **<https://purbamedinipur.dcourts.gov.in>**. Application Fees are to be paid On-line using Debit Card or Credit Card or Internet Banking or e-challan. Any other mode of payment will not be accepted under any circumstances. Payment gateway charges and Service Taxes (if any) may be charged and debited additionally. Candidates should retain the 'Payment Confirmation Receipt' generated on-line and keep a printout of the same for future reference. Application fees including the additional charges is NON-REFUNDABLE in any case.

The candidatures of the candidates shall also be cancelled if they fail to upload his/her clear and legible photograph with signature in the jpg format, or the relevant documents namely, certificates containing correct date of birth, educational qualification, exempted category certificate or the certificate for the ex-serviceman or the caste certificate for the concerned candidates.

b) Admit Card containing the Venue, Date and Time of Examination and other information will be made available for download 02 (Two) weeks before the date of Examination till the very day of Examination. Candidate must download the Admit Card (Hall Ticket) and bring a printout of the same to enter the Examination Venue. Candidates called for test(s) shall be required to appear at their own expense and no T.A. / D.A. is admissible.

c) 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 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.

d) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service.

e) Once appointed, the matters regarding service, seniority, transfer, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.

f) In case of any dispute, the decision of the District Recruitment Committee shall stand final.

g) Candidates whose applications will be found not in order, will not be allowed to appear in the examination and authority will bear no responsibility to inform the candidates.

h) The District Recruitment Authority reserves the right to make short lists of successful candidates. The panel(s) thus formed shall remain effective for a period of maximum 01(one) year from the date of its formation subject to Government Rules and Regulations.

i) The District Recruitment Committee, Purba Medinipur Judgeship shall also have the full discretion to fix minimum qualifying marks in respect of all categories of post & relaxation of all or any of the norms, if required.

8. INSTRUCTION FOR FILLING ON-LINE APPLICATION

- a.** Click on "Apply online" button in the online portal of Purba Medinipur District Court, after reading carefully the notification / advertisement and caution notice, ensuring that you are eligible to apply.
- b.** On Clicking "Apply online" button candidate will be taken to the registration page where they need to fill up the concerned details.
- c.** Enter the basic details such as Name, Category, date of birth, gender, mobile number, email id etc. in the respective field provided. The Candidates belonging to the State other than the State of West Bengal will be considered only under Unreserved Category.
- d.** Select the appropriate options in the fields asking about "Sub-Category" (i) EC (ii) Ex-serviceman (iii) Meritorious Sports Person (iv) EWS etc.
- e.** After filling up the details on registration page, cross check all the details before clicking on "Submit & Proceed to Applicant Login" as no subsequent request for change will be considered or information cannot be edited anymore. On Clicking a unique registration /application number will be generated, you will receive

OTP REGAPPL registration number via SMS/E-Mail, which shall be used along with date of birth (DOB) for all further representations and login purpose.

- f.** After confirmation, the candidate should click on “Proceed for Payment” button in the portal and then will be redirected to the Payment stage / Payment Gateway where candidates need to pay the examination fee, as per the notification / advertisement.
- g.** Once the fee is confirmed, Candidate will be redirected to next page to proceed further to fill in the Personal Details, Education Details, choose their preferred examination Division from the list of options provided in the drop down list. The correspondence and permanent address details should be entered by the candidate in the respective fields only.
- h.** After filling all the respective fields and uploading necessary and valid documents, an edit option is provided. Upon clicking on it, the candidate can go through the entire details filled in and can edit the same before final submission.
- i.** While filling in the online Application form, the candidate will be provided with a “BROWSE” button to upload his/her Coloured Photograph, Specimen Signature and other relevant documents. There will be separate windows for Photograph, specimen signature and other relevant documents respectively as applicable. Size and format of the scanned photo and signature will be only of 50kb and 30 kb and in .jpg / .jpeg respectively. The size and format of other relevant documents will also be within 100 kb and in .jpg and .jpeg format. Further, black and white / unclear / hazy / doctored / morphed images, if uploaded by the applicant and detected at any later stage of this recruitment process, will result in summary rejection of the application. The applicant has to ensure that uploaded photograph, specimen signature and all other relevant documents are clearly visible / identifiable. If candidate wear glasses, make sure that there are no reflections in photograph and eyes can be clearly seen. Religious headwear is allowed but it must not cover your face. The applicant has to sign on white paper with blue / black ink pen. The signature must be signed only by the applicant and not by any other person.
- j.** A final declaration has to be checked on confirmation of the details entered above are valid and correct to the best of the candidate’s knowledge. Applicants are advised to enter correct / valid data in respect of various information as sought by the website. Incorrect details, if any, entered by any applicant will result in summary rejection of the application at any stage of the recruitment process.

- k. Once confirmed, “PRINT APPLICATION” button will appear and Candidates should keep two printouts of the duly filled in online application form submitted by them, for their record and future reference.
- l. Candidates should apply once only carefully. Multiple applications / registrations against any single post will be summarily rejected. Application for separate post needs to be filled-in with requisite fees separately. Examination(s) will be conducted Post-wise on separate dates and times.
- m. After Registration, candidate need to complete the application process including payment of Fees within date of closure of application form.

9. FOR QUERY

Technical Help Desk E-mail ID	djpmcell@rediffmail.com
Help Desk Phone Number For Technical Queries	7603020660

10. IMPORTANT DATES

	Events	Dates
1.	Commencement of on-line submission of application by the candidates and Payment of Fees.	01.02.2025
2.	Closing of On-line submission of applications and Payment of Fees.	28.02.2025
3.	Last Date for downloading Admit Cards	To be notified later on.
4.	Tentative Date of the Tier-I Examination i.e. Preliminary OMR based Screening Test	To be notified later on.

Sd/-

Dated: 30.01.2025

(Priyabrata Datta)
**District Judge Purba Medinipur cum
 Chairman District Recruitment Committee
 Purba Medinipur Judgeship**