

**OFFICE OF THE DISTRICT JUDGE, BIRBHUM AND  
CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE, BIRBHUM**

ENGLISH DEPARTMENT

**Employment Notification No. 02**

**Dated Suri, the 27<sup>th</sup> day of April, 2022**

Online applications are invited from eligible Indian citizens for filling up the vacancies mentioned below in different categories of posts in the Judgeship of Birbhum, West Bengal.

Aspirants are requested to go through the notification thoroughly and be satisfied about the eligibility criteria and other requirements before making the online application.

**VACANCIES**

- I. Name of Post: English Stenographer, Grade-III [Group-B]**  
**Scale of Pay:** Rs.32,100-82,900/- in Level 10 of WBS (ROPA) Rules, 2019  
**Vacancies: 05** (up to 31.12.2021)  
**Categories of Vacancy:**  
UR: 01 | UR (EC): 01 | UR (PWD): 01 | ST (EC): 01 | OBC-A (EC): 01
- II. Name of Post: Bengali Translator [Group-B]**  
**Scale of Pay:** Rs.28,900-74,500/- in Level 9 of WBS (ROPA) Rules, 2019  
**Vacancies: 03** (up to 31.12.2021)  
**Categories of Vacancy:**  
UR: 01 | UR (EC): 01 | SC: 01
- III. Name of Post: Lower Division Clerk [Group-C]**  
**Scale of Pay:** Rs.22,700-58500/- in Level 6 of WBS (ROPA) Rules, 2019  
**Vacancies: 28** (up to 31.12.2021)  
**Categories of Vacancy:**  
UR: 05 | UR (MSP): 01 | UR (EC): 06 | UR (ESM) in Group-C Post: 01 |  
UR (ESM) in Group-D Post: 01 | UR (PWD): 01 | SC: 04 | SC (EC): 01 |  
SC (ESM) in Group-C Post: 01 | ST (EC): 01 | ST (ESM) in Group-D Post: 01 |  
OBC-A: 01 | OBC-A (EC): 01 | OBC-A (ESM) in Group-D Post: 01 |  
OBC-B (EC): 01 | OBC-B (ESM) in Group-D Post: 01
- IV. Name of Post: Process Server (Summon Bailiff) [Group-C]**  
**Scale of Pay:** Rs.21000-54000/- in Level 5 of WBS (ROPA) Rules, 2019  
**Number of Vacancies: 08** (up to 31.12.2021)  
**Categories of Vacancy:**  
UR: 02 | UR (EC): 02 | UR (ESM) in Group-C Post: 01 |  
SC (ESM) in Group-D Post: 01 | ST: 01 | OBC-A: 01
- V. Name of Post: Peon/Night Guard [Group-D]**  
**Scale of Pay:** Rs.17000-43600/- in Level 1 of WBS (ROPA) Rules, 2019  
**Number of Vacancies: 49** (up to 31.12.2021)  
**Categories of Vacancy:**  
UR: 12 | UR (MSP): 02 | UR (EC): 08 | UR (ESM) in Group-C Post: 02 |  
UR (ESM) in Group-D Post: 01 | UR (PWD): 01 | SC: 08 | SC (EC): 03 |  
SC (ESM) in Group-D Post: 01 | ST: 01 | ST (ESM) in Group-D Post: 01 |  
OBC-A: 03 | OBC-A (EC): 01 | OBC-A (ESM) in Group-D Post: 01 |  
OBC-B: 02 | OBC-B (EC): 01 | OBC-B (ESM) in Group-D Post: 01

## ABBREVIATIONS USED IN THIS NOTIFICATION

UR	=	Unreserved Category
SC	=	Scheduled Caste Category
ST	=	Scheduled Tribe Category
OBC	=	Other Backward Classes Category
PWD	=	Persons with Disability Category
EC	=	Exempted Category
ESM	=	Ex-Serviceman Category
MSP	=	Meritorious Sportsman Category

## ELIGIBILITY CRITERIA FOR DIFFERENT CATEGORIES OF POSTS

Age Criteria, Essential and Other Qualification(s) required are mentioned below:

### AGE CRITERIA:

- For the posts of **English Stenographer, Grade-III** and **Bengali Translator**, not less than 18 years and not more than 39 years as on 1<sup>st</sup> day of January, 2022 [Vide Notification No. 875-F(P) dated 13.02.2017 of Finance (Audit) Department, Government of West Bengal].
- For the posts of **Lower Division Clerk, Process Server (Summon Bailiff)** and **Peon/Night Guard**, not less than 18 years and not more than 40 years as on 1<sup>st</sup> day of January, 2022.
- There shall be relaxation of age limit of 5 years in case of candidates belonging to SC/ST categories and 3 years in case of candidates belonging to OBC categories.
- The benefits of reservation in vacancies and age concession for SC/ST/OBC candidates are applicable only to SC/ST/OBC candidates of the State of West Bengal.
- SC/ST/OBC candidates belonging to States other than West Bengal shall be treated as Unreserved (UR) category candidates.
- The upper age limit in case of candidates (having disability of 40% or more) belonging to Persons with Disability (PWD) category is 45 years.
- Relaxation of age limit in case of Ex-Serviceman (ESM) category and Exempted Category (EC) candidates shall be governed as per existing Rules.
- There shall be no upper age limit for candidate holding permanent post of Stenographer under the Government of West Bengal applying for the post of Stenographer, Grade-III.

### ESSENTIAL QUALIFICATIONS:

- **For the post of Stenographer, Grade-III [Group-B]:**

Candidate must have passed Madhyamik or equivalent examination from any recognized Board and must also have a minimum speed @ 80 words per minute (W.P.M.) in shorthand and a minimum speed @ 30 words per minute (W.P.M.) in typing from a legible manuscript in English for 10 minutes and must also possess at least a Certificate in Computer Training from a recognized Institution. The candidate should also have satisfactory knowledge and skill in Computer operation and application.

- **For the post of Bengali Translator [Group-B]:**

Candidate must be proficient in translating from English to Bengali and from Bengali to English and must also be Graduate from recognized University with Honours, preferably in English, Bengali or Linguistic. The candidate should have basic knowledge and skill in Computer operation and typing on Computer.

- **For the post of Lower Division Clerk [Group-C]:**

Candidate must have passed Madhyamik or equivalent examination from any recognized Board and must also possess at least a Certificate in Computer Training from a recognized Institution. The candidate should also have basic knowledge and skill in Computer operation and typing on Computer.

▪ **For the post of Process Server (Summon Bailiff) [Group-C]:**

Candidate must have Class-VIII Pass Certificate from any recognized School or any other recognized equivalent Institution. Basic knowledge in Computer operation is desirable.

▪ **For the post of Peon/Night Guard [Group-D]:**

Candidate must have Class-VIII Pass Certificate from any recognized School or any other recognized equivalent Institution.

**OTHER QUALIFICATIONS:**

▪ **For Candidates belonging to Scheduled Caste & Scheduled Tribe (SC/ST) Categories:**

Candidates must furnish requisite Certificate issued by a Competent Authority as per provisions of the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Rules, 1995 [*vide* Notification No. 532-TW/EC/MR-177/96 dated 14.10.1996 of the Scheduled Castes & Tribes Welfare Department, Government of West Bengal] and the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 [*vide* Notification No. 1352-L dated 03.08.1994 of the Law Department (Legislative), Government of West Bengal].

▪ **For Candidates belonging to Other Backward Class (OBC) Categories:**

Candidates must furnish requisite Certificate issued by Competent Authority as per Notification No. 6309-BCW/MR-84/10 dated 24.09.2010 of the Backward Classes Welfare Department, Government of West Bengal and Order No. 6320-BCW/MR-84/10 dated 24.09.2010 of the Backward Classes Welfare Department, Government of West Bengal.

▪ **For Candidates belonging to Persons with Disability (PWD) Category:**

Persons having disability of at least 40% or above can apply under the Persons with Disability (PWD) category and the benefit of age relaxation shall only be available to them.

Persons having disability of less than 40% shall be treated as Unreserved (UR) category candidates and they shall not get any benefit of age relaxation.

Candidate must furnish Disability Certificate in prescribed format issued by a competent Medical Authority as per Notification No. 9835-SW/1A-14/97 Part-I dated 27.12.2011 of the Department of Women and Child Development and Social Welfare, Government of West Bengal and as per the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 and West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999.

▪ **For Candidates belonging to Exempted Category (EC):**

Candidates must furnish documents as laid down in Notification No. 301-EMP/1M-10/2000 dated 21.08.2002 of the Labour Department, Government of West Bengal.

▪ **For Candidates belonging to Ex-Serviceman (ESM) Category:**

The candidate must furnish requisite Certificate issued by Competent Authority. Posts shall be filled up subject to the provisions of Rule 4 of the Ex-Serviceman (Reservation of Vacancies in State Services and Posts, Group-C and Group-D) Rules, 1982 published *vide* Notification No. 6249-F dated 15.06.1982 of the Finance Department, Government of West Bengal.

▪ **For Candidates belonging to Meritorious Sportsman (MSP) Category:**

Meritorious Sportsman in the area of International Competition, National Competition, Inter-University Tournament and National Sports/Games for School Education in the following list of sports: (i) Athletics (including Track and Field Events), (ii) Badminton, (iii) Basketball, (iv) Cricket, (v) Football, (vi) Hockey, (vii) Swimming, (viii) Table Tennis, (ix) Volleyball, (x) Tennis, (xi) Weightlifting, (xii) Wrestling, (xiii) Boxing, (xiv) Cycling, (xv) Gymnastics, (xvi) Judo, (xvii) Rifle Shooting, (xviii) Kabaddi and (xix) Kho-Kho may apply under this category.

As per Notification No. 49-EMP/1M-25/98 dated 01.03.2011 of the Labour Department, Government of West Bengal, candidates applying under Meritorious Sportspersons (MSP) category must furnish requisite Certificate(s) issued by the Competent Authority as under:

Area	Competent Authority
<b>International Competition</b>	Secretary of the National Federation/National Association of the Sports concerned (Form No.1 as annexed to the said Notification No. 49-EMP/1M-25/98 dated 01.03.2011).
<b>National Competition</b>	Secretary of the State Association of the Sports concerned (Form No.2 as annexed to the said Notification No. 49-EMP/1M-25/98 dated 01.03.2011).
<b>Inter-University Tournament</b>	Dean/Director of Sports or other officer in overall charge of Sports of the University concerned (Form No.3 as annexed to the said Notification No. 49-EMP/1M-25/98 dated 01.03.2011).
<b>National Sports/ Games for School Education</b>	Director or Deputy Director in overall charge of Sports/Games for schools in the Directorate of School Education, West Bengal (Form No.4 as annexed to the said Notification No. 49-EMP/1M-25/98 dated 01.03.2011).

## MODE OF EXAMINATION:

### FOR THE POST OF ENGLISH STENOGRAPHER, GRADE-III [GROUP-B]:

**Paper-I: Dictation & Transcription (400 Marks) | Duration: 1 hour and 10 minutes |** Dictation lasting for 10 minutes followed by transcription of notes in candidate's handwriting for 1 hour.

**Paper-II: General English (90 Marks) | Duration: 1½ hour |** Syllabus: Spelling, correct use of words, correctness of sentences, use of common phrases, synonyms and antonyms, punctuation and questions designed to test writing skills, grammatical accuracy and comprehensive knowledge of English.

**Paper-III: Typing in Computer (80 Marks) | Duration: 10 minutes |** Candidates are required to type from a manuscript in English accurately with the help of Computer with the speed not less than @ 30 words per minute (W.P.M.).

The date(s) of examinations will be notified by the District Recruitment Committee, Birbhum later.

There would be negative marking for errors committed in Paper-I and Paper-III examinations as may be fixed by the District Recruitment Committee, Birbhum.

Assessment of marks in Paper-II examination shall be made only for those candidates who secure qualifying marks in Paper-I examination. The qualifying marks in Paper-I examination shall be fixed by the District Recruitment Committee, Birbhum.

Candidates who secure qualifying marks in Paper-II examination shall only be eligible and invited to appear in Paper-III examination. The qualifying marks in Paper-II examination shall be fixed by the District Recruitment Committee, Birbhum.

On the basis of the results of Paper-I, Paper-II and Paper-III examinations, a number of candidates shall be called for **Personality Test** carrying 30 Marks, consisting of 10 Marks for Viva Voce and 20 Marks for proficiency in Computer operation and application.

The number of candidates to be called for Personality Test shall be fixed as per the decision of the District Recruitment Committee, Birbhum.

The final Panel of successful candidates will be prepared on the basis of the total marks obtained in Paper-I, Paper-II, Paper-III examinations and the Personality Test.

The medium of instructions in the examinations shall be English.

### **FOR THE POST OF BENGALI TRANSLATOR [GROUP-B]:**

For selection to this post, there shall be written examinations consisting of 2 (two) Papers, viz., **Paper-I** (Preliminary / Duration: 1½ hour) and **Paper-II** (Main / Duration: 1½ hour).

The date(s) of examinations will be notified by the District Recruitment Committee, Birbhum later.

Candidates will be called for Paper-II examination only if they secure qualifying marks in Paper-I examination as may be fixed by the District Recruitment Committee, Birbhum.

Paper-I shall carry 100 marks having 100 questions of 1 (one) mark each, comprising of objective type multiple-choice questions on English, Bengali, General Knowledge and basic Mathematics.

There shall be negative marking of 1 (one) mark against each wrong answer in Paper-I.

Paper-II examination shall consist of conventional type questions designed to test the proficiency in translating from English to Bengali and from Bengali to English and also the writing skill, grammatical accuracy and comprehensive knowledge in English and Bengali.

The question paper in Paper-II examination shall have 2 (two) groups, viz., Group-A: English and Group-B: Bengali carrying 40 marks each.

On the basis of result of Paper-II examination, a number of candidates will be called for **Personality Test** of 20 Marks, consisting of 10 Marks for Viva Voce and 10 Marks for proficiency in Computer operation, application and basic skill in typing on Computer.

The number of candidates to be called for Personality Test shall be fixed as per the decision of the District Recruitment Committee, Birbhum.

The final Panel will be prepared on the basis of total marks obtained in Paper-II examination and the Personality Test.

The standard of examinations shall be similar to that of Graduation from University with Honours or equivalent examination.

The medium of instructions in the examinations shall primarily be English.

### **FOR THE POST OF LOWER DIVISION CLERK [GROUP-C]:**

For selection to this post, there shall be written examinations consisting of 2 (two) Papers, viz., **Paper-I** (Preliminary / Duration: 1½ hour) and **Paper-II** (Main / Duration: 1½ hour).

The date(s) of examinations will be notified by the District Recruitment Committee, Birbhum later.

Candidates will be called for Paper-II examination only if they secure qualifying marks in Paper-I examination to be fixed by the District Recruitment Committee, Birbhum.

Paper-I shall carry 100 marks having 100 questions of 1 (one) mark each, comprising of objective type multiple-choice questions on English, Bengali, General Knowledge and basic Mathematics.

There shall be negative marking of 1 (one) mark against each wrong answer in Paper-I.

Paper-II shall consist of conventional type questions designed to test the writing skill, grammatical accuracy and comprehensive knowledge in English and Bengali.

The question paper in Paper-II examination shall have 2 (two) groups, viz., Group-A: English and Group-B: Bengali of 40 Marks each.

On the basis of result of Paper-II examination, a number of candidates will be called for **Personality Test** of 20 Marks, consisting of 10 Marks for Viva Voce and 10 Marks for proficiency in Computer operation, application and basic skill in typing on Computer.

The number of candidates to be called for Personality Test shall be fixed as per the decision of the District Recruitment Committee, Birbhum.

The final Panel will be prepared on the basis of total marks obtained in Paper-II examination and the Personality Test.

The standard of examinations shall be similar to that of Madhyamik Examination of the West Bengal Board of Secondary Education or equivalent examination.

The medium of instructions in the examinations shall primarily be English.

### **FOR THE POST OF PROCESS SERVER (SUMMON BAILIFF) [GROUP-C]:**

For selection to this post, there shall be written examination consisting of 1 (one) Paper, viz., **Paper-I** (Main / Duration: 1½ hour).

The date(s) of examinations will be notified by the District Recruitment Committee, Birbhum later.

Paper-I shall carry 90 marks having 90 questions of 1 (one) mark each, comprising of objective type multiple-choice questions on English, Bengali, General Knowledge and basic Mathematics.

There shall be negative marking of 1 (one) mark against each wrong answer in Paper-I.

On the basis of result of Paper-I examination, a number of candidates will be called for **Personality Test** (Viva Voce) of 10 Marks.

The number of candidates to be called for Personality Test shall be fixed as per the decision of the District Recruitment Committee, Birbhum.

Basic knowledge of the candidate in Computer operation is desirable.

The final Panel will be prepared on the basis of total marks obtained in Paper-I examination and the Personality Test.

The standard of examination shall be similar to that of Class-VIII of the West Bengal Board of Secondary Education.

The medium of instructions in the examinations shall primarily be English.

### **FOR THE POST OF PEON / NIGHT GUARD [GROUP-D]:**

For selection to this post, there shall be written examination consisting of 1 (one) Paper, viz., **Paper-I** (Main / Duration: 1½ hour).

The date(s) of examinations will be notified by the District Recruitment Committee, Birbhum later.

Paper-I shall carry 90 marks having 90 questions of 1 (one) mark each, comprising of objective type multiple-choice questions on English, Bengali, General Knowledge and basic Mathematics.

There shall be negative marking of 1 (one) mark against each wrong answer in Paper-I.

On the basis of result of Paper-I examination, a number of candidates will be called for **Personality Test** (Viva Voce) of 10 Marks.

The number of candidates to be called for Personality Test shall be fixed as per the decision of the District Recruitment Committee, Birbhum.

The final Panel will be prepared on the basis of total marks obtained in Paper-I examination and the Personality Test.

The standard of examination shall be similar to that of Class-VIII of the West Bengal Board of Secondary Education.

The medium of instructions in the examinations shall primarily be English.

### **IMPORTANT NOTES REGARDING MODE OF EXAMINATION:**

- 'General Knowledge' includes knowledge on current affairs and events and of such matters of every day observation and experience. The question papers may also include questions on Indian history and geography, Constitution of India and general principles of public administration, basic mathematics and knowledge in Computer operation and application.
- The object of Personality Test will be to assess the suitability of the candidate for appointment for the post applied for and his/her calibre including intellectual, social and moral traits of personality, e.g., powers of assimilation, clear and logical exposition and depth of interests.
- The examination date(s) will be notified later.
- No T.A. or D.A. will be provided and/or admissible to the candidates for any examination/test.
- Candidates are advised to read the General Instructions/Information mentioned below.
- In case of any dispute, the decision of the recruitment authority shall be final.

## MODE OF APPLICATION:

Applications are to be made through *online mode only* in the prescribed format provided in the website **drcbirbhum2022.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.

Other than online mode, no other mode of application will be entertained.

**ONLINE SUBMISSION OF APPLICATIONS AND PAYMENT OF APPLICATION FEES SHALL BE ACCEPTED FROM 06.00 A.M. ON 28<sup>th</sup> APRIL, 2022 TILL 11.30 P.M. ON 12<sup>th</sup> MAY, 2022.**

## DOCUMENTS TO BE UPLOADED FOR ONLINE APPLICATION:

Fully legible scanned copies of the following documents (**in JPEG/JPG format only**) are required to be uploaded by the candidate mandatorily along with the online application:

**For Proof of Photograph:** Scanned copy of recent front-facing passport-size colour photograph of the candidate (having light background, preferably white) is required to be uploaded. The uploaded photograph should not be older than 6 months. The entire face of the candidate must be visible in the image. If the candidate wears glasses, no reflection on the glass should be visible in the image and the eyes must be clearly visible. Photographs containing caps, hats, dark glasses or face coverings will not be acceptable. Candidates must keep at least 10 (ten) identical copies of the uploaded passport-size colour photograph ready for use at different stages of the recruitment process. Failure to follow these instructions shall result in cancellation of the application.

**For Proof of Signature:** Scanned copy of full signature of the candidate on white paper with blue/black ink pen is required to be uploaded. Signature must be that of the candidate and the full name of the candidate must be clearly legible from such signature. The candidate has to ensure that the uploaded signature is clearly visible and identifiable. Failure to follow these instructions shall result in cancellation of the 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 Meritorious Sportsperson Category [for MSP 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).

## 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 payment charges in addition to the application fees.

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

The application fees for different posts and categories are given hereunder:

### APPLICATION FEES

POSTS	CATEGORIES	FEES*
English Stenographer, Grade-III [Group-B]	UR/OBC-A/OBC-B	Rs. 800/-
	SC/ST	Rs. 600/-
	PWD	Rs.480/-
Bengali Translator [Group-B]	UR/OBC-A/OBC-B	Rs. 700/-
	SC/ST	Rs. 500/-
	PWD	RS.420/-
Lower Division Clerk [Group-C]	UR/OBC-A/OBC-B	Rs. 600/-
	SC/ST	Rs. 400/-
	PWD	Rs.360/-
Process Server (Summon Bailiff and Seal Bailiff) [Group-C]	UR/OBC-A/OBC-B	Rs. 600/-
	SC/ST	Rs. 400/-
	PWD	Rs.360/-
Peon/Night Guard [Group-D]	UR/OBC-A/OBC-B	Rs. 500/-
	SC/ST	Rs. 350/-
	PWD	Rs.300/-

\* Applicable online payment charges are to be paid by the candidates in addition to the application fees.

## GENERAL INSTRUCTIONS / INFORMATION FOR THE CANDIDATES:

- Aspirants are requested to go through this notification thoroughly and be satisfied about the eligibility criteria and other requirements before making the online application.
- One candidate can apply for one post only.
- The candidature of all those who apply for more than one post shall be cancelled for all the posts so applied for and the application fees deposited shall be forfeited.
- Only applications and payment of application fees made through online mode shall be accepted. No physical application or payment of application fees will be acceptable.
- Candidates are advised to strictly follow the instructions given in the website and in this notification for making online application and payment of application fees. Failure to do so may result in cancellation of the application and forfeiture of the application fees.
- All mandatory fields of online application form are to be filled up by the candidates.
- The online application form, once finally submitted, cannot be edited or modified under any circumstances. Candidates are advised to minutely check and ensure correctness of all the entries and documents before finally submitting the online application form.
- No prayer of any candidate for modification or rectification of a finally submitted online application form or the documents uploaded therewith shall be entertained. Prayers to that effect shall result in cancellation of the application and forfeiture of application fees.



- No prayer of any candidate for change of post or category or sub-category shall be entertained after final submission of his/her online application form. Any such prayer, if made, shall result in cancellation of the application and forfeiture of application fees.
- In case it is detected at any stage of the recruitment process or later that a candidate had furnished incorrect, incomplete, truncated or false information/particulars or suppressed or misrepresented material information, his/her candidature will be cancelled forthwith without giving any notice to the candidate, and if already appointed, he/she shall be liable for dismissal from service and appropriate legal proceedings shall also be initiated against him/her.
- Sponsored candidates belonging to Ex-Serviceman (ESM) and Exempted (EC) categories also have to apply through online mode only. Non-sponsored candidates belonging to Ex-Serviceman (ESM) and Exempted (EC) categories may also apply through online mode directly upon making payment of requisite application fees as applicable.
- Candidates belonging to Ex-Serviceman (ESM) category will have to furnish undertaking to the effect that he/she has not availed the benefits of reservation provided under Ex-Serviceman (ESM) category for any post established or run by the Central/State Government.
- Candidates already in service under any Government/Public Sector Undertaking and otherwise eligible to apply, must upload "No Objection Certificate (NOC)" of the concerned employer and produce the original thereof when asked for by the recruitment authority.
- Each Candidate is required to provide a mobile phone number and an email address (preferably of their own) during the process of making the online application. Candidates will be sent information relating to the recruitment process through SMS and Email.
- Candidates are advised not to change their mobile phone number or email address provided with their online application at any time during the recruitment process. Any such change shall solely be at the candidate's own risk. Communications relating to recruitment shall not be received by the candidate if any such change is made while the recruitment process is ongoing.
- Candidates must keep at least 10 (ten) identical copies of uploaded passport-size colour photograph ready for use at different stages of the recruitment process.
- In case it is detected at any stage that a candidate has uploaded black&white/unclear/hazy/blurred/doctored/morphed image, his/her application will be cancelled forthwith.
- The uploaded documents must be of sufficient resolution for taking legible printouts and the photograph(s), if any, on such documents must also be clearly visible.
- Any disparity in the spelling of the candidate's name, father's name, address or other details in the application or supporting documents shall render such application liable to be cancelled.
- Before final selection or at any stage of the recruitment process, candidates may be required to produce the originals of the uploaded documents along with other documents before the recruitment authority for scrutiny/verification purposes.
- The uploaded documents shall be subjected to scrutiny at every stage of the recruitment process and the recruitment authority may cancel the candidature of any applicant at any stage in case of his/her failure to produce the originals thereof when asked for or if any disparity, malpractice or misrepresentation transpires, apart from taking other legal actions.
- The date, time and venue of the examination along with roll numbers shall be intimated to the candidates through the Admit Card which will be generated online and can be downloaded through the website only. No Admit Card will be sent to any candidate by Post.
- A clear and legible printout of the Admit Card must be presented by the candidate at the entrance of Examination Centre/Hall without which he/she will not be allowed to appear/sit at the examination. Candidates are advised to read the instructions mentioned in the Admit Card carefully and must strictly follow the same.

- Only after their credentials are verified by the Centre Officials, the candidates will be permitted to appear for the examination. Candidates must bring at least one original valid Photo Identity Proof document viz., Passport, PAN Card, Voter Identity Card, Aadhaar Card, Driving License to the Examination Centre for verification. This condition is mandatory and in case of failure, the candidature of the concerned candidate will be cancelled.
- No candidates will be permitted to enter the Examination Centre after commencement of the examination. The reporting time at the Examination Centre will be specified in the Admit Card.
- Admission to the Examination Centre/Hall will be deemed provisional, subject to verification and determination of the candidate's eligibility and suitability in all respect and shall also be subject to verification of the candidate's credentials, photo and identity. If at any stage a candidate is found to be ineligible for admission or to appear for any examination or if any irregularity is found as regards the candidate's credentials, photo or identity, his/her candidature shall be liable to be cancelled forthwith without making any reference to the candidate and without assigning any reason.
- No candidate shall be permitted to carry or possess any mobile phone (whether in switched on or off mode), pagers, Bluetooth devices, calculators, electronic gadgets, smartwatches, earphones and/or any other communicable devices in the Examination Centre/Hall.
- If any candidate is found with any mobile phone (whether in switched on or off mode), pagers, Bluetooth devices, calculators, electronic gadgets, smartwatches, earphones and/or any other communicable devices in the Examination Hall or anywhere in the Examination Centre after entry, his/her candidature shall be liable to be cancelled forthwith and in case of any malpractice, appropriate criminal proceeding shall also be initiated against such candidate.
- Canvassing in any form or use of unfair means at any stage of the recruitment process will disqualify the candidate from further consideration in the recruitment process.
- No recommendation, either written or oral, will be entertained in any form. Any attempt on the part of any candidate to enlist support, directly or indirectly, for his/her candidature through any means or medium shall result in immediate disqualification of the candidate.
- Candidates appearing for examination(s) are required to travel at their own expenses. No T.A. or D.A. will be provided and/or admissible to the candidates for any examination/test.
- The recruitment authority shall not be responsible for any loss/injury caused to any candidate during his/her participation at any stage in the recruitment process.
- Allowing a candidate to appear in any examination/test shall not imply that the candidate's eligibility has been verified finally and it shall not vest any right to the candidate for appointment. The eligibility of the candidate will be finally verified by the appointing authority at the appropriate stage. The candidate should satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria on the last date for submission of application.
- The District Recruitment Committee, Birbhum shall have absolute discretion to fix the qualifying marks for different examinations.
- The character of a candidate participating in the recruitment process must be such as to render him/her suitable in all respect for appointment to the post applied for.
- Persons dismissed by the Central Government or a State Government or a Local Authority or a Public Sector Undertaking owned or controlled by the Central Government or a State Government will be deemed ineligible for appointment.
- The District Recruitment Committee, Birbhum in its discretion shall have unfettered and absolute right to cancel the candidature of any applicant in view of any exigency or emergent situation or on the ground of unsuitability at any stage of the recruitment process.
- Based on the final result in the examinations, separate category-wise final lists of successful candidates will be prepared by the District Recruitment Committee, Birbhum for all posts.

- After filling up the vacancies, a merit-wise Panel (Waitlist) of up to 10 (ten) candidates for each post shall be prepared which will remain valid for a period of 1 (one) year from the date of its publication. Any vacancy in the freshly-recruited posts arising due to resignation or death or for any other reason may be filled up from the said Panel (Waitlist), subject to fulfilment of other conditions, solely at the discretion of the District Recruitment Committee, Birbhum.
- The appointment on the basis of final result will initially be made on temporary basis but it is likely to be made permanent as per relevant government rules.
- Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the relevant government rules and regulations.
- The appointees shall have no right to exercise any option regarding place of posting.
- If any candidate remains absent at any stage/event during the recruitment process, his/her candidature will be cancelled.
- Cancellation of the candidature of any applicant at any stage due to any fault on his/her part shall result in forfeiture of the application fees paid by him/her while making the application.
- The decision of the recruitment authority shall be final in all matters relating to the recruitment, e.g., eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centres, selection and appointment to the posts etc.
- The District Recruitment Committee, Birbhum shall have absolute right to fix minimum qualifying criteria in respect of all categories of posts and shall also have full right to relax or suitably modify any part of the norms or conditions at its discretion at any stage of the recruitment process in case of any exigency, necessity or for achieving the ends of justice.
- The vacancies calculated and indicated hereinabove are subject to change. The recruitment authority shall have the right to alter the number of vacancies and/or to modify/rectify the same in case of necessity.
- The recruitment authority reserves the right to correct any error that may have inadvertently crept in. However, the recruitment authority does not owe any responsibility for any error committed by any candidate.
- In case of any dispute, the decision of the recruitment authority shall be final.
- By making the online application, the applicant shall acknowledge that he/she has read the terms and conditions mentioned in this notification and has accepted the same.
- All concerned must follow the websites mentioned below for further instructions/information:

*[districts.ecourts.gov.in/birbhum](https://districts.ecourts.gov.in/birbhum)*

*[www.calcuttahighcourt.gov.in](https://www.calcuttahighcourt.gov.in)*

*Sd./- S. Basu*

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District Judge, Birbhum & Chairman,  
District Recruitment Committee, Birbhum