

**OFFICE OF THE DISTRICT JUDGE, DARJEELING.  
ENGLISH DEPARTMENT**

Employment Notification No. 2E43 /E

Dated: Darjeeling, the 19<sup>th</sup> Dec, 2015

Applications from the eligible Indian citizens in the prescribed format appended hereunder are invited for preparation of panels to fill up the newly created post of 1(one)U.D.C, 1(one)L.D.C and 1(One)Gr.D staff in the Judgeship of Darjeeling for protocol duties.

However, only the Govt. Employees working in the cadre of U.D.C in the Judgeship of Darjeeling or in any other Govt. Deptts can apply for the post of 1(one)U.D.C. for Protocol Cell in the Judgeship of Darjeeling as notified under to perform protocol duties.

The examination /tests of all categories of posts will be held on a particular date and time as per schedule of the programme which shall be fixed and conducted by the District Recruitment Committee of Darjeeling Judiciary in due course of time. One can apply for only one notified post of any particular category .Vacancy details, Scale of pay, application fees and eligibility criterion are given below

**Vacancy details.**

| Sl. No. | Name of the Post | Scale Of Pay                                  | Total No of Vacancy | Category for Reservation of Vacancy | Educational Qualification  | Scheme of Exams  | Eligibility Criterion  |
|---------|------------------|---|---------------------|-------------------------------------|--|--|--|
| 1.      | U.D.C            | PB-3 Rs 7100/-<br>Rs37,600/-<br>GP- Rs 3600/- | 1                   | -                                   | Minimum Madhyamik Pariksha Passed with Fluency in English/Hindi/Local Language and Computer Knowledge. | 1.Written exam - 100 marks(Sub: English, Maths, and General Knowledge.<br>2. Interview | Must have Knowledge of entire Darjeeling District and must be capable of drafting of correspondences independently |
| 2       | L.D.C            | PB-2 Rs 5400/-<br>Rs 25000/- GP-<br>Rs 2600/- | 1                   | S.C                                 | Minimum Madhyamik Pariksha Passed with Fluency in English/Hindi/Local Language and Computer Knowledge  | 1.Written Exam - 100 marks(Sub: English, Maths, and General Knowledge.<br>2. Interview | Must have Knowledge of entire Darjeeling District and must be capable of drafting of correspondences independently |
| 3       | Gr D             | PB-1 Rs 4900/-<br>Rs 16200/- GP-<br>Rs 1700/- | 1                   | S.C                                 | Class VIII Passed  | Written Exam (50 Marks)<br>Interview (10 Marks)  | Should be presentable and Capable to read and write in English.  |

# Only Male Candidate can apply for the posts thus notified.

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Two passport size recent photographs duly signed by the candidate should be pasted in respective places in the application form and admit Card

Full signature of the candidate must be given at the bottom of the application.

Defective/incomplete unsigned application submitted without proper fees and not according to format or in order will be summarily rejected and the Authority will bear no responsibilities to assign any reason to them .

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

In case of any dispute , the decision of the DISTRICT RECRUITMENT COMMITTEE of Darjeeling Judgeship shall be final . The application by Speed post, Ordinary Post , Registered Post(with or without A/D) must be submitted in a close envelope mentioning the name of the Post applied for on the top of the envelope within the date and time mentioned hereunder to the office of the District Judge , Darjeeling OR the application may also be dropped into the Box which will be placed at the conspicuous place of District Judge's Office Darjeeling .

The application reaching the office of the District Judge, Darjeeling after the last date shall not be considered even though the same are posted well in ADVANCE . The Candidates in service under government/ public sector undertaking holding the post of UDC must submit their application through proper channel together with "No Objection Certificate" of the concerned authority. For the Post of L.D.C also , the candidates already in service under Government sector/Public Sector undertaking may apply and submit their application through proper channel with "No objection certificate" of the concerned authority within the specified time .

The Age Limit for the post of L.D.C and Group D is 40 years with relaxation to the scheduled caste candidate as per Government Rules .

The District Recruitment Committee Darjeeling Judgeship shall reserve the right to make the shortlist of the successful candidate. The panel prepared by the authority will remain effective till the process of giving appointment against the notified vacancy is completed , However the said panel shall remain valid for a year from the date of its preparation.

The District Recruitment Committee shall have the full discretion to fix the minimum qualifying marks in respect of all categories of post notified above shall have the full discretion to relax any or part of the norms.

Self Addressed envelope with postage stamp of Rs 25/- and a bank pay-in-slip showing deposit of Rs100/-only in the account no 31857267119 of SBI , Darjeeling (Code No-00063 of District Judge , Darjeeling ) should be submitted along with the application .

The Fees is not applicable for the candidates to the post of U.D.C working as such in Government Sector/Public Sector.

Last Date for submission of the application is 03.02.2016. Correspondence address is as Follows:

The District Judge,

Appointment Section

PO,PS and District , Darjeeling .

Pin -734101.

APPLICATION FORMAT

POST APPLIED FOR \_\_\_\_\_

CATEGORY \_\_\_\_\_

(Mention categorically the name of the post and in which category do you belong)

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

To ,

The District Judge, Darjeeling  
& Chairman , District Recruitment  
Committee of Darjeeling Judgeship.  
PIN-734101

Sir ,

I beg to apply for the Post of .....in your Judgeship and I b  
to submit the particulars as per prescribed format , given below:-

1. Full Name (in block letter):
2. Name of the father:
3. Date of Birth  
(furnishing attested supporting documents )
4. Actual age as on 01.01.2016 :
  
5. Nationality
6. Religion
7. (a) Address (Permanent with PIN CODE)  
(b) Address (Present with PIN CODE)
8. (a) Contact/Telephone Number  
(b) E-Mail address (if any)
9. Whether belong to SC or Not  
(If yes, furnish attested supporting documents)
11. Whether Physically Handicapped (Yes/No)  
(If yes , furnish attested supporting documents)
10. Educational Qualification  
(furnish attested supporting documents)
11. Do you have any Knowledge in Computer Operation /Typing ?  
If so, Give Details .  
(furnish attested supporting documents)
12. Do you know ordinary Type-Writing? If so, Give Details.
  
13. Are you Govt. Servant (Yes/No)? If Yes , give details.
14. Other Qualifications, if any  
(furnish attested supporting documents)
15. Please state the Bank Pay-in-Slip No. date and Amount  
Deposited in favour of District Judge , Darjeeling .

: 3:

**Declaration**

I do hereby declare that (a) all the statement made in this application are true ,complete and correct to the best of my knowledge and belief and in the event of any information being found false , my candidature is liable to be cancelled , (b) {only for candidates, service under Government } I have obtained “No Objection “Certificate from my Appointing Authority in writing {Strike –out the portion (b), if not applicable}.

**Yours Faithfully**

Date :

**(Full Signature of the Candidate)**

Place :

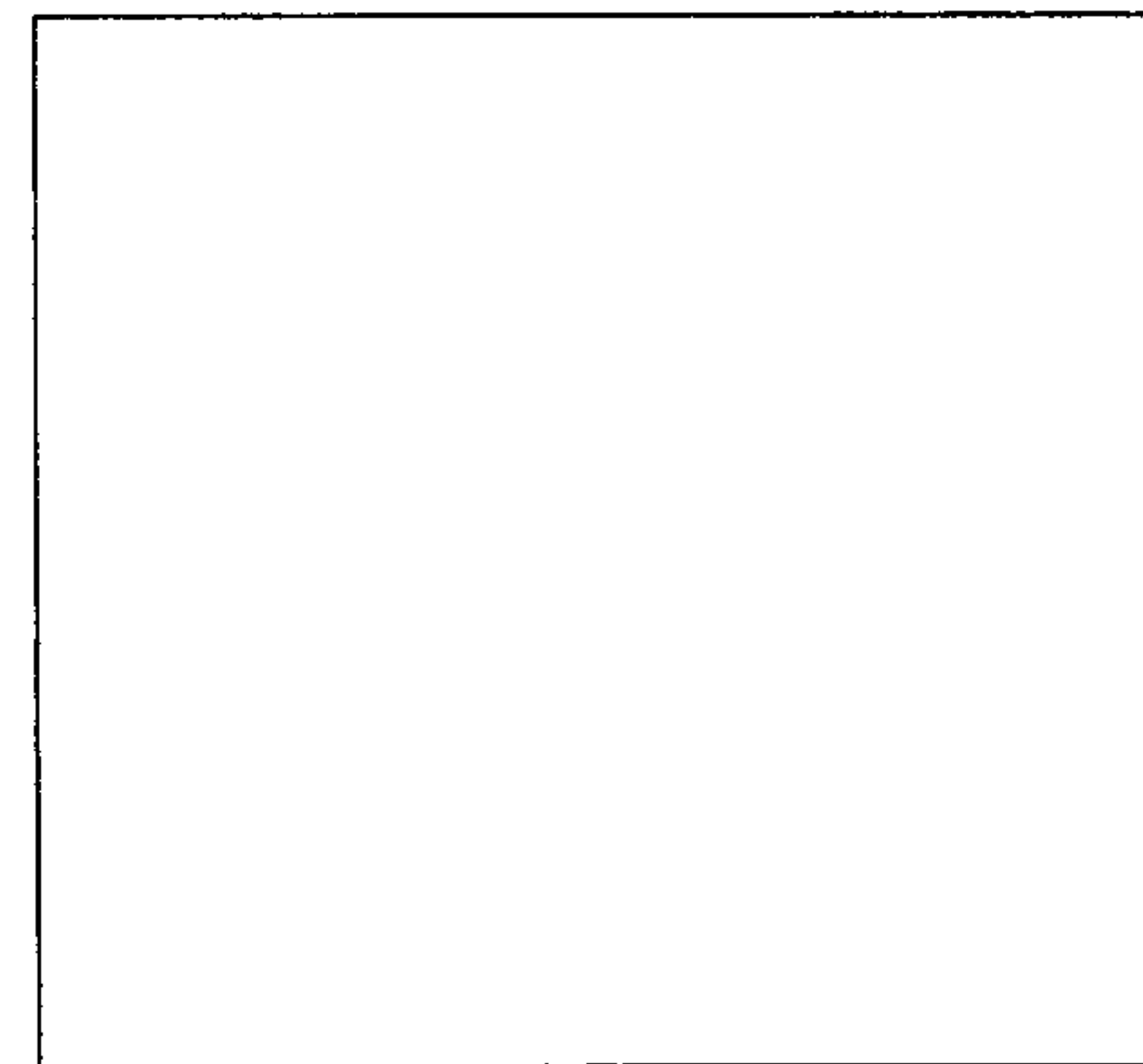
Enclo:

(to be enclosed with the application form in a separate sheet)

(To be enclosed with the application form in a separate sheet)

**ADMIT    CARD**

**Staff Recruitment Examination 2014-2015**



**Recruitment in different categories of posts in the Judgeship of Darjeeling**

**(For Office Use)**

|                            |  |
|----------------------------|--|
| <b>Roll No.</b>            |  |
| <b>Date of examination</b> |  |
| <b>Time of Examination</b> |  |
| <b>Venue</b>               |  |

**(To be filled up by the candidate)**

|          |  |  |
|----------|--|--|
| <b>1</b> | <b>Name of the Candidate (in Block letter)</b> |  |
| <b>2</b> | <b>Father's Husband's Name</b>                 |  |
| <b>3</b> | <b>Address</b>                                 |  |

**Signature and date with the stamp of the  
Chairman of the District Recruitment Committee**