

**OFFICE OF THE DISTRICT JUDGE, PASCHIM BARDHAMAN**  
**ENGLISH DEPARTMENT, ASANSOL-713304**

Employment Notification no. 01 dated, Asansol, the 06<sup>th</sup> day of March, 2024.

Applications are invited from the willing and eligible retired Government Employees (Indian Citizens) who are physically fit and mentally alert for filling up the vacancies of Bench Clerk in the Additional District & Sessions Judge, Fast Track Courts at Asansol and Durgapur under the Judgeship of Paschim Bardhaman purely on contractual basis for one (01) year and such contractual service may be extended till the age of 62 years (as per existing Government order) after evaluation of performance. Preference will be given to the candidate who has experience in running day to day proceedings of a Court.

**Details of the post:-**

Name of the Post	No. of Vacancy
Bench Clerk (Peshkar)	02

**Age limit of the applicant :-** Not more than 61 years as on 1<sup>st</sup> day of January, 2024

**Qualification of the applicant :** The candidate must be a retired Government employee, must have passed Secondary (Madhyamik) or equivalent examination. Knowledge in English Language, capacity to translate from Bengali to English and knowledge in Computer operation are essential.

**Selection Procedure:-** Documents verification and interview followed by computer test.

**Pay structure:-** As per existing Government order, the contractual Bench Clerk in the Fast Track Court under this Judgeship will be engaged at a contractual remuneration @ Rs. 10,000/- per month for a period of one year subject to the conditions as laid down in Judicial Department's Notification No. 17-J/JD/X/1J-04/11 dated- 08.01.2013 and 253 (19)- J dated 17.01.2007. There will be no annual increment.

**Last date of submission of Application in prescribed format:- 08<sup>th</sup> day of April, 2024 by 04.00 P.M** along with photo copies of relevant documents as regards qualification, experience, age and P.P.O.

**Publication of the names of Eligible Candidates to attend Interview:-** To be published in the website : <http://paschimbardhaman.dcourts.gov.in> for all further communication and information regarding the recruitment process/Notification/Dates etc. There will be **no other mode of communication to the candidates other than the official website as mentioned.**

Application in closed envelope is to be addressed to the "The Chairman of the District Recruitment Committee, Paschim Bardhaman, Asansol, Pin – 713304" and the application in

closed envelope may be sent either by Speed post to the office of the District Judge, Paschim Bardhaman at Asansol or may be dropped in the drop box, which is placed in the opposite of the office of the Nezarath Department, District Judge's Court building, Paschim Bardhaman at Asansol.

Any personal communication is strictly prohibited.

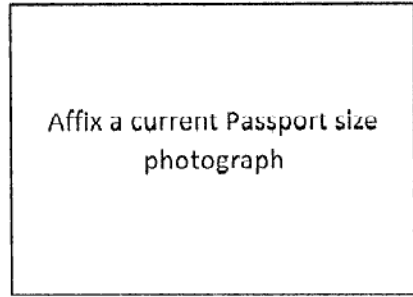
No application shall be considered which will be received after expiry of last date for submission.

**Tentative date of Interview:** - Date will be published on the website after completion of scrutiny of applications and documents.

*A*  
*06-03-24.*  
District Judge, Paschim Bardhaman  
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Chairman, District Recruitment Committee  
Paschim Bardhaman.

*5/6/03/2024*

APPLICATION FORMAT



**Name of the post applied for :** .....

1. Name (in capital letters) : .....
2. Father's Name : .....
3. Present Address: .....
4. Permanent Address : .....
5. Date of Birth : .....
6. Age (as on 01.01.2024) : .....
7. Educational Qualification : .....
8. Experience : .....
9. Nationality : .....
10. Sex : .....
11. Date of retirement : .....
12. Medical fitness certificate : .....
- (Must be from a Regd. Medical Practitioner)
13. Certificate as to Extracurricular Activities, if any : .....
14. Mobile No./ email id of the candidate : .....
15. Details as regards knowledge in computer operation: .....
16. Languages known : .....

-: Declaration :-

I, hereby declare that all the statements made in this application are true and correct to the best of my knowledge and my candidature is liable to be cancelled, if any information supplied by me is found false or incorrect.

Signature of the candidate

\*N.B :- Applicants are directed to submit only the self attested supportive documents as asked for and also his recent fitness certificate, issued by a Registered Medical Practitioner.