

**Government of West Bengal**  
**Judicial Department**  
**Writers' Buildings**  
**Kolkata- 700 001**

**Advertisement No. 2/12**

**dated 29<sup>th</sup> August, 2012**

Applications are invited for the posts of Lower Division Clerk (GR- C) (12 Posts; SC-03, ST-01 , BC (A)-01, BC (B)- 1, Genl-05, Ph- 01) and the posts of GR.D (24 Posts; SC-06, ST-02, BC (A) -02, BC (B)- 2, Genl. 11, Ph- 01), from Indian citizens having requisite qualification as stated below:

- (i) **Age:** Not less than 18 years and not more than **40 years as on 01.01.2012**. Upper age limit is relaxable by 2 years for PH Candidates, 3 years for BC candidates and by 5 years for SC and ST candidates.
- (ii) Minimum Educational Qualification for Lower Division Clerk is passed in Madhyamik or equivalent examination with sufficient knowledge in Computer typing and application.
- (iii) Minimum Educational Qualification for Gr. D is passed in Class VIII Examination from any recognized School or Madrasa.

The appointment shall be made purely on contractual basis for a period of one year and the contract may be terminated on one month's notice from either side.

The Group C employees and Group D shall be paid a consolidated remuneration of Rs. 10,000/- and Rs. 8,000/- per month respectively and no other allowances shall be paid to them.

Desiring candidates are requested to submit **application** in the FORM prescribed hereunder, addressed to the Secretary, Judicial Department, Government of West Bengal, Writers' Buildings, Kolkata- 700 001 with necessary particulars, self-addressed envelop with postage stamp of Rs. 10/- affixed on it, and supporting documents which **must reach** the Judicial Department **within seven days from the date of publication** of the advertisement. Incomplete applications and applications received after the scheduled date shall be rejected by the Selection Committee without assigning any reason.

**By Order of the Governor,**  
**Sd-**  
**(B.K. Srivastava)**  
**Secretary**

**APPLICATION FORM FOR THE POST OF LOWER DIVISION CLERK / GROUP 'D'**

**To  
The Secretary  
Judicial Department  
Government of West Bengal  
Writers' Buildings, Kolkata – 7000 001**

SPACE  FOR PHOTOGRAPH
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Sir,

In response to your advertisement for filing up a post of Lower Division Clerk / Group 'D' on contract basis in the special (CBI) Courts in the cities of Kolkata, Alipore (in the District of 24-Parganas South), Asansol (in the District of Burdwan) and Siliguri (in the District of Darjeeling) in the State of West Bengal appearing at [www.banlarmukh.gov.in](http://www.banlarmukh.gov.in), I would like to offer myself as a candidate for the same. My Bio-Data is furnished below:-

1. **Post applied for** : Lower Division Clerk / Group 'D'
2. **Name** : \_\_\_\_\_  
(in BLOCK letters) (First Name) (Middle Name) (Surname)
3. **Father's/Husband's Name:** \_\_\_\_\_
4. **Address :**  
*PRESENT* : \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_ Pin \_\_\_\_\_  
*PERMANENT* : \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_ Pin \_\_\_\_\_
5. **Date of Birth** : 

D	D	M	M	Y	Y	Y	Y
6. **Contact details** : Telephone No. (STD Code) \_\_\_\_\_  
MobileNo. \_\_\_\_\_
7. **Whether belongs to** : 

GEN	SC	ST	OBC
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 (please tick v in appropriate place)  
(to be supported by attested documents)
8. **Gender** : 

MALE	FEMALE
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 (please tick v in appropriate place)
9. **Whether Citizen of India** : 

YES	NO
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 (please tick v in appropriate place)
10. **Religion** : \_\_\_\_\_

11. **Qualification** :

A. *ACAMEDIC* :-  
(attested photocopies of all the certificates must be attached)

Si. No.	Examination Passed	Name of School/Board/University	Year of Exam	Percentage aggregate marks obtained	Remarks
1					
2					
3					

B. *COMPUTER KNOWLEDGE* :- \_\_\_\_\_  
(to be supported by necessary documents/certificates) \_\_\_\_\_

12. **Full Signature of the Applicant**

**DECLARATION**

I solemnly declare that the statements 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 shall be liable to be cancelled. Original documents, certificates will be produced on demand.

Yours faithfully,

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Full signature of the candidate)  
(Full name to be written clearly)  
[NOT in capital Letters]

***N.B. For the post of Lower Division Clerk, knowledge in Computer Operations is mandatory.***