

Government of West Bengal

Consumer Affairs Department

11A, Mirza Ghalib Street,
Kolkata-70087.

No. : 88 – CA/DF/O/2A-3/11 (Pt.-I)

Date : 09-01-2018

RECRUITMENT NOTICE

Applications are invited from citizens of India for appointment to the 29 (twenty nine) posts of English Stenographer in the following Consumer Disputes Redressal Forum (C.D.R.F.) and West Bengal State Consumer Disputes Redressal Commission (W.B.S.C.D.R.C.) under this Department, as detailed below :

Sl. No.	Name of the establishment	No. of post
1.	22 C.D.R.F. except C.D.R.F., Kolkata Unit-III	22 (1 post for each C.D.R.F.)
2.	1 st Bench, 1 st Additional Bench & 2 nd Additional Bench of W.B.S.C.D.R.C. at Kolkata	3 (1 post for each Bench)
3.	Circuit Bench of W.S.C.D.R.C. at Asansol	2
4.	Circuit Bench of W.S.C.D.R.C. at Siliguri	2
TOTAL		29 posts

Eligibility Criteria and Other Terms:-

- 1) The Candidates shall have passed Madhyamik Examination of the West Bengal Board of Secondary Examination or its equivalent and shall have the knowledge of stenography and the ability of typing in Computer and should have basic working knowledge of Computer.
- 2) The candidate should **not be less than eighteen years** of age and **not more than sixty-four years** of age **as on the date of issue of this notice**.
- 3) The Selected Stenographers will get consolidated remuneration of Rs.15,000/- (Rs. Fifteen Thousand) per month only or re-employment remuneration (in case of retired Government Stenographers), whichever is less.
- 4) The appointment of Stenographer will provisionally be made for 1(one) year or till regular appointment to those posts, whichever is earlier.
- 5) Candidates thus selected will be on whole time basis and holding of any other engagement will not be permitted during office hours.
- 6) The Candidates have to submit self-attested photocopy of relevant documents along with the application subject to verification of original documents at the time of appointment.
- 7) The application is to be made in the prescribed format attached with this Notice.
- 8) The application is to be sent to the "President, District Forum, / President, State Commission, West Bengal".
- 9) For any enquiry related to the appointment, applicants may contact in the phone no.- (033) 22522304.(Extn.-136)

Deputy Secretary to the
Government of West Bengal

Application Format

[Annexure to Recruitment Notice No. 88 – CA/DF/O/2A-3/11 (Pt.-I) dated 09-01-2018]

N.B: Applicants should fill in the Application Form in his/her own handwriting. Incomplete Application with defect in any respect will summarily be rejected.

- 1) Name in full (in Capital letter) :
- 2) Fathers/Husband's Name :
- 3) Sex (Male or Female) :
- 4) Postal Address (in Capital letter) to which :
Communication is to be sent (mentioning
Post Office, Sub-Division, District and Pin
Code)
- 5) (a) Contact No (Mobile) :
(b) E-mail ID, if any :
- 6) Educational Qualification :
- 7) Have any certificate in stenography from :
any Government recognized institution and
computer literacy?
If yes please enclose the documents
[not necessary for ret'd. Govt. Stenographer]
- 8) (a) Date of Birth according to Madhyamik :
or Equivalent Document
(b) Age as on 01.01.2018 :
- 9) In case of Retired Government Stenographer :-
 - A. Date of Retirement :
 - B. Post held and Grade Pay at the time of retirement :
 - C. Name of the office from where the Applicants retired :
 - D. P.P.O. No., if available (Please submit copy of P.P.O.) :
 - E. Details of Service in succession :
- 10) Any other relevant Information :

Space for pasting
Recent Passport
Sized Photograph
duly signed by
the
Applicant

P.T.O.

DECLARATION

I hereby solemnly declare that the information furnished above are based on material records and are true to the best of my knowledge and belief. If any information furnished or any part of it is found incorrect, then, I verily believe and understand that my candidature for engagement is liable to be cancelled without any further information to me.

Place:

Date:

Signature of the Candidate in full