

**OFFICE OF THE JUDGE,
FAMILY COURT
KAILASHAHAR : UNAKOTI, TRIPURA**

No.F.11(6)(a)(FC/N)/KLS/Appt./2020-21/ 39

Dated, Kailashahar,
The, 6th January, 2021

EMPLOYMENT NOTIFICATION

Applications are invited in prescribed format available in the official Website of the District & Sessions Judge, Unakoti Judicial District <https://districts.ecourts.gov.in/india/tripura/unakoti/recruit> from bonafide Indian Nationals for filling up posts of P.A.-II (Jr. Grade Stenographer) Group-“C” in the diferent establishments of the Judge Family Courts in Tripura.

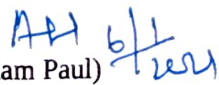
Name of Post	P.A.-II (Jr. Grade Stenographer) (Group-C)
Number of Vacancies	07 (Seven) (Tentative) , Number of vacancies may likely to increase or decrease. (Reservation as per Rule)
Pay Structure	Regular scale, Pay Band-2, Rs. 5700-24000/- and Grade Pay Rs. 2800/- (Unrevised)
Eligibility	i) Educational Qualification :- Graduation in any discipline from any recognized College/University. ii) Technical Qualification a) Must have capacity to take dictation of 100 words per minute in shorthand (English) and Typing speed of at least 60 words per minute in Computer. b) Certificate in computer education in a course of minimum 06 months duration.
Fees	Rupees 400/- for UR category and Rupees 200/- for S.T., S.C & PH category in the nature of Postal Order
Candidates will have to undergo a short-hand and typing test on Computer (100 Marks) to qualify to sit in the written examination consisting of total 85 Marks (English-50, G.K & Current affairs-25 & Mathematics – 10) followed by viva-voce 15 marks.	

Candidates will be selected strictly on the basis of Merit.

How to Apply

1. Apply in plain paper as per prescribed format addressed to the Judge, Family Court, Kailashahar, Unakoti, Tripura along with 3(three) recent self attested passport size coloured identical photographs and fees for conducting examination/test for the recruitment **in the form of Postal Order** in favour of the **Judge, Family Court, Kailashahar payable at the Kailashahar Post Office** and should reach to the Office of the Judge, Family Court, Kailashahar by **12.02.2021 (05:30 P.M.)**. Application may also be submitted by hand in the “Receipt Section” of the Office of the undersigned on all working days between **11 A.M. to 3.30 P.M.** Fees once paid will not be refunded under any circumstances.
2. **Age limit :-** Minimum 18 years and maximum 40 years for Unreserved, relaxable by 5 years for ST/SC/PH/Ex-Servicemen candidates and Govt. servants (**as on 01.01.2021**). Any other relaxation in age pursuant to Government order/Court order applies.
3. Reservation will be as per rules.
4. The Department shall not be responsible for delayed postal delivery of application beyond the date fixed.
5. Incomplete application will be summarily rejected.
6. Candidate already in service must apply through proper channel and obtain “No Objection Certificate” from his employer before applying.
7. The venue, date & time of computer test/written test/viva-voce test etc shall be informed in due course of time.
8. No TA/DA shall be paid for attending any test for the selection process.
9. **Candidates are directed not to submit any testimonials alongwith the application except 3(three) recent self attested passport size coloured identical photographs and postal orders.**

Visit Recruitment link in official website <https://districts.ecourts.gov.in/india/tripura/unakoti/recruit> for prescribed format, syllabus etc.


(Arindam Paul)
Judge,
Family Court,
Kailashahar, Unakoti, Tripura

Schedule -1

Application form for direct recruitment to the posts in the establishment of Judge, Family Court, Kailashahar, Unakoti District.

To
The Judge,
Family Court, Kailashahar,
Unakoti, Tripura

Affix self attested recent
Passport size colour
Photograph (Also
provide three extra copy
of photograph)
**Do not staple your
photograph here**

Subject : Application for the post of

Reference :- Your Advertisement No. Dated published in dated
inviting application for the post.

Sir,

With reference to above, I would like to offer myself as a candidate for the post of
under your judgeship. Necessary particulars of my candidature are as follows:-

1.	Application for the post applied for	
2.	Name of the candidate (in BLOCK letters)	
3.	Father's/Mother's/Husband's name	
4.	Present postal address	Village P.O. /PIN P.S. Sub-Division District State
5.	Date of BirthDDMM.....YYYY
6.	Nationality	
7.	Caste Status	UR/ST/SC
8.	Educational qualification	
9.	Technical qualification in computer application	
10.	Working experience, if any	
11.	Employment exchange Registration No.	
12.	Contact No.	Land : , Cell.....
13.	If employed in Govt./Private Undertaking Department? If yes, whether permission obtained for better employment/applied through proper channel?	
14.	Fees paid (IPO No., Amount & date)	

Date :
Place :

Full signature of the applicant

Schedule F

Syllabus for competitive examination for appointment of Stenographers by direct recruitment in the stenographer cadre in the establishment of Judge, Family Court, Kailashahar

Written Examination: 85 Marks in Total

Duration : 2 hours

Parts	Subjects	Standard and scope of Written Paper	Marks
I	English	This part of the written paper will be set to test the candidate's proficiency in the language. It may include translation from Bengali into English, narration, précis writing etc. The standard will be that of H.S.(+2 Stage) Examination of the Tripura Board of Secondary Education.	50
II	Mathematics	This written paper will be set to test the speed and accuracy of the candidate in making routine calculation	10
III	General Knowledge & Current affairs	This part of the written paper will be set to test the general intelligence; power of observation and knowledge of the candidate in current affairs of the country	25

Viva –Voce - 15 Marks

I	Viva Voce	To assess the overall personality of the candidate	15
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Short hand & Typing speed Test on Computer - 100 Marks

I	Short hand & Typing speed Test on Computer	The candidate must be computer savvy with a capacity to take dictation of 100 words per minute and typing speed of at least 60 words per minute in computer	100
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