



GOVERNMENT OF WEST BENGAL

Department of Consumer Affairs

11A, Mirza Ghalib Street, Kreta Suraksha Bhaban, 3rd Floor, Kol – 700 087.

No.: 698 – CAD-14014(33)/3/2018 Part (3)

Date:12.02.2025

RECRUITMENT NOTICE

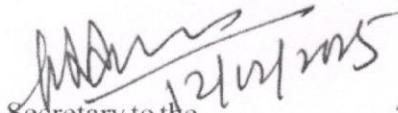
Applications are invited from Indian citizens for appointment as Contractual English Stenographers against the vacant posts of English Stenographer at the following offices:-

Sl. No.	-Name of the Establishment	Address of the Office	Address for submission of applications	No. of vacancies
1.	Asansol Circuit Bench of WBSCDRC	Asansol Circuit Bench of West Bengal State Consumer Dispute Redressal Commission, KSTP Community Hall, P.O.: Dakshin Dhadka, P.S. : Asansol North, Dist.- Paschim Bardhaman, PIN:713302. E-mail: sforumacb.asn-wb@nic.in	Same As Address of the Office	1
2.	Siliguri Circuit Bench of WBSCDRC	Siliguri Circuit Bench of West Bengal State Consumer Dispute Redressal Commission, Shahid Bhagat Singh Commercial Complex (2 nd floor), 2 nd Mile, Sevoke Road, Siliguri, P.S.: Bhaktinagar, Dist.- Jalpaiguri, PIN-734001. E-mail: sforumsb.sil-wb@nic.in	Same As Address of the Office	2
3.	DCDRC, Alipurduar	District Consumer Dispute Redressal Commission, Alipurduar, Madhav More, New Town, Durgabari Road, Holding no.- 867/128, Post & Dist.: Alipurduar, PIN: 736122. E-mail: confo-ap-wb@nic.in	Same As Address of the Office	2
4.	DCDRC, Bankura	District Consumer Dispute Redressal Commission, Bankura, Kreta Suraksha Bhawan, Court Compound, Machantala, P.O. & P.S. : Bankura, PIN-722101. E-mail: confo-bn-wb@nic.in	Same As Address of the Office	1
5.	DCDRC, Coochbehar	District Consumer Dispute Redressal Commission, Coochbehar, Biswa Singha Road (adjacent to Central Bank), House of Sri D.K. Dutta, 2 nd floor, B.S. Road, Coochbehar, PIN- 736101. E-mail: confo-kb-wb@nic.in	Same As Address of the Office	1
6.	DCDRC, Dakshin Dinajpur	District Consumer Dispute Redressal Commission, Dakshin Dinajpur, Old Sub-Jail Municipal Market Complex, 2 nd floor, P.O. & P.S.: Balurghat, Dist.: Dakshin Dinajpur, PIN-733101. E-mail: confo-dd-wb@nic.in	Same As Address of the Office	1

7.	DCDRC, Jalpaiguri	District Consumer Dispute Redressal Commission, Jalpaiguri, Old Court Building, Near D.M. Office, P.O. & Dist.: Jalpaiguri, PIN- 735101. E-mail: confo-ja-wb@nic.in	Same As Address of the Office	1
8.	DCDRC, Kolkata Unit-IV	District Consumer Dispute Redressal Commission, Kolkata Unit-IV, Sealdah Court Building, 3 rd Floor, Room- 302 & 309, 1, Beliaghata Road, Kol-700014. E-mail:dcdrckoliv@gmail.com	Same As Address of the Office	1
9.	DCDRC, Malda	District Consumer Dispute Redressal Commission, Malda, Satya Chowdhury Indoor Stadium, D.S.A. Complex, 1 st floor, P.S.- English Bazar, P.O. & Dist.- Malda, PIN-732101 E-mail: confo-ma-wb@nic.in	Same As Address of the Office	1
10.	DCDRC, Paschim Medinipur	District Consumer Dispute Redressal Commission, Paschim Medinipur, Kreta Suraksha Bhawan (3 rd floor), Ashok Nagar, Station Road(opposite Union Bank, formerly Corporation Bank), P.S.- Kotwali, Dist.- Paschim Medinipur, PIN- 721101 E-mail: confo-me-wb@nic.in	Same As Address of the Office	1
11.	DCDRC, Purulia	District Consumer Dispute Redressal Commission, Purulia, J.K. College Road (Opposite of J.K. College), Ketika, P.O. & Dist.: Purulia, PIN- 723101 E-mail: confo-pu-wb@nic.in	Same As Address of the Office	1
12.	DCDRC, Siliguri	District Consumer Dispute Redressal Commission, Siliguri, Kshudiram Basu Bipanan Kendra, 2 nd floor, Hill Cart Road, P.O. & P.S.: Pradhannagar, Siliguri, PIN- 734003. E-mail: cons-slg@nic.in	Same As Address of the Office	1
13.	DCDRC, Uttar Dinajpur	Uttar Dinajpur, Super Market Complex, Block-I, 1 st floor, P.O.: Raiganj, Uttar Dinajpur, PIN- 733134 Email:confo-ud-wb@nic.in	Same As Address of the Office	1
14.	DCDRC, Paschim Bardhaman	Integrated Office Building, Paschim Bardhaman, Gobindapur, Kanyapur, Asansol, Near DL&LRO Office, PIN - 713305 E-mail:wb-sca@nic.in	Consumer Affairs Department, Kreta Suraksha Bhawan, (3 rd floor) 11A, Mirza Ghalib Street, Kolkata-87	1
15.	DCDRC, Kalimpong	WEBEL IT Park, 11 th Mile, near Bhutan House, Reshi Road, PO+PS- Kalimpong, PIN-734 301 E-mail:wb-sca@nic.in	Consumer Affairs Department, Kreta Suraksha Bhawan, (3 rd floor) 11A, Mirza Ghalib Street, Kolkata-87	1
		TOTAL		17

Eligibility Criteria and Other Terms:-

- 1) The candidates may be retired Government Stenographer or fresh candidates.
- 2) The candidate should not be more than sixty-four years of age as on 31/03/2025.
- 3) The selected retired persons will get consolidated contractual remuneration of Rs. 15,000/- (Rupees fifteen thousand) per month only and freshly engaged contractual stenographers will get Rs. 25,000/- per month only.
- 4) The appointment will provisionally be made for 1 (one) year or till filling up of the vacancies on regular basis, 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) No request for change of place of posting in this regard will be entertained.
- 7) The candidates have to submit self-attested relevant documents along with application subject to verification of original documents at the time of Interview cum Speed Type Test at the concerned offices. Admission to the Interview-cum-Test is purely provisional subject to determination of eligibility in terms of the advertisement.
- 8) Candidates must have passed the Madhyamik Examination of West Bengal Board of Secondary Education or its equivalent and must have knowledge of stenography with basic knowledge in computer along with speed typing.
- 9) The application is to be made in the prescribed format attached with this Notice.
- 10) All applications along with supporting documents should reach the concerned offices on or before 28th February, 2025 at 3 p.m. These should be addressed to the Senior Member, Circuit Bench / President, DCDRCs of the concerned office mentioned in the table above. In case of DCDRC, Paschim Bardhaman and D.C.D.R.C., Kalimpong applications should be addressed to the Special Secretary, Consumer Affairs Department.
- 11) No TA/DA/Conveyance charge will be allowed for participation in the selection procedure.
- 12) For any enquiry related to the appointment, applicants may contact at (033) 2252- 2304.
- 13) This Notice is issued as per concurrence of the Finance Department, Government of West Bengal vide their U.O. No. Group P2/2024-2025/1004 dated 20/01/2025.


Special-Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
CONSUMER AFFAIRS DEPARTMENT
11A, MIRZA GHALIB STREET
KOLKATA – 700 087.

Affix your
recent passport
size photograph
duly attested by
the Gazetted
Officer

[Ref: Recruitment No.:- 698-CAD-14014(33)/3/2018 dated 12/02/2025]

APPLICATION FORMAT

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

1. **Name of full (in capital letter)** :
2. **Father's / Husband's Name** :
3. **Sex (Male / 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** :
6. **Educational Qualification** :
7. **Have any certificate in typing speed from any Government recognized institution ?** :
8. **Have any certificate in stenography from any Government recognized institution ? [in case of retired government employees other than retired government stenographer]** :
9. **Computer knowledge, if any** :
10. a) **Date of Birth according to Madhyamik or equivalent document** :
b) **Age as on 31/03/2025** :
11. **For retired employees** :
a) **Date of retirement** :
b) **Post held at the time of retirement** :
c) **Name of the office from**

where the applicant retired

d) P.P.O. No. or any other document to prove that he /she was in Government service (Please submit the document)

- 12. Details of service in succession :
- 13. Any other relevant information :

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 further information to me.

Place :

Date :

(SIGNATURE OF THE CANDIDATE IN FULL)