

OFFICE OF THE CITY CIVIL COURT, CALCUTTA.
2 & 3, K.S.ROY ROAD, KOL – 01.

Notification for recruitment of different categories of staff in the Judgeship of
City Civil Court, Calcutta.

Employment Notification No. CT.CVL.CRT. 1/2019, Dated - 09.07.2019.

Online applications are invited from eligible Indian Citizen in the prescribed proforma for preparation of panel to fill up the vacancies mentioned below in different categories of posts in respect of the Judgeship of City Civil Court, Calcutta. The details of Vacancies, Scales of Pay are given here under:

Vacancies:

- (a) **English Stenographer Grade-III (Group-B)**::Pay Band No.3 of Rs.7100–37600/- with Grade Pay of Rs. 3900/- :: Total Vacancy - 6 [UR – 2, SC - 2, OBC(A)(EC) – 1, UR(EC) - 1].
- (b) **Lower Division Assistant (Group –C)**:: Pay Band No. 2 of Rs.5400–25200/-with Grade Pay of Rs.2600/-:: Total Vacancy - 5 [UR – 1, OBC(B) – 1, UR (EC) – 1, UR (PWD) – 1, ESM – 1].
- (c) **Peon (Group – D)**:: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy - 7 [UR – 3, OBC(A) - 1, UR (EC) – 2, ST– 1].
- (d) **Night Guard(Group-D)**:: Pay Band No. 1 of Rs. 4900 - 16200/- with Grade Pay of Rs. 1700/- :: Total Vacancy - 1 [SC – 1].

UR = Unreserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC(A) = Other Backward Classes (A), OBC(B) = Other Backward Classes (B), PWD= Person with Disabilities, ESM = Ex-Serviceman, EC = Exempted Category

The appointment will initially be made on temporary basis but is likely to be made permanent as per relevant Rules for all categories of posts.

Eligibility Age, Minimum Qualification & other Qualification required, Scheme of Examination & Syllabus for examination for each category of post are given below:

1. Eligibility Age:

Not less than 18 years and not more than 40 years as on 01.01.2019 for all categories of posts excepting Stenographer Grade III (Group-B) for whom maximum age limit is 39 years as on 01.01.2019. Relaxation of age limit for five years in case of candidates belonging to SC & ST Category and 3 years in case

of OBC(A) & OBC(B) category. The upper age limit in case of Physically Handicapped candidate is 45 years. Upper age limit is also relaxable for Ex-Servicemen who have put in not less than six months' continuous service in any rank (whether as a Combatant or as a Non Combatant) in the Armed Forces of the Union. Such Ex-Servicemen shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post/service for which he seeks appointment by more than 3(three) years, he shall be deemed to have satisfied the condition regarding age limit. There shall be no upper age limit for persons holding permanent posts of Typists or Steno-Typists under the Government applying for the post of Stenographer Grade III (Group-B).

2. **Essential Qualification:**

Candidates applying for the post of Stenographer Grade III (Group-B) & Lower Division Assistant must have passed Madhyamik or equivalent examination from any recognised Board and must possess at least a Certificate in Computer Training from recognised Institution and a satisfactory fingering speed in computer operation. Moreover, for Stenographer Grade III (Group-B), a minimum speed @ 80 w.p.m. in Shorthand and typing speed @ 30 w.p.m. is required.

Candidates applying for the post of Peon, Night Guard must have Class VIII Pass Certificate from any recognised School or recognised Madrasah or any other recognised Institution. In addition to the above qualification for the post of Night Guard, the candidates applying for the said post should be of sound health, good physique and free from any organic defect and body infirmity and **female candidates will not be allowed to apply.**

3. **Mode of Examination:**

(a) **English Stenographer Grade-III (Group-B):**– **Paper-I** : General English (100 marks)–100 Multiple choice questions covering spelling, correct use of words, correctness of sentences, use of common phrases, synonyms & antonyms and Punctuation. Time limit – 1½ hours. Only those candidates who will secure the qualifying marks fixed by the Authority for Paper-I examination, will be called for Paper-II & Paper-III examination. **Paper-II** – Dictation & Transcription (400 marks) comprising of Dictation lasting for 6 minutes followed by transcription of notes in candidates own handwriting for an hour. **Paper-III** – Typing (100 marks) the candidates are required to type from a manuscript accurately on the typewriter @ not less than 30 w.p.m. The test will be of 10 minutes. On the basis of the result of Paper-II & Paper-III

examination a number of successful candidates will be called for Personality test and also Computer Operation. Finally, on the basis of the marks obtained in these two papers (Paper-II & Paper-III), personality test & Computer Operation, a final panel will be prepared.

**** The number of errors that shall be admissible in respect of Paper II & Paper III and qualifying marks in any or all the papers and in aggregate shall be fixed by the Authority. ****

Candidates have to bring their Typewriter machines for typing test. Shorthand notebook and transcription sheets will be provided by the authority.

(b) Lower Division Assistant:-The examination shall consist of two parts viz. Part-I & Part-II. The Part-I will carry 100 marks having 100 questions of 1 (one) mark each, comprising multiple choice objective type questions on English, General Studies and Arithmetic. The duration of Part-I examination shall be of 1½ hours. The Part-II Examination comprising two Groups of conventional type question on English (Group-A) and Bengali/Hindi/Urdu/Nepali (Group-B) carrying 50 marks each. The duration of Part-II examination shall be of 1 hour and will be subjective in nature and of Madhyamik standard. Candidates who will opt for Hindi/Urdu/Nepali, as the case may be, in lieu of Bengali in the Part-II examination shall, before confirmation, have to pass Departmental Examination in Bengali during the period of probation. On the basis of result of Part-II examination, a number of candidates will be selected for personality test and a final panel will be prepared on the basis of the result of the total marks obtained in Part-II examination & Personality test.

This Authority reserves the right to fix the minimum qualifying marks in Part II examination.

This authority reserves the right to conduct Part-I & Part-II examination simultaneously or on different dates. In the case Part-I & Part-II examination are conducted simultaneously, the answer sheets of Part-II examination, of only those candidates shall be evaluated who will secure the qualifying marks fixed by the Authority for Part-I examination.

If Part-I & Part-II examination are not conducted simultaneously, only those candidates who will secure the qualifying marks fixed by the Authority for Part-I examination, shall be called for Part-II examination.

(c) Peon / Night Guard (Group-D):-The examination shall consist of 100 marks having 100 questions of 1(one) mark each, comprising multiple choice objective type questions on English, General Studies and Arithmetic. The

duration of the examination shall be of 1½ hours. On the basis of result of the examination, a number of candidates will be selected for personality test and a final panel will be prepared on the basis of the result of the total marks obtained in written examination & Personality test. This Authority reserves the right to fix the minimum qualifying marks in the written examination.

The authority shall have the discretion to fix qualifying marks in any or all of the tests for different categories of posts mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Caste, Scheduled Tribe, OBC(A), OBC(B), PH & ESM if deemed necessary.

4. Application Fee :

Sl. No.	Category of posts	S.C. / S.T.	All other categories
1.	English Stenographer Grade-III (Group-B)	Rs. 300.00	Rs. 500.00
2.	Lower Division Assistant (Group-C)	Rs. 250.00	Rs. 400.00
3.	Peon / Night Guard (Group-D)	Rs.200.00	Rs.300.00

Eligible candidates have to submit their application online in the websites mentioned in the advertisement.

:: INSTRUCTIONS ::

- 1. SC/ ST/OBC candidates belonging to States other than West Bengal will be treated as General (UR) Candidates. The benefits of reservation of vacancies and age concession for SC, ST &OBC Candidates are admissible to SC, ST & OBC candidates of West Bengal only. Such benefits are also admissible to all candidates with disabilities of 40% and above.** Before final selection, successful candidates must furnish original certificate issued by a competent authority of West Bengal as laid down in the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1944 & SC & SC & TW Department Order No. 261-TW/EC/MR- 103/94 dt. 06.04.1995 for checking of testimonials in support of their claim. Before final selection of Persons with Disabilities (PWD), successful candidates must furnish original certificate in prescribed form in support of their claim from a competent authority as laid down in the Notification No. 49- EMP/1M-25/98 dt. 01.03.2011 of Labour Department, Government of West Bengal for checking.
- 2. No claim for being a member of SC, ST and OBC or a person with Disability will be entertained any time after submission of the application**

- **Particulars and Certificates required:** A candidate claiming to be SC, ST, OBC (A), OBC (B), Physically Handicapped, must have a certificate in support of his / her claim from a competent authority as per existing rules at the time of verification for the shortlisted candidate.
3. **Application Fee:**
 - Each application must be accompanied by appropriate Application Fee as mentioned in this Employment Notification.
 - Only online payment of application fees through DEBIT CARD/CREDIT CARD/ NET BANKING will be accepted. No other mode of payment of application fee will be accepted.
 - The application fee is non refundable, candidates are requested to pay appropriate fees as per category, less fees or no fees will be summarily rejected.
 4. Admit Cards containing Venue, Date and Time of the test(s), including other relevant information will be uploaded for the candidates whose applications will be considered to be in order in all respect. Candidates called for test(s) shall be required to appear at their own expense and no T.A./D.A is admissible.
 5. Admission to the test/examination will be deemed provisional, subject to verification and determination of the Candidate's eligibility and suitability in all respect. If at any stage of the process, a candidate is found to be ineligible for admission to the tests in terms of this Notice his/ her candidature shall be cancelled without making any reference to him/her and without assigning any reason.
 6. A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service at any stage.
 7. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.
 8. In case of any dispute, the decision of the District Recruitment Committee shall stand final. The documents shall be subjected to scrutiny at every and/or any stage of the recruitment process and till appointment and the District Recruitment Committee reserves the right to cancel the candidature; if any disparity or mis-representation transpires.
 9. Candidates, whose applications will be found not in order, will not be allowed to appear in the examination and authority will bear no responsibility to inform the candidates.
 10. Candidates already in service under Government/Public Sector Undertakings, and within the prescribed age limit, must submit their application with 'No Objection' Certificate of the concerned Authority.

11. The candidates for the post of English Stenographer must bring their Type writer machine and Pen/Pencil etc.

12. The District Recruitment Committee reserves the right to make short lists of successful candidates. The panel/s thus formed shall remain effective till the process of giving appointment against the notified vacancies, is completed. However, the said panel/s shall remain valid only for a year from the date of its formation and the District Recruitment Committee reserves the right to cancel the panel if circumstances so demand after resolution.

13. In case of any dispute, the decision of the District Recruitment Committee shall stand final.

14. The District Recruitment Committee shall have full discretion to fix minimum qualifying marks in respect of all categories of post and shall have full discretion to relax any or part of the norms.

15. An applicant shall not submit application for more than one post, in such case his/her both applications shall be rejected.

16. An applicant shall submit his/her application online only. Other mode of submission of application for recruitment shall not be entertained.

GENERAL INSTRUCTIONS FOR APPLICANTS FOR ONLINE APPLICATION

1. All items in the Application Form are to be filled in by the applicant online. No other form of application will be accepted. **A candidate is NOT allowed to apply for more than 1(one) post.**
2. **SC/ST/OBC-A/OBC-B candidates belonging to states other than West Bengal will be treated as UR candidates only.**
3. Application Fee is to be paid through Online only. The details of application fee are already mentioned above. Bank Charges will be additionally levied upon application fee as per rates specified by the bank.
4. Scanned passport size recent **colour** photograph of the applicant (Image format will ONLY be JPG./JPEG. and of size 40KB –60KB) is to be uploaded in the specified space in the website. Image of more than 60KB will not be accepted by the website.
 - a. **Further black and white/unclear/hazy/doctored/morphed images if uploaded by the applicant and detected at any later stages of this recruitment process will result in summarily rejection of the applicant.** The applicant has to retain 3 identical copies of this photograph which has been

uploaded and will have to produce them before the Authority as and when called for.

5. Scanned full signature of the candidate is to be uploaded in the space specified and the image should be in JPG. /JPEG format and will be of size 10KB - 20 KB. Scanned signature exceeding the maximum size that is 20KB will not be accepted by the website.
6. Applicant needs to follow on-screen instructions displayed in the website for filling, submission of application and fees payment.
7. After successful payment of application fees, the applicant will be redirected to application screen and the candidate can print/store the application print out. **The applicant is to download a filled- in form containing all information as submitted by the applicant and preserve the same for future reference.**
8. **Applicants are advised to enter correct/valid data in respect of various information as seeked by the website. Incorrect details if entered by any applicant will result in summarily reiection of the applicant at any stage of the recruitment.**
9. The application fees once paid is non-refundable under any circumstances. Admit Card/Call Letter containing Venue, Date and Time of examination and various other information will have to be downloaded from the website <https://cjcitycivilcourt.com> only. No other mode of correspondence will be made. Applicants called for examination shall be required to appear at their own expense and no T.A./D.A. is admissible in this regard. Applicants are advised to follow the website <https://cjcitycivilcourt.com> periodically for various information regarding this recruitment activity.
10. Admission to the examination will be deemed provisional, subject to verification and determination of the Applicant's eligibility and suitability in all respect. If at any stage of the process, an applicant is found to be ineligible for admission to the examination in terms of this notice, his/her candidature shall be summarily cancelled without making any reference to him/her and without assigning any reason.
11. An applicant furnishing incorrect or false particulars or suppressing material information, will be disqualified, and if appointed inadvertently, shall be liable for dismissal from service.
12. The applicant, whose application is not found in order, shall not be allowed to appear in the examination and the authority will bear no responsibility to inform the concerned applicant.

13. The application must be submitted online in the website <https://cjcitycivilcourt.com> commencing from **12.07.2019 (10.00 hrs.)**. The last date of submission of online application form is **01.08.2019 (upto 17.00 hrs.)**.
14. Applicants, who are already in service under Government/Public Sector Undertakings, and within the prescribed age limit, must produce "No Objection Certificate" of the concerned Authority, if selected for the Personality test.
15. The District Recruitment Committee shall have the full discretion to fix minimum qualifying marks in respect of all categories of post and shall have the full discretion to relax any or part of the norms.
16. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.
17. **Applicants for the post of English Stenographer, have to bring their Typewriter machines for typing test. Shorthand notebook and transcription sheets will be provided by the authority.**
18. In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final.
19. In case of any queries related to online application, please fill the online 'Contact Us' form.
20. Candidates are advised to follow the website from time to time during the entire recruitment process for updates.

Sd/- (Ajay Kumar Gupta)
Chairman,
Recruitment Committee