

**PRESIDENCY SMALL CAUSES COURT, CALCUTTA.**

(city civil court building, 6th floor, 2 and 3, kiran shankar roy road, kolkata - 700001.)

**EMPLOYMENT NOTIFICATION NO. PSC/1/2013 DATE:14.02.13.**

Applications are hereby invited from the eligible candidates for filling up the posts in different categories in this court, which are lying vacant or are expected to be vacant within 31.12.13. the details of the posts, vacancies and the scales of pay are as follows :

<b>POST</b>	<b>SCALE OF PAY</b>	
<b>VACANCIES</b>		
LOWER DIVISION CLERK	Rs. 5400/--Rs. 25200/-(G.P. Rs. 2600/-)	
TOTAL - 3 { GEN -1, S.C.- 2} (GROUP - C)		
SUMMONS BAILIFF	Rs. 5400/--Rs. 25200/- (G.P. Rs. 2300/-)	TOTAL
- 3 {OBC (A) S.C. -1, GEN (E.C.)-1} (GROUP - C)		- 1,
SEAL BAILIFF	Rs.5400/--Rs. 25200/- (G.P. Rs. 2600/-)	
TOTAL - 2 -1, GEN -1} (GROUP - C)		{S.C.
PEON	Rs.4900/--Rs. 16200/- (G.P. Rs. 1700/-)	
TOTAL - 3 {OBC GEN (EX (GROUP - D) (E.C.)		(A) -1, SERVICEMAN) -1, S.C. -1}
DUFFTRY	Rs.4900/--Rs.16200/-(G.P. Rs. 1800/-)	TOTAL - 1 {GEN -
1} (GROUP - D)		

**essential qualifications : for all posts :**

**citizenship : All candidates must be citizen of India as per part - ii of Constitution of India and/or Citizenship Act, 1955.**

**a candidate whose parent/parents are not Indians by birth shall require requisite certificate from central government to apply for any post.**

**minimum age : 18 years.**

**maximum age: for general**

**candidates : 40years.**

**for obc (a&b) candidates : 43 years.**

**for sc & st candidates : 45 years.**

**for ex servicemen candidates : as per govt. rule.**

**all ages shall be calculated as on 01.01.13.**

**minimum qualification : for l.d.c. :** the candidate must have passed madhyamik or equivalent examination from a recognised board or council.

the candidate must have workable knowledge of computers such as computer typing and printing etc. alongwith satisfactory fingering speed.

**FOR SEAL BAILIFF :** THE CANDIDATE MUST HAVE PASSED MADHYAMIK OR EQUIVALENT examination from a recognised board or council.

the candidate must have good physique and personality.

**for summons bailiff :** the candidate must have passed class - viii examination from a school which is affiliated to any recognised board or council.

**For peon/orderly/dufftry :** the candidate must have passed class - viii examination from a school which is affiliated to any recognised board or council.

**application fee :** rs. 200/- for all group c posts (rs. 50/- for sc/st candidates) and rs. 100/- for all group d posts (Rs. 25/- for sc/st candidates).

the application fee shall be paid by ipo/demand draft/ bankers' cheque drawn in favour of "the chief judge, presidency small causes court, calcutta." the ipo shall be payable at gpo, kolkata and demand draft/bankers' cheque shall be payable in calcutta. the ipo/demand draft/bankers' cheque must be purchased on or after 14.02.13.

no application fee in any other mode such as cash or personal cheque shall be entertained and the application form in such cases shall be treated as without any application fee.

the application fee is not refundable under any circumstances.

**n.b. :**

the candidates shall submit attested photocopies of their age proof, educational qualification proof and citizenship proof alongwith the application form. self attestation of the documents shall not be valid for the purpose.

in case of candidates appearing for the posts of l.d.c. they shall submit attested photocopy of certificate from a recognised institution regarding their computer knowledge in addition to the above documents. in this case also, self attestation shall not be valid for the purpose.

in case of candidates applying against "ex serviceman" quota, they shall submit attested photocopy of documents as proof of their military service in addition to the above documents. self attestation of the documents shall not be valid for the purpose.

in case of candidates applying against "sc/st/obc" quota, they shall submit attested photocopy of their caste/obc certificate from competent authority in addition to the above documents. self attestation of the documents shall not be valid for the purpose.

no candidate is required to pay any money other than application fee and so, the candidates are requested not to pay any money to any person for selection or posting of himself for a particular post other than application fee. if any candidate comes across any person demanding any money for the above purposes, he is advised to report the matter forthwith to the local police station.

any kind of solicitation for the selection of a particular candidate shall be considered as a disqualification for that candidate and shall result in the ousting of such candidate without any further reference to him/her.

the candidates are required to disclose their informations fully and truly. if any candidate is subsequently found to have withheld any information or have suppressed any material fact, he/she shall be liable to be disqualified from appearing for a particular post and if already appointed, shall be liable for dismissal from service without assigning any further reason.

the application forms without any application fee or insufficient application fee for a particular post shall be summarily rejected.

a particular candidate can apply for only one particular post in this judgeship and if any candidate is found to apply for more than one post then, all his applications shall be rejected.

the issuance of admit card and admittance in the examination hall are provisional and the candidate may be debarred from taking examination and/or further examination if he/she is found to have not fulfilled any of the criteria as mentioned above.

if any candidate is found to have adopted any unfair means in the examination hall he/she shall be rusticated at once.

if there is any doubt regarding the eligibility of any candidate, the decision of the district recruitment committee shall be final.

the candidates shall give their full signatures at the bottom of the application form with date. defective/incomplete/unsigned applications shall be summarily rejected.

in addition to the completed application form and the attested photocopies of the documents mentioned above, the candidates shall also submit two self addressed envelopes of the size of 25 cm X 11 cm with postal stamp of rs. 5/- affixed to each, alongwith the application form.

the candidates shall paste two recent passport sized colour photographs duly signed by them, in the respective places mentioned in the application form and admit card.

the candidates shall not sign in such manner so that the face of their photographs are covered. in case of any such event or in any other event in which the candidates' identity cannot be ascertained from the photographs pasted by them in the application form and/or, in the admit card, the said application form shall be rejected. even if he/she is issued admit card, he /she may be debarred from taking the examination.

admit cards shall be sent by post, to the candidates whose application forms shall be found to be complete and in order in all respects. the candidates shall appear in the examination venue at their own expenses.

candidates whose application forms are not found in order, shall not be allowed to take the examination and the authority shall not bear any responsibility to inform.

the district recruitment committee reserves the right to offer appointment to the selected candidates at any place of the judgeship and not according to the preference/option of the candidates.

once appointed, the matters regarding service, seniority, promotion etc. in respect of any appointee shall be regulated by the rules followed in this judgeship and also as per w.b.s.r. part - i and ii, as applicable.

in case of any dispute, the decision of the district recruitment committee shall stand final.

candidates already in service under central or any state govt. and/or public sector undertakings and within the prescribed age limit, must submit their application forms through proper channel with the "no objection" Certificate of the concerned authority.

the district recruitment committee reserves the right to prepare short lists of selected candidates. the panel/s thus prepared 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 one year from the date of its preparation. if necessary, panel/s of wait listed candidates shall also be prepared. such panel/s shall also remain effective till the process of giving appointment against notified vacancies. however, the panel/s shall remain valid for one year from the date of its preparation.

the district recruitment committee shall also have the full discretion to fix minimum qualifying marks in respect of all categories of posts and shall have the full discretion to relax any or part of the norms.

sc/st/obc candidates of states other than west Bengal shall be treated as general candidates.

in case of non availability of gen (e.c.)/s.c.(e.c.) candidates, the vacancy shall be filled up from the eligible non exempted candidates of gen/s.c. category as the case may be.

**last date of receiving application : 08.03.13. within 5.00 p.m.**

all applications by ordinary post, speed post or registered post with a/d, must reach the district recruitment committee on or before the date and time mentioned above. the applications can also be dropped in the drop box kept in the English department of this judgeship. applications reaching the judgeship after the above date and time, shall not be considered even though posted well in advance.

**date of dispatch/issue of admit cards : from 15.06.13. to 30.06.13.**

those candidates who will not get their admit cards within 30.06.13. may collect their duplicate admit cards from 01.07.13. to 10.07.13. (except 07.07.13.)from the English department of this judgeship from 10.30 A.M. to 4.30 P.M.

**probable date of written examination : from 20.07.13. to 14.08.13.**

the exact date, time and venue of written examination shall be communicated to the eligible candidates through their admit cards.

**probable date of declaration of result of written examination : within 15.10.13.**

**probable date of viva voce : from 07.11.13. to 15.11.13.**

the exact date and time of viva voce for particular posts shall be communicated to the eligible candidates through their call letters.

**mode of examination:**

**summons bailiff/peon/dufftry** - a written examination shall be conducted of 100 marks. the duration of the examination shall be 1 hour. the question paper shall contain 50 questions of 2 marks each. the questions shall be of objective type and shall consist of English grammar, Bengali grammar, arithmetic and general studies. after obtaining minimum qualifying marks to be fixed by district recruitment committee, the successful candidates shall be called for viva voce of 10 marks in the ratio of 1:3, as far as practicable. on the basis of the result of written examination and viva voce, a final panel will be prepared. the standard of the examination shall be that of class - viii of w.b.b.s.e.

**seal bailiff/lower division clerk** - a written examination in two parts shall be conducted. only the successful candidates of part - i examination shall be called for part - ii examination. the minimum qualifying marks for both part - i and part - ii shall be fixed by the district recruitment committee.

the part - i shall be of 100 marks. the duration of the examination shall be of 1 hour and 30 minutes. the question paper shall consist of 100 questions of 1 mark each. the question paper shall be of objective type consisting of English grammar, general

studies and arithmetic.

the part - ii examination shall be divided into two parts - Group (a) - English , Group (b) - Bengali/Hindi/Urdu/Nepali. the full marks for Group - (a) and Group - (b) shall be 50 marks each. the duration of the examination shall be of 1 hour. the question paper shall be of conventional type and shall consist of English and Bengali/Hindi/Urdu/Nepali translation, letter writing in English and in Bengali/Hindi/Urdu/Nepali, paragraph writing in English and in Bengali/Hindi/Urdu/Nepali and newspaper reporting in English and in Bengali/Hindi/Urdu/Nepali.

the candidates who shall take Hindi/Urdu/Nepali, as the case may be, in lieu of Bengali in Group - (b) of part - ii examination, shall require to pass a departmental examination in Bengali during the probation period in order to be considered for confirmation in service.

after obtaining the minimum qualifying marks of part - ii examination, the successful candidates shall be called for viva voce of 10 marks in the ratio of 1:3 as far as practicable, when the test in computer knowledge for l.d.c. candidates shall also be taken. on the basis of the results of written examination and viva voce, the final panel shall be prepared. the standard of examination of both part - i and part - ii shall be that of madhyamik of w.b.b.s.e.

eligible candidates may submit legible hand - written, typed or computer typed single application ( one side of the paper ) for any one of the aforesaid post as per the format given below :

### APPLICATION FORMAT

POST APPLIED FOR :

GEN/

(E.C.)/ST/ EX

applicable)

passport

be

To,

The Chief Judge,

Presidency Small Causes Court,

Calcutta,

Pin - 700001.

Sir,

I beg to apply for the post of \_\_\_\_\_ in your judgeship and I beg to submit the particulars as per prescribed format, given below :

**1. Full Name (In Block Letters) :**

2. Name of the father/husband :

CATEGORY :

GEN(E.C.)/S.C./S.C.

SERVICEMAN

(Strike out which is not

One recent colour

sized photograph duly signed by candidate to pasted here.

3. Date of Birth :
4. Actual age as on the date of application :  
(Give attested supporting documents)
5. Sex (Male/Female) :
6. Nationality :
7. Religion :
8. Address : Permanent :  
Present :  
Telephone no. if any :
9. Whether belongs to SC/ST/OBC :  
(Give attested supporting documents)
10. Whether belongs to Exempted Category (E.C.) :  
(Give attested supporting documents)
11. Whether belongs to Ex serviceman category :  
(Give attested supporting documents)
12. Educational Qualification :  
(Give attested supporting documents)
13. Have you any knowledge in computer operation/typing ? :  
(Give attested supporting documents)
14. Are you a Govt. servant? If yes, give details :
15. Other qualifications, if any :  
(Give attested supporting documents)
16. Please state the number, date and amount of IPO/Demand Draft/Banker's cheque:

#### Declaration

I hereby declare that (a) all 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 is liable to be canceled, (b) I have obtained "no objection" certificate from my appointing authority in writing (Only for candidates under Govt. service, strike out portion (b) if not applicable).

Yours faithfully,

(Full signature of the

candidate)

Date :

Place :

Enclosures :

ADMIT CARD  
(TO BE ENCLOSED WITH THE APPLICATION FORM IN A SEPARATE  
SHEET)

Staff Recruitment Examination, 2013.  
Presidency Small Causes Court, Calcutta.

One recent  
colour passport  
sized photograph  
duly

signed by

the candidate  
to be pasted here

(For office use)

Roll no. :  
Date of examination :  
Time of examination :  
Venue :

(To be filled up by the candidate)

1. Name of the candidate (In block letter) :
2. Father's/Husband's name :
3. Address :

Signature and date with the stamp of  
Chairman, District Recruitment Committee,  
Presidency Small Causes Court,  
Calcutta.

**Sd/- T. Gupta,**  
**chairman, district recruitment**  
**committee,**

**presidency small causes court,  
calcutta.**