

OFFICE OF THE CHIEF JUDGE,
CITY SESSIONS COURT, CALCUTTA

NOTIFICATION NO. 45 DATED : 08.02.2013

Notification for recruitment of different categories of posts of staff in the City Sessions Division to be conducted by the Committee of the Judgeship under the supervision of the Chief Judge, City Sessions Court, Calcutta.

Applications from the eligible Indian Citizens in the following prescribed format are invited for preparation of separate panels to fill up the existing and expected vacancies, mentioned below, in different categories of posts, in the judgeship of the Chief Judge, City Sessions Court, Calcutta within **5.00 p.m.** on or before **7th March, 2013**.

The examination/test of a particular category of post will be held in a particular day and time to be notified later on. Details of vacancies, Scales of pay, respective applications fees (mentioned below) by I.P.O. (which must be purchased on a date after publication of advertisement) need be drawn and the same is **payable at G.P.O., Kolkata** in favour of the '**Chief Judge, City Sessions Court, Calcutta**':- The application is to be addressed to "The Chief Judge, City Sessions Court, Calcutta, Bichar Bhawan, 2 & 3, Bankshall Street, Kolkata, PIN – 700 001".

Existing and expected vacancies :

Copyist-Typist (Group-C): Scale of pay – Rs. 5400/- - 25,200/-, Grade Pay –Rs. 2600/-::
Existing Vacancy – 2 (Unreserved-1, OBC (B)- 1).

Typist (Group-C) : Scale of pay – Rs. 5400/- - 25,200/-, Grade Pay –Rs. 2600/-::
Existing Vacancy – 1 (Unreserved).

Peon (Group-D):: Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- ::
Existing Vacancy – 1 (Unreserved).

Farah (Group-D):: Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- ::
Existing Vacancy – 6 [OBC (A) (E.C.) - 1, Unreserved-2, Unreserved (EC)-1, SC (EC)- 1, Ex-Serviceman-1].

Night Guard (Group-D) :: Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- ::
Expected Vacancy – 1 (Unreserved).

Sweeper (Group-D) :: Scale of Pay –Rs. 4900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- ::
Expected Vacancy – 1 (SC).

Eligibility Age : Not less than 18 years and not more than 40 years as on 1st January, 2013 for all categories of posts. Relaxation of age limit for 5 years in case of candidates SC/ST category and for 3 years in case of candidates of OBC Category only. The upper age limit, in case of Physically Handicapped Candidate, is 45 years. Relaxation of age limit in case of Ex-Serviceman Category – as per existing Government Rules.

Essential Qualification : **For all posts in Group- C** category, the Candidate must have passed Madhyamik or equivalent examination from any recognized Board and at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation. Moreover, for English Typist, Typist-Copyist, a minimum typing speed from legible manuscript @ 30 w.p.m. in English is required. **In respect of Group – D** category (other than Sweeper): The candidate must have class VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent Institution. For the post of Sweeper, the applicants must have ability to read and write Bengali. For the post of **Night Guard**, the candidates should be sound health, good physique and free from any organic defect and bodily infirmity.

Mode of Examination: -

(1) **For English Typist, Typist-Copyist** : - The candidates shall have to appear for (I) Preliminary Examination (Objective Type) and (II) Main Examination (Type test). The Preliminary Examination will consist of one paper having objective type multiple choice questions on General English (30 marks). Current Affairs (20 marks). The duration of Preliminary Examination shall be one hour. Only the successful candidates of Preliminary Examination shall be called for Main Examination (Type test). Every candidate shall be required to type 450 words in 15 minutes from a manuscript of English Passage. The maximum number of mistakes is allowable is 5 per cent. The appropriate authority shall have the discretion to fix qualifying marks for both Preliminary and Main Examination. On the basis of the result of the Main Examination (Type test) a number of candidates will be selected for personality test carrying 10 marks when the knowledge in computer operation shall also be tested, a final panel will be prepared on the basis of the result of the total marks obtained in typewriting, computer operation and personality test.

(2) **Group-D** : (Peon, Farash and Night Guard except Sweeper):- A written examination to be conducted by the Authority. The Authority shall determine the syllabus for and scheme and method of the written examination. And the basis of the result of the written examination, a number of candidates will be selected for personality test and on the basis of the total marks obtained in the written examination and personality test; a final panel will be prepared.

(3) **For Sweeper**: - The selection shall be made on the basis of an interview.

APPLICATION FORMAT

POST APPLIED FOR CATEGORY-.....

(Mention categorically the name of the post and in which category do you belong)

To
The Chief Judge,

One recent passport size photograph duly signed by the candidate to be pasted here
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City Sessions Court,
2 & 3, Bankshall Street,
Kolkata- 700 001.

Sir,

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

1. Full Name (in block letter) :
2. Name of the Father/Husband :
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) with Contact No. :
9. Whether belongs to SC/ST/OBC/ :
(give attested supporting documents)
10. Physically Handicapped (say yes/no.) :
(give attested supporting documents)
11. Educational Qualification :
(give attested supporting documents)
12. Have you any knowledge in Computer :
Operation/Typing? If so, give details
(give attested supporting documents)
13. Do you know ordinary Type-writing?
If so, give details. :
(give attested supporting documents)
14. Are you a Govt. servant – Yes/No, If yes,
Give details. :
15. Other Qualifications, if any. :
(give attested supporting documents)
16. Please state the No. date and Amount of Indian Postal Order :

Declaration

I, hereby declare that, (a) all 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 cancelled, (b) [(only for candidates, service under Government) I have obtained “no objection” certificate from my Appointing Authority in writing. {Strike out the portion (b), if not applicable.}]

Yours faithfully,

Date :

Place:

Enclos :

(Full signature of the applicant)

(To be enclosed with the application form in a separate sheet)

ADMIT CARD

Staff Recruitment Examination 2013.

OFFICE OF THE CHIEF JUDGE, CITY SESSIONS COURT, CALCUTTA.

One	recent
passport	size
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 stamp of the
Chairman of the District Selection
Committee.

Note :- Instruction is enclosed in separate Sheet.

N.B. :-

- (1) Sl. Nos. 1-11 and 14, 15 & 16 are required to be filled up by all the candidates applying for any category of post and in addition to that other relevant particulars in respect of Sl. Nos. 12 & 13 to be filled up by the candidates applying for the post of Typist and Typist-Copyist.
- (2) Self attestation will not be valid for the purpose;
- (3) SC/ST/OBC candidates of other States will be treated as General Candidates;
- (4) Each application must be accompanied by application Fee of Rs. 250/- for the posts under Group-C category and Rs. 150/- for Group-D category (Rs. 75/- & Rs. 50/- respectively for SC/ST candidates only) by I.P.O., which must be purchased on a date after publication of advertisement. Any other mode of payment of Application Fee will not be accepted.
- (5) Attested documents, as mentioned in the application format, above, should be accompanied with the application and self-attestation in the this respect will not be valid;
- (6) Two passport size recent photograph duly signed by the candidate should be pasted in the respective places mentioned in the Format and Admit Card;
- (7) One self-addressed envelope of the size of 25cm X 11 cm, without any postal stamp affixed thereon should be accompanied with the application.
- (8) Full signature of the candidate with date must be given at the bottom of the application. Defective/incomplete application/unsigned applications/applications submitted without proper application fee and according to format will be summarily rejected.
- (9) The application fee is not refundable in any case.

- (10) Admit Cards containing Venue, Date and time of the test/s, as also other information, will be sent to the candidates whose applications will be considered to be in order in all respect, by post. Candidates called for the Test/s shall be required to appear at their own expense.
- (11) 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 test/s in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.
- (12) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service.
- (13) The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place of the judgeship and not according to the preference/option given by an applicant.
- (14) Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in the judgeship where he/she will be appointed.
- (15) In case of any dispute, the decision of the District Recruitment Committee of the respective Judgeship shall stand final.
- (16) Candidates, whose application will found not in order, will not be allowed to appear before the test/s and authority will bear no responsibility to inform.
- (17) The Application, by speed post, ordinary post, Registered post (with or without A/D) must be submitted in a closed envelope to the appropriate authority within **5.00 p.m.** on or before **7th March, 2013**. The applications may also be dropped at the container/box which will be placed in the ground floor at Bichar Bhawan, 2 & 3, Bankshall Street, Kolkata- 700 001 **from 18.02.2013**. Applications reaching the office after the last date shall not be considered, even though the same are posted well in advance.
- (18) Candidates already in service under Govt./Public Sector Undertakings, and within the prescribed age limit, must submit their applications through Proper Channel with the "**No Objection**" Certificate of the concerned Authority.
- (19) The District Recruitment Committee reserves the right to make short list 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 shall remain valid only for a year from the date of its formation.
- (20) In case of any dispute, the decision of the District Recruitment Committee will be final.
- (21) The District Recruitment Committee shall also has 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.

Sd/-

(Indrajit Chatterjee)
Chief Judge &

Chairman of the Recruitment
Committee,
City Sessions Court, Calcutta