

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

**RECRUITMENT - 2015-2016.**

**NOTIFICATION NO. 187-A DATED : 20.12.2016**

In continuation to Notification no. 132 dated 12.08.2016, further Notification is to be published 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 (page nos. 3 & 4) are invited for preparation of separate panels to fill up the existing vacancies, mentioned below, in the judgeship of the Chief Judge, City Sessions Court, Calcutta within **15.01.2017** on or before **05.00 p.m.**

**Last date of submission application 15.01.2017.**

The candidate must deposit their respective examination fee through SBI online process by using any **ATM card/Debit card/Credit card/SBI challan** as mentioned below and a print out copy of the **deposit slip i.e. e-receipt** must be attached with the application.

For online payment of application fee/Examination fee please **click here -**  
**<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=679106>**

The examination/test of a particular category of post will be held on a particular day and time to be notified later on. Details of vacancies, scales of pay, respective application fees are (mentioned below). The application is to be addressed to “**The Chief Judge, City Sessions Court, Calcutta, Bichar Bhawan, 2&3, Bankshall Street, Kolkata – 700 001**”.

To know all the information regarding recruitment, the candidates should visit the website of the Hon'ble High Court, Calcutta i.e. . **[www.calcuttahighcourt.nic.in](http://www.calcuttahighcourt.nic.in)** and also the website of City Sessions Court, Calcutta i.e. **[www.ecourts.gov.in/citysessionscourcalcutta](http://www.ecourts.gov.in/citysessionscourcalcutta)** and also the **Notice Board** of this Court.

**Total Existing vacancies : 13**

**PROCESS SERVER (GROUP-D) :**

Scale of pay – Rs. 5,400/- - Rs. 25,200/-, Grade Pay –Rs.2300/-::

**Existing Vacancy – 5** [UR-1, UR(EC)-2, SC-1, OBC(B) -1]

**PEON (GROUP-D) :**

Scale of Pay –Rs. 4,900/- – Rs. 16,200/-, Grade Pay – Rs. 1700/- ::

**Existing Vacancy – 8** [UR-4, UR(EC)-1, SC-1, SC(EC)-1, Ex. S.M. -1 ]

**Age, Minimum Qualification, mode of examination and Syllabus for examination are given below :-**

**Eligibility:-**

**Age** : Not less than **18 years** and not more than **40 years** as on 1st January, 2016 for both categories of Group-D posts. Relaxation of age limit for **five years** in case of candidates of **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 open to civil employees in the normal course.

**Essential Qualification**: The candidate must have Class-VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent Institution.

**Mode of Examination**: - A written examination to be conducted by the Authority. The Authority shall determine the syllabus for and scheme and method of the written examination. On 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 (out of 10 marks by taking the average of marks given by each member); a final panel will be prepared.

**APPLICATION FORMAT**

POST APPLIED FOR Process Server/ Peon, CATEGORY- UR/SC/ST/OBC-A/OBC-B/E.S.M./EC  
(Mention categorically the name of the post and in which category do you belong)

To  
The Chief Judge,  
City Sessions Court,  
Bichar Bhawan, 2 & 3, Bankshall Street,  
Kolkata- 700 001.

One recent  
passport size  
photograph duly  
signed by the  
candidate to be  
pasted here

Sir /Madam,

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 :
5. Sex (Male/Female) :
6. Nationality (give supporting document- EPIC/AADHAR) :
7. Religion :
8. Address (Permanent & Present) : \_\_\_\_\_
9. Contact No. : (Mobile/Landline) :
10. Whether belongs to SC/ST/OBC/ESM/EC. (Give supporting documents):
11. Physically Handicapped (yes/no.) (Give supporting documents) :
12. Educational Qualification. :  
(Give supporting documents)
13. Have you any knowledge in Computer :  
Operation/Typing? If so, give details with documents):
14. Are you a Govt. servant – Yes/No, If yes, Give details:
15. Other Qualifications, if any. (Give supporting documents) :
16. Please state the SBI Collect payment starting with 'DU' ref. no.:  
(Give print out copy of online deposit slip i.e. e-receipt with the application)

**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:

Enclosures :

(Full signature of the applicant)

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

One recent  
passport size  
photograph duly  
signed by the  
candidate to be  
pasted here

**ADMIT CARD**

Staff Recruitment Examination- 2015-16.

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

(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 Recruitment Committee,  
City Sessions Division, Calcutta.

**INSTRUCTIONS TO THE CANDIDATE(S):**

- (1) Without signature of the candidate on any document which the candidate rely, shall not be accepted. (Self attestation on any document is valid)
- (2) SC/ST/OBC candidates of other States will be treated as General Candidates;
- (3) Each application must be accompanied by the application **Fee of Rs. 200/- (Rs. 150/- for SC/ST candidates only) for the posts under Group-D category** which should be deposited through SBI online process by using any **ATM card/Debit card/Credit card/SBI challan** and a print out copy of the **deposit slip i.e. e-receipt** must be attached with the application. **Any other mode of payment of Application Fee i.e. Bank draft, Cheque, IPO etc. will not be accepted.**

For online payment of application fee/Examination fee please click here -

<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=679106>

[Note: If any candidate is unable to deposit the application fee through online payment mode as mentioned above by using any **ATM card/Debit card/Credit card etc.**, then the candidate can deposit the respective application fee in any Branch of State Bank of India with a print out copy after generating the SBI challan from the above mentioned online system i.e. <https://www.....> ]

- (4) The candidate must attach his/her respective examination fee deposit slip/ e-receipt with the prescribed application.
- (5) Attested documents, as mentioned in the application format, above, should be accompanied with the application and self-attested documents will also be valid;
- (6) **Two passport** size recent photographs duly signed by the candidate should be pasted on the respective places mentioned in the Application Format and Admit Card;
- (7) **One self-addressed envelope** of the size of 25cm X 11 cm, with postal stamp of **Rs.5/-** affixed thereon should be accompanied with the application for sending admit card through ordinary post.
- (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. Moreover, the candidates should follow the venue, date and time of the test(s), and also other information in the website of High Court, Calcutta i.e. [www.calcuttahighcourt.nic.in](http://www.calcuttahighcourt.nic.in) and also the website of City Sessions Court, Calcutta i.e. [www.ecourts.gov.in/citysessionscourtcaltutta](http://www.ecourts.gov.in/citysessionscourtcaltutta). 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 candidates at any place of the judgeship and not according to the preference/option given by any applicant.
- (14) Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this judgeship.
- (15) In case of any dispute, the decision of the District Recruitment Committee of this 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 Applications, **by speed post, ordinary post, Registered post (with or without A/D)** must be submitted in a closed envelope to the authority within **5.00 p.m.** on or before **15.01.2017**. 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 on and from the date of publication of this Notification. **From 16.01.2017**, applications reaching the office after the last date and time 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.

The District Recruitment Committee reserves the right to make short list of successful candidates. Waiting list panel shall remain effective for one year from the date of publication of final result and /or on joining of the selected candidate to his/her respective post, whichever is earlier.

- (19) In case of any dispute, the decision of the District Recruitment Committee will be final.
- (20) 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/-**

Chief Judge &  
Chairman of the District Recruitment Committee,  
City Sessions Court, Calcutta