

**OFFICE OF THE CITY CIVIL COURT, CALCUTTA,  
2&3 KIRAN SHANKAR ROY ROAD, KOLKATA-700001**

**Notification for recruitment of different categories of posts of staff in this court to be conducted by the Committees of this Judgeship under the supervision of the Committee of Registrars of High Court at Calcutta.**

**Employment Notification No.CT. CVL. CRT. 1.Dated, Calcutta, the 13<sup>th</sup> day of February, 2013**

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 this Judgeship.

The examination/test of a particular category of post will be held in a particular day and time. One can apply for only one vacant post of this judgeship. Details of vacancies, Scales of pay, detail address of the appointing authority to whom the application is to be addressed and in whose favour the respective applications fees (mentioned below) by I.P.O. (which must be purchased on a date after publication of advertisement) need be drawn and where the same is payable are given hereunder :-

**For City Civil Court, Calcutta** :- The application is to be addressed to “**The Chief Judge, City Civil Court, Calcutta, 2&3 Kiran Shankar Roy Road, PIN – 700 001** and Application Fee by I.P.O to be drawn in favour of Chief Judge, City Civil Court, Calcutta. Payable at G.P.O, Kolkata.

(1)**Lower Division Assistant** (Group-C):: Scale of Pay - Rs. 5400 - Rs. 25,200/-, Grade Pay - Rs. 2600/- :: Existing Vacancy - 2 and Expected Vacancy -10; Total Vacancy - 12 {Unreserved- 3, Unreserved(exempted category)- 2, SC-1; SC(exempted category)- 1, ST-1; O.B.C(A)-1, O.B.C(B)-1. Ex-serviceman(S.C)- 1, Person with disability(Unreserved)-1}(2) **English Stenographer** :: Scale of Pay -Rs. 7100/— Rs. 37,600/-, Grade Pay - Rs. 3600/- :: Existing Vacancy – 5 and Expected Vacancy - 1; Total Vacancy – 6 [ Unreserved- 2, Unreserved(exempted category)- 1, SC-1, ST-1, O.B.C(A)-1]. (3) **Peon** (Group-D):: Scale of Pay -Rs. 4900/- - Rs. 16,200/-, Grade Pay - Rs. 1700/- :: Existing Vacancy - 4 and Expected Vacancy - 4; Total Vacancy – 8 [ Unreserved- 2, Unreserved(exempted category)- 1, Ex-serviceman(Unreserved)-1, SC-1, SC(exempted category)- 1, S.T-1, OBC(A)-1]. (4) **Farash** (Group-D):: Scale of Pay -Rs. 4900/- - Rs. 16,200/-, Grade Pay - Rs. 1700/- :: Existing Vacancy - 1; Total Vacancy - 1 (SC-1). (5) **Visti** (Group- D):: Scale of Pay -Rs. 4900/— Rs. 16,200/-, Grade Pay - Rs. 1700/- :: Existing Vacancy-1; Total Vacancy - 1 (. SC-1).

The appointment will initially be made on a purely temporary basis but is likely to be made permanent, for all categories of posts.

**Eligibility Age, Minimum Qualifying and other qualification required,**

**Scheme of examination and Syllabus for each examination for each category are given below :-**

**Eligibility Age** : Not less than 18 years and not more than 37 years as on 1<sup>st</sup> January, 2013 for all categories of posts. Relaxation of age limit for five 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 ExServiceman Category – as per existing Government Rules. For English Stenographer, there shall be no age limit for persons holding permanent posts of Typists or Steno-Typists under the Government.

**Essential Qualification** : In respect of Group -: **For all posts in Group-B & 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, (I) for L.D.C., knowledge in type-writing in English is preferable (ii) for Stenographer, a minimum speed @ 80 w.p.m in Shorthand and a minimum speed @ 30 w.p.m in typewriting from a legible manuscript in English for 10 minutes and also at least a Certificate in Computer Training from a recognized Institution and a satisfactory fingering speed in Computer operation are required.

**In respect of Group – D** category : The candidate must have class VIII pass certificate from any recognized School or recognized Madrasah or any other recognized equivalent Institution.

**Mode of Examination**: - (1) **For Lower Division Clerk**: - The examination shall consist of two parts viz. Part-I and Part-II. Only the successful candidates of Part-I examination who will qualify, the qualifying marks for which will be fixed by the Appropriate Authority, shall be called for Part-II Examination. The Part-I will carry 100 marks having 100 questions of 1 (one) mark each, comprising of multiple choice objective type questions on English, General Studies and Arithmetic. The duration of Part-I examination shall be 1 hour. The Part-II shall consist of conventional type question on (a) Group- A- English and (b) Group-B- Bengali/Hindi/Urdu /Nepali carrying 50 marks each for Group-A and Group-B. The duration of Part-II examination shall be 1 hour and the Syllabus for which will be fixed by the Appropriate Authority. Candidates who will take Hindi or Urdu or Nepali, as the case may be, in lieu of Bengali of the Group-B of Part-II Examination shall, before confirmation, have to pass a Departmental Examination in Bengali during the period of probation. On the basis of the result of the Part-II examination a number of candidates will be selected for personality test carrying 10 marks and a final panel will be prepared on the basis of the result of the total marks obtained in Part-II Examination and personality test. The Appropriate Authority shall fix the minimum qualifying marks in Part-II Examination. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

(2) **Group-D (excepting Sweeper/Mali)**:- 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 English Stenographer**: - **Paper-I** - Dictation & Transcription (400 marks) (Dictation lasting for 6 minutes followed by transcription of notes in candidates' own handwriting for an hour); **Paper-II** -General English (100 marks) (Syllabus - Spelling, Correct use of words, Correctness of sentences, use of common phrases, Synonyms and antonyms and Punctuation (Time limit 1 hour); **Paper -III**-Typing in typewriter machine (100 marks) (The candidates are required to type from a manuscript accurately on the Type writer @ not less than 30 words per minute. The test will be for 10 minutes). On the

basis of the result of the all the three papers a number of successful candidates will be called for Personality test when knowledge in computer operation shall also be tested. On the basis of the result of all the three papers and also computer operation and personality test, a final panel will be prepared. (The number of errors shall be admissible in respect of Paper -I and III and qualifying marks in any or all the papers and in the aggregate shall be fixed by the authority).

The appropriate authority shall have the discretion to fix qualifying marks in any or all the tests for different categories of posts, mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Castes, Scheduled Tribe and Other Backward Classes, if deemed necessary.

Eligible candidates may submit legible hand-written or typed (one side of the paper) single application for any the aforementioned post and for any of the above-noted judgeships, as per format given below:-

### **APPLICATION FORMAT**

**POST APPLIED FOR.....**

**CATEGORY-**

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

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

**To,**

**The Chief Judge,**

**City Civil Court, Calcutta,**

**2&3 K.S Roy Road,**

**Kolkata, PIN – 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 Father/Husband :
3. Date of Birth :
4. Actual Age on the date of application :  
(give attested supporting documents)
5. Sex (Male/Female) :
6. Nationality :
7. Religion :
8. Address (Permanent & Present) with pin code  
and contact no. if any:
9. Whether belongs to SC/ST/OBC(A)/:  
OBC(B)/ Exempted Category  
(give attested supporting documents)

10. Whether Physically Handicapped/Person with disability :

(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. Do you know Shorthand (English)?

If so, give details. :

(give attested supporting documents)

15. Are you a Govt. servant – Yes/No, If yes,

Give details. :

16. Other Qualifications, if any. :

(give attested supporting documents)

17. 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 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:

Enclosure

(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 2013.**

**Judgeship:- City Civil Court, Calcutta.**

**(For Office use)**

**Roll No. :**

**Date of Examination:**

**Time of Examination:**

**Venue :**

**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 -12 and 15, 16 & 17 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. 13 & 14 to be filled up by the candidates applying for the post of Stenographer. (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. 200 for the posts under Group B & C category and Rs. 100 for Group-D category (Rs. 50/- for SC/ST candidates domiciled in West Bengal 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 this respect will not be valid; (6) Two passport size recent photographs 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, with postal stamp of Rs. 5/- affixed thereon should be accompanied with the application. 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 respective 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 this judgeship where he/she will be appointed. (15) In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final. (16) Candidates, whose application will be 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 this authority within 5.00 p.m. on or before 08.03.2013. The applications may also be dropped at the container/box which will be placed at the ground floor of the City Civil Court Building. Applications reaching this 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) This 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. (20) In case of any dispute, the decision of the District Recruitment Committees shall be final. (21) The District Recruitment Committee shall also 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.

**Sd/- Shib Sadhan Sadhu**  
**Chief Judge, City Civil Court,**  
**and,**  
**Chairman of the Recruitment Committee**