

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

**RECRUITMENT - 2017-2018**

**Notification No. 2674 – S (Rectt)**

**Dated: Calcutta, the 29<sup>th</sup> May, 2018.**

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

Applications from the eligible Indian Citizens in the following prescribed format (page nos. 6 & 7) are invited for preparation of separate panels to fill up the existing and expected vacancies as on 31.12.2018 as mentioned below, in the Judgeship of the Chief Judge, City Sessions Division, Calcutta within **29.06.2018 on or before 05.00 p.m.**

**The last date of submission of application is 29.06.2018 (5:00 p.m.).**

The candidate must deposit their respective examination fee through State Bank of India online process by using any **ATM Card / Debit Card / Credit Card / SBI challan** as mentioned below and a printout 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 written examination of all category of posts will be held in a single day and time which will 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-cum-Chairman, District Recruitment Committee, City Sessions Division, Calcutta, 2&3, Bankshall Street, Bichar Bhawan, Kolkata – 700 001”**.

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

### **TOTAL EXISTING AND EXPECTED VACANCIES : 49**

#### **ENGLISH STENOGRAPHER (GROUP – B)**

<b>Total Existing &amp; Expected Vacancy</b>	<b>05</b> [Unreserved – 01, Unreserved (Sports person) – 01, SC – 02, Unreserved (EC) – 01]
<b>Pay Scale:</b>	₹ 7100/- to ₹ 37,600/- + Grade Pay ₹ 3900/-
<b>Essential Educational Qualification:</b>	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. 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. Knowledge in type-writing in English are required.
<b>Age limit:</b>	Not less than 18 years and not more than 39 years as per the G.O. No.875-F(P) dated 13 <sup>th</sup> February, 2017 as on 1 <sup>st</sup> January, 2018. Relaxation of age limit for 5(five) years in case of candidates belonging to SC/ST category and 3(three) years in case of OBC(A) and OBC(B) category. The upper age limit in case of Physically Handicapped Candidate is 45 years. Relaxation of age limit in case of Ex-Serviceman category and EC Category is as per existing Government Rules. The upper age limit shall be relaxable upto 5 years for an employee under the State Government holding permanent post. There shall be no age limit for persons holding permanent posts of Typists or Steno Typists under Government. SC/ST/OBC(A)/OBC(B) candidates of other states (any other state excluding West Bengal) will be treated as UR Candidates only.
<b>Mode of Examination:</b>	<p><b>Paper-I Dictation &amp; Transcription (400 marks)</b> (Dictation lasting for 6 minutes followed by transcription of notes in candidates' own handwriting for an hour);</p> <p><b>Paper-II General English (100 marks)</b> – (Syllabus – Spelling, Correct use of words, Correctness of sentences, use of common phrases, Synonyms and Antonyms and Punctuation) Time limit – 1 ½ hours.</p> <p><b>Paper-III Typing in Computer (100 marks):</b> The candidates are required to type from manuscript accurately on the Computer @ not less than 30 words per minute. The duration of this test will be 10 minutes.</p>

	On the basis of the result of 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 that shall be admissible in respect of Paper-I and Paper-III and qualifying marks in any or all the papers in the aggregate shall be fixed by the authority).
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### **LOWER DIVISION ASSISTANT (GROUP – C)**

<b>Total Existing &amp; Expected Vacancy</b>	<b>13</b> [Unreserved-05, Unreserved (PWD)-01, SC-04, ST-01, OBC-A – 01, OBC-B (EC) – 01]
<b>Pay Scale:</b>	₹ 5,400/- to ₹ 25,200/- + Grade Pay ₹ 2600/-
<b>Essential Educational Qualification:</b>	The candidate must have passed Madhyamik or equivalent examination from any recognized Board and at least a certificate in Computer Training from any recognized institution and a satisfactory fingering speed in computer operation. Knowledge in type-writing in English is preferable.
<b>Age limit:</b>	Not less than 18 years and not more than 40 years as on 1 <sup>st</sup> January, 2018. Relaxation of age limit for 05 (five) years in case of candidates belonging to SC/ST category and 03 (three) years in case of OBC(A) and OBC(B) category. The upper age limit in case of Physically Handicapped Candidate is 45 years. Relaxation of age limit in case of Ex-Serviceman category and EC Category is as per existing Government Rules. SC / ST / OBC(A) / OBC(B) candidates of other states (any other state excluding West Bengal) will be treated as UR Candidates only.
<b>Mode of Examination:</b>	<p>The examination shall consist of two parts viz: <b>Part-I and Part-II.</b></p> <p>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.</p> <p><b>Part-I</b> will carry 100 marks having 100 questions of 01 (one) mark each comprising of multiple choice objective type questions in English, General Studies and Arithmetic. The Question paper will be in English &amp; Bengali Language. There will be negative marking of 0.50 for each wrong answer in Part-I.</p> <p>The duration of Part-I examination shall be 1 ½ hours.</p> <p><b>Part-II</b> examination shall consist of conventional descriptive type questions on (a) Group-A English and (b) Group-B Bengali carrying 50 marks each from both Group-A and Group-B. The duration of Part-II examination shall be 01 (one) hour and the syllabus for which will be fixed by the Appropriate Authority.</p> <p>On the basis of result of 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.</p>

	The appropriate authority shall fix the minimum qualifying marks in Part-II Examination. The Standard and Syllabus of Examination shall be similar to that of Madhyamik Examination of the West Bengal Board of Secondary Education.
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### **GROUP – D**

#### **PEON / PROCESS SERVER / VISTI / NIGHT GUARD / FARASH / WARRANT BALIFF**

<b>Total Existing &amp; Expected Vacancy</b>	<p><b>PEON – 21</b> [Unreserved – 05, Unreserved (EC) – 04, Unreserved (Sportsperson) – 01, Unreserved (PWD) – 01, SC – 03, SC (EC) – 01, SC (ESM) – 01, ST (ESM) – 01, OBC-A – 01, OBC-B – 01, OBC-B (EC) – 01, OBC-A (ESM) – 01]</p> <p><b>PROCESS SERVER – 03</b> [Unreserved – 01, ST – 01, OBC-A – 01]</p> <p><b>WARRANT BAILIFF – 02</b> [Unreserved – 01, SC – 01]</p> <p><b>VISTI – 02</b> [Unreserved – 01, ST – 01]</p> <p><b>FARASH – 01</b> [OBC-A – 01]</p> <p><b>NIGHT GUARD – 01</b> [Unreserved – 01]</p>
<b>Pay Scale:</b>	For Process Server: ₹ 5400/- to ₹ 25,200/- + Grade Pay ₹ 2300/- Other than Process Server: ₹ 4,900/- to ₹ 16,200/- + Grade Pay ₹ 1700/-
<b>Essential Educational Qualification:</b>	The candidate must have Class-VIII pass certificate from any recognized school or Madrasah or any other Institution recognized by the Government. In addition, for the post of Night Guard, the candidates should be sound health, good physique and free from any organic defect and bodily infirmity.
<b>Age limit:</b>	Not less than 18 years and not more than 40 years as on 1 <sup>st</sup> January, 2018. Relaxation of age limit for 05 (five) years in case of candidates belonging to SC/ST category and 03 (three) years in case of OBC(A) and OBC(B) category. The upper age limit in case of Physically Handicapped Candidate is 45 years. Relaxation of age limit in case of Ex-Serviceman category and EC Category is as per existing Government Rules. SC / ST / OBC(A) / OBC(B) candidates of other states (any other state excluding West Bengal) will be treated as UR Candidates only.

<b>Mode of Examination:</b>	<p>The written Examination shall be Objective Type (multiple choice questions) on Simple Arithmetic, English, Bengali and General Knowledge.</p> <p>The duration of this examination will be 1.00 Hour.</p> <p>The total number of questions will be 50 each carrying 02 (two) marks. The Question paper will be in English &amp; Bengali Language. There will be negative marking of 01 (one) for each wrong answer.</p> <p>On the basis of result of the written Examination, a number of candidates will be called for personality test and the Final Panel will be prepared on the basis of the marks obtained in the written examination and personality test.</p>
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### **SWEEPER (GROUP – D)**

<b>Total Existing &amp; Expected Vacancy</b>	<b>01</b> [OBC-A – 01]
<b>Pay Scale:</b>	₹ 4,900/- to ₹ 16,200/- + Grade Pay ₹ 1700/-
<b>Essential Educational Qualification:</b>	The candidate must have Class-VIII pass certificate from any recognized school or Madrasah or any other Institution recognized by the Government. The applicants must have ability to read and write Bengali.
<b>Age limit:</b>	Not less than 18 years and not more than 40 years as on 1 <sup>st</sup> January, 2018. Relaxation of age limit for 05 (five) years in case of candidates belonging to SC/ST category and 03 (three) years in case of OBC(A) and OBC(B) category. The upper age limit in case of Physically Handicapped Candidate is 45 years. Relaxation of age limit in case of Ex-Serviceman category and EC Category is as per existing Government Rules. SC / ST / OBC(A) / OBC(B) candidates of other states (any other state excluding West Bengal) will be treated as UR Candidates only.
<b>Mode of Examination:</b>	The selection shall be made on the basis of an interview.

#### **NOTE:**

- (i) **A candidate shall NOT be allowed to apply for more than 01 (one) post.**
- (ii) **Reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the post are reserved for Physically Handicapped (PH) Persons or Persons with disabilities (PWD) candidates.**

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

**APPLICATION FEE:**

Sl. No.	Category of Posts	SC / ST / PWD	All other categories
1.	English Stenographer (Group-B) and Lower Division Clerk (Group-C).	₹ 300/- plus applicable Bank charges.	₹ 400/- plus applicable Bank charges.
2.	Process Server (Group-D), Peon (Group-D), Sweeper (Group-D), Night Guard (Group-D), Visti (Group-D), Warrant Bailiff (Group-D), Farash (Group-D).	₹ 200/- plus applicable Bank charges.	₹ 300/- plus applicable Bank charges.

**APPLICATION FORMAT**

POST APPLIED FOR English Stenographer (Group-B) / Lower Division Assistant (Group-C) / GROUP-D (Peon / Process Server / Farash / Visti / Night Guard / Warrant Bailiff / Sweeper)

CATEGORY- UR/SC/ST/OBC-A/OBC-B/E.S.M./E.C./P.W.D./SPORTSPERSON  
(Mention categorically the name of the post and in which category do you belong)

To  
The Chief Judge,  
City Sessions Court, Calcutta.  
2 & 3, Bankshall Street,  
Bichar Bhawan, 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 1<sup>st</sup> January, 2018 :
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. (Give supporting documents):
11. (a) Whether Physically Handicapped (yes/no.) (Give supporting documents) :?
11. (b) If yes, Percentage of Disability:
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.}]

Date:

Yours faithfully,

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 – 2017-2018**

**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.

**Note:- Instruction is enclosed in separate sheet.**



**INSTRUCTIONS TO THE CANDIDATES:**

(1) Without signature /self-attestation of the candidate on any document which the candidate rely, shall not be accepted.

(2) SC / ST / OBC candidates of other States will be treated as General (UR) Candidates;

(3) Each application must be accompanied by the application Fee for the post applied for which should be deposited through State Bank of India online process by using any ATM Card/Debit Card/Credit Card/SBI challan and a printout 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 printout copy after generating the SBI challan from the above mentioned online system i.e. **<https://www.onlinesbi.com/prelogin/icollecthome.htm?.corpID=679106>** ]

(4) The candidate must attach his/her respective examination fee deposit slip/ e-receipt with the prescribed application.

(5) Self-attested documents, as mentioned in the application format, above, should be accompanied with the application;

(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 25 cm X 11 cm 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 speed post. Moreover, the candidates should follow the venue, date and time of the test(s), and also other information in the official website of the Hon'ble High Court, Calcutta i.e. [www.calcuttahighcourt.gov.in](http://www.calcuttahighcourt.gov.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, City Sessions Division, Calcutta 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 Government Rules.

(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 shall be sent either through speed post or Registered post with A/D must be submitted in a closed envelope superscribed as “**Application for the post of .....**” (name of the post as applicable) must reach the **Chief Judge, City Sessions Court, Calcutta-cum-Chairman, District Recruitment Committee, City Sessions Division, Calcutta, 2 & 3, Bankshall Street, Bichar Bhawan, Kolkata – 700 001 within 5.00 p.m. on or before 29.06.2018.** The applications may also be dropped at the container / box which is 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 30.06.2018, 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 who are 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, City Sessions Division, Calcutta 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, City Sessions Division, Calcutta shall be final.

(20) The District Recruitment Committee, City Sessions Division, Calcutta 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/-  
Chief Judge  
City Sessions Court, Calcutta  
-cum-  
Chairman, District Recruitment Committee  
City Sessions Division, Calcutta.**