

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

**INSTRUCTIONS TO THE CANDIDATES AND SYLLABUS OF WRITTEN TEST FOR THE POST OF LOWER DIVISION ASSISTANT TO BE HELD ON SUNDAY, THE 18TH NOVEMBER, 2018.
TIME SCHEDULE : 12.00 A.M. TO 1.30 P.M. (ONE AND HALF HOURS)**

1. The Part-I examination will carry 100 marks with 100 questions of 1(one) mark each, comprising Multiple Choice Objective Type questions on **English (30 marks), General Studies & General Knowledge (40 marks) and Arithmetic (30 marks)**. The Question paper will be in English and Bengali. **0.50** mark will be deducted for each wrong answer. Answers shall be given on the specified space on the OMR sheet. One Extra space will be provided to the candidates on Question Booklet.
2. Duration of Part-I Examination shall be 1½ hours and the same will be held from **12.00 noon to 01.30 p.m.**
3. Only the successful candidates of Part-I Examination who will qualify have to appear at the Part-II Examination as and when called for. The qualifying marks will be fixed by the District Recruitment Committee, City Sessions Division, Calcutta, as notified earlier vide Recruitment **Notification No. 2674-S (Rectt) Dated: Calcutta, the 29th May, 2018**. On the basis of the result of the Part-II examination, candidates will be selected for Personality Test carrying 10 marks when knowledge in Computer Operation shall also be tested. Final Panel will be prepared on the basis of the result of the total marks obtained in Part-II Examination, personality test and computer operation as notified earlier. The standard of examination shall be similar to that of Madhyamik Pariksha conducted by the West Bengal Board of Secondary Education.
4. **The candidate must bring with him/her the Admit Card, original identity proof and this instruction Sheet which must be kept with him/her for his/her future reference/guidance. No candidate shall be allowed to sit for the Test without the Admit Card.**
5. **The candidate must bring his/her own black ink ball pen.**
6. **Mobile phone, calculator, pager and other electronic gadgets is strictly prohibited** within the premises of the examination centre while the process is on.
7. The candidate must remain present at the venue at least half an hour before the commencement of the test. Sitting arrangement will be notified in the venue of examination. No candidate will be allowed to enter the examination centre after 12.15 p.m.
8. The candidate must write his name and shall put in his/her signature and Roll No only in the space exclusively provided for the purpose on the OMR answer sheet. He/she must not write his/her name / Roll No. elsewhere in the Answer Script/OMR. Writing of his/her name/Roll No. in any other place shall make the candidature liable to be cancelled. Before leaving examination hall candidate must hand over Question booklet & Answer (OMR) sheet to the invigilator.
9. Any alteration in the entries on the Admit Card without the authority of the District Recruitment Committee shall render the candidate liable to be disqualified for the test.
10. Admission to the examination is purely provisional. If at any stage subsequent to issuance of this Admit card, the candidate is found on verification by the Authority concerned to be ineligible for admission to the Examination/ Test in terms of the relevant Employment Notice, his/her candidature shall be cancelled without any further reference to him/her.
11. Any sort of malpractice shall be severely dealt with.
12. No candidate will be allowed to leave the examination hall before completion of the examination process. **(i.e. 01.30 p.m.)**
13. No Travelling Allowance will be borne by the office for the purpose.
14. In case of any dispute, the decision of the District Recruitment Committee, City Sessions Division, Calcutta shall be final.
15. The candidate must report to the venue of examination at least by **11.00 a.m.**

Sd/-
Chief Judge
City Sessions Court, Calcutta
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Chairman, District Recruitment Committee
City Sessions Division, Calcutta.