

**OFFICE OF THE JUDGE, SPL. (CBI) COURT NO. 3,
&
2nd SPL. NIA COURT, CALCUTTA
BICHAR BHAWAN (2nd Floor),
2 & 3 Bankshall Street, Kolkata-700001.**

NOTICE

Dated:18.05.2022

Applications are invited for the posts of Bench Clerk-I (GR-C) (01 post) and Clerk-cum-Typist (GR-C) (01 Post), from Indian citizens having requisite qualification as stated below:

- i) Age: Not less than 18 years and not more than 40 years as on 01.01.2022. Upper age limit is relaxable by 2 years for PH candidates, 3 years for BC candidates and by 5 years for SC and ST candidates.
- ii) Minimum Educational Qualification for Bench Clerk-I is passed in Higher Secondary or equivalent examination with sufficient knowledge in Computer typing and application.
- iii) Minimum Educational Qualification for Clerk-cum-Typist is passed in Madhyamik or equivalent Examination from any recognized Board with proficiency in English Typing.


The appointment shall be made purely on contractual basis for a period of one year and the contract may be terminated on one month's notice from either side.

The Group-C employees shall be paid a consolidated remuneration of Rs 10,000/- (Ten Thousand) per month and no other allowances shall be paid to them.

Desiring candidates are requested to submit application in the FORM prescribed hereunder, addressed to the undersigned with necessary particulars, self-addressed envelope with postage stamp or Rs 10/- affixed on it, and supporting documents which must reach to the office of the undersigned within **31.05.2022**. Incomplete applications and applications received after the scheduled date shall be rejected without assigning any reason.

Inform all concerned




Judge 18/05/22

Spl. (CBI) Court No. 3 & 2nd Spl. NIA Court,
Bichar Bhawan (2nd Floor),
2 & 3, Bankshall Street, Kolkata-700001.

APPLICATION FORMAT

SPACE
FOR
PASSPORT SIZE
PHOTOGRAPH

1. Post applied for : Bench Clerk-I / Clerk-cum-Typist
2. Name : _____
(IN BLOCK LETTERS) (First Name) (Middle Name) (Surname)

3. Father's / Husband's Name: _____

4. Address
PRESENT : _____
P.O. _____ Dist. _____ Pin _____
PERMANENT : _____
P.O. _____ Dist. _____ Pin _____

5. Date of Birth :

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(According to Madhyamik or equivalent examination certificate) D D M M Y Y Y Y

6. Actual age as on 01.01.2022 : _____

7. Contact Details : Telephone No. (STD Code) _____
Mobile No. _____

8. Whether belongs to :

GEN	SC	ST	OBC
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 (please tick \checkmark in appropriate place)
(to be supported by attested documents)

9. Gender :

MALE	FEMALE
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 (please tick \checkmark in appropriate place)

10. Nationality: _____

11. Religion : _____

12. Qualification

A. ACADEMIC :- (attested photocopies of all the certificates must be attached)

Sl. No.	Examination Passed	Name of School/Board/University	Year of Exam	Percentage aggregate marks obtained	Remarks

B. COMPUTER KNOWLEDGE:- _____
(to be supported by necessary Documents/certificates)

C. ENGLISH TYPING :- _____
PROFICIENCY
(to be supported by necessary Documents/certificates)

DECLARATION

I solemnly declare that the statements made in this application are true, complete and correct to the best of knowledge and belief and the event of any information being found false my candidature shall be liable to be cancelled. Original documents, certificates will be produced on demand.

Date: _____

Place: _____

(Full signature of the candidate)