

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

**RECRUITMENT - 2015-2016.**

**NOTIFICATION NO. 132 DATED : 12.08.2016**

Notification 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 **05.09.2016** on or before **05.00 p.m.**

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. <http://ecourts.gov.in/citysessionscourtcaltutta> and also the **Notice Board** of this Court.

**Total Existing vacancies :17**

**LOWER DIVISION CLERK (Group-C)** : Scale of pay – Rs. 5,400/- - 25,200/-, Grade Pay –Rs. 2600/-::

Existing Vacancy – 16 [Unreserved – 7, Unreserved (Ex. Service Man)-1, Unreserved(EC) - 1, SC- 2, SC(EC)- 2, ST-1, ST(EC)- 1, OBC(A)-1]

**Care Taker (Group-C)** : Scale of pay – Rs. 5,400/- - 25,200/-, Grade Pay –Rs. 2600/-::

Existing Vacancy –1 [Unreserved]

**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 all categories of 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 per existing Government Rules.

**Essential Qualification:** For **Group-C** category, the candidates 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.

**Mode of Examination: - For Lower Division Clerk & Caretaker: -** 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 Authority, shall be called for Part-II Examination. The **Part-I** will carry 100 marks having 100 questions of 1 (one) mark each. The Authority shall determine the syllabus and method of the written examination. **The Part-II** shall consist of conventional type question on (a) Group-A-English and (b) Group-B- Bengali/Hindi/Urdu carrying 50 marks each for Group-A and Group-B. The duration of Part-II examination shall be 1(one) hour and the Syllabus will be fixed by the Authority and will be informed later on. Candidates who will take Hindi or Urdu, 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 1:3 ratio from the top of the merit list will be called for personality test carrying 10 marks where the computer operation also be tested and a final panel (double of the declared vacancy) will be prepared on the basis of the result of the total marks obtained in Part-II Examination and personality test. Selected candidates list shall be prepared from the top of the merit list as per declared vacancy and next wait listed candidates list shall be prepared thereafter from the next merit list. The standard of examination shall be similar to that of Madhyamik of the West Bengal Board of Secondary Education.

**APPLICATION FORMAT**

POST APPLIED FOR ..... CATEGORY- UR/SC/ST/OBC-A/OBC-B  
(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 judgship 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. (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

**A D M I T C A R D**

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 /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 Candidates;
- (3) Each application must be accompanied by the application **Fee of Rs. 300/- (Rs. 200/- for SC/ST candidates only) for the posts under Group-C 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.
- (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. <http://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 **05.09.2016**. 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 06.09.2016**, 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