

OFFICE OF
THE CONVENOR, CO-ORDINATION COMMITTEE, PATNA
(Constituted under Rule 7(3) of the Bihar Civil Courts Staff Rules, 2009)
-CUM-DISTRICT & SESSIONS JUDGE, PATNA

EMPLOYMENT NOTICE :- 01/2016

On-line applications are invited in the prescribed proforma for preparation of panel of suitable candidates for appointment, on the post of **Clerk** in the Subordinate courts of Bihar. The candidates are required to give three options relating to the places of their appointment in the event of their selection. However, it is made clear that any candidate may be appointed at any place other than the places opted by him. The posts are purely temporary and the services may be terminated any time without any prior notice. The vacancy position is as follows which is subject to increase or decrease.

Sl. No.	Name of Post	Number of tentative vacancy	Pay-scale
1	Clerk	1681	Rs.5200-20200 in pay band-1 with Grade Pay Rs.2400

Category wise breakup of 1681 vacancy of Clerk is as follows:-

Sl. No.	Category	Number of tentative vacancy
1.	Un-reserved	841
2.	Backward Class	202
3.	Extremely Backward Class	302
4.	Schedule Caste	269
5.	Schedule Tribe	17
6.	Female of Backward Class / Extremely Backward Class / Schedule Caste / Schedule Tribe	50

Reservation for different categories of candidates shall be applicable as per rules of the Government of Bihar. If the applicant not claim for reservation in the proper place of application form he / she will be not given benefit of reservation. Benefit of reservation will be given to only those candidates who are permanent resident of Bihar. Candidate who are not permanent resident of Bihar will be not given reservation. At the time of interview certificate of permanent domicile of Bihar is to be furnished by the candidate.

CRITERIA FOR CANDIDATURE:- A candidate must be a Citizen of India, Medically fit and of good character and antecedent.

1. Age Limit (as on 1.1.2016 shall be as follows):

Sl. No.	Category	Minimum Age (in years)	Maximum Age (in years)
I	Un-reserved (Male)	18	37
II	Un-reserved (Female)	18	40
III	Backward Class and Extremely Backward Class (Male)	18	40
IV	Un-reserved, Backward Class and Extremely Backward Class (Female)	18	40
V	Schedule Caste and Schedule Tribe (Male & Female)	18	42

There, shall be relaxation of 10 years in the upper age limit for the physically handicapped in view of resolution bearing memo no. 62 dated 05.01.2007 of Personnel and Administrative Reforms Department, Government of Bihar.

2. Educational Qualification:- The candidate must be graduate i.e. B.A. / B.Sc. / B.Com. or equivalent degree from recognized University. The 'Sahityalankar Degree' obtained from Hindi Vidyapeeth, Deoghar or any other such degree obtained from such other institution shall not be treated as valid qualification to be equivalent to Graduation. Computer proficiency shall be necessary qualification.

PROCEDURE OF SELECTION:- The committee may organize online test or objective test for screening the candidates according to the number of applications received for the post. Thereafter, a written test shall be conducted followed by viva-voce test, of the candidates qualified in the written test. The written test shall be of 90 marks and viva-voce of 10 marks. The screening as well as the written test shall consist of the following subject.

Objective type as well as subjective type questions

- A. English Language :- Consisting of Letter writing, essay, précis, comprehension and vocabulary. (20 marks)
- B. Hindi Language :- Consisting of Letter writing, essay, précis, comprehension and vocabulary. (20 marks)
- C. Mathematics of matriculation standard. (25 marks)
- D. General knowledge and current affairs. (25 marks)

10 marks shall be allotted for personality test and interview.

After the selection test (both written and viva-voce) are over, on the basis of marks of both written and viva-voce, a common panel shall be prepared by the Co-ordination Committee in order of merit for all the Judgeships in the State of Bihar. The aforesaid panel shall remain valid for a period of 2 years from the date of preparation thereof. The existing vacancies as also any future vacancy due to retirement, resignation and non-joining occurring within the period of 2 years shall be filled up from amongst the candidates in the said panel in order of merit. The candidate shall not be paid any T.A. for attending written test or interview.

Fee:- Exam fee of Rs.500/- only candidates shall pay. However, the candidates belonging to SC & ST category as well as physically disabled shall pay Rs.250/- only through Bank Challan in SBI, Patna Account No. 35411934162 of Convenor, Co-ordination Committee.

The candidate in Government employment must get his/her application sent through proper channel also. At the time of interview the candidates are required to produce attested copy of all the certificates, marksheet and Caste certificate issued by the D.M./S.D.O. Applications received after expiry of period for any reason, incomplete / defective applications shall not be entertained. In case it is detected at any stage that the candidate does not fulfill the eligibility criteria or has furnished incorrect information or suppressed any material information / fail to furnish required documents his / her candidature / selection is liable to be canceled.

The candidate required to mention whether any criminal case is pending against him / her or he / she is convicted in any criminal case. In case of conviction in any case his / her candidature shall be canceled.

The last date for receipt of the applications shall be within 21 days of publication of this advertisement on the official website of Civil Courts, Patna, on which online applications shall be sent.

Canvassing in any form shall disqualify the candidate.

Any corrigendum addendum in the advertisement, if any, made in future shall be part of the advertisement.

The date and places of examination shall be announced and published on the website and in the News Paper later.

**CONVENOR,
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