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 NO.:-03/2016

On-line applications are invited in the prescribed proforma for preparation of panel of suitable candidates for appointment on the post of **Deposition Writer-cum-Typist-cum-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 the candidates 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	Deposition Writer-cum-Typist-cum-Clerk	936	Rs.5200-20200 in pay band-1 with Grade Pay of Rs.2400

Category wise breakup of 936 vacancy of Deposition Writer-cum-Typist-cum-Clerk is as follows:-

Sl. No.	Category	Number of tentative vacancy
1.	Un-reserved	468
2.	Backward Class	112
3.	Extremely Backward Class	169
4.	Schedule Caste	150
5.	Schedule Tribe	9
6.	Female of Backward Class / Extremely Backward Class / Schedule Caste / Schedule Tribe	28

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 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. The candidate must have knowledge of Hindi or English Typing. The minimum speed should be 30 words per minute in Hindi and 40 words per minute in English on Computer. Computer proficiency shall be necessary qualification. A certificate in Hindi or English Typing issued by an institute recognized by Central/State Government is essential. Candidate who have been knowledge of both English and Hindi typing will be given weightage.

PROCEDURE OF SELECTION:- After scrutinizing the application for selection to the post of Deposition Writer-cum-Typist-cum-Clerk after an online typing test followed by an online objective type test as per the syllabus of Clerk grade post of 90 marks may be conducted and on the basis of above said tests, interview of 10 marks of only qualified candidates may be conducted for appointment to the post of Deposition Writer-cum-Typist-cum-Clerk.

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 Typing) are over, on the basis of marks of both written and Typing Test, 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 ha 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,
CO-ORDINATION COMMITTEE, PATNA
-CUM-DISTRICT & SESSIONS JUDGE,
PATNA
Judges Court Road, Civil Courts, Patna
P.O.- Bankipore, Dist.- Patna (800004)
Official Website:- ecourts.gov.in/patna