

OFFICE OF THE PRESIDENCY SMALL CAUSE COURT, CALCUTTA

2 & 3 KIRAN SHANKAR ROY ROAD, KOLKATA-700001.

Email: cjpscscourtcal@yahoo.co.in

Employment Notice No. PSC 01/16

Dated : 25th April, 2016

Notification for recruitment of different categories of posts of staff in this Court to be conducted by the District Recruitment Committee of this Judgeship under the supervision of the Committee of Registrars of the Hon'ble Court at Calcutta.

Applications are invited from the eligible Indian Citizens in the following prescribed format for preparation of separate panels to fill up the Existing and Expected vacancies, mentioned below in different categories of posts in this Judgeship for the year 2016.

The Examination/Test of a particular category of post will be held in a particularly day and time as per schedule to be declared later. One can apply for only one vacant post of this Judgeship. Details of vacancies, Scales of Pay, detailed address of the Appointing Authority to whom the application is to be addressed and in whose favour the respective application fee is to be deposited are detailed hereinbelow.

The application is to be addressed to "The Chief Judge, Presidency Small Cause Court, Calcutta, 2 & 3, Kiran Shankar Roy Road, Kolkata- 700 001" and application fee is to be deposited directly to the Recruitment Fund Bank Account being S.B. A/c. No. 31858348269, IFSC Code No, SBIN0014524, Branch Code 14524 as held at the State Bank of India, Specialised Institutional Bank, Samridhi Bhavan, 4th Floor, Strand Road, Kolkata- 700 001 in favour of "The Chief Judge, Presidency Small Cause Court, Calcutta" and the original receipt showing deposit of said application fee shall accompany the application for recruitment.

VACANCIES

Sl. No.	Name of the Post and Scale of Pay	Total Vacancy category-wise	Essential Qualification
1	Lower Division Clerk (Group-C) Rs. 5,400/--Rs. 25,200/- +Grade Pay Rs. 2600/-	Total Vacancy = 01 ST = 01	Passed Madhyamik or equivalent examination from any recognized Board and at least a certificate in Computer Training from recognized institution and a satisfactory fingering speed in computer operation.
2	Typist (Basic Grade) (Group-C) Rs. 5,400/--Rs. 25,200/- +Grade Pay Rs. 2600/-	Total Vacancy = 01 SC = 01	Passed Madhyamik or equivalent examination from any recognized Board and at least a certificate in Computer Training from recognized institution and a satisfactory fingering speed in computer operation.
3	Summons Bailiff (Group-C) Rs. 5,400/--Rs. 25,200/- +Grade Pay Rs. 2300/-	Total Vacancy = 02 SC = 01 Unreserved = 01	The Candidate must have Class-VIII Pass Certificate from any recognized school or any other recognized equivalent institution.

The appointments will initially be made on purely temporary basis, but likely to be made permanent for all categories of posts as per existing Rules and Notifications of the State Government for the time being in force.

(1) Mode of Examination:-

(A) For Lower Division Clerk :- A Written Examination in Two Parts shall be conducted. Only the successful Candidates of Part-I examination shall be called for Part-II Examination. The minimum Qualifying marks for both Part-I and Part-II shall be fixed by the District Recruitment Committee.

Part-I shall be of 100 Marks. The duration of the examination shall be 02 hours consisting of 100 Questions of 01 mark each with negative marking of the same mark in respect of each question. The question paper shall be of Objective Type consisting of English Grammar, General Studies and Arithmetic.

(2)

Part-II Examination shall be divided into two parts – Group (A)-English of 40 Marks, Group (B)-Bengali/Hindi/Urdu/Nepali. Translation, Letter writing in English and in Bengali/Hindi/Urdu/Nepali, Paragraph writing in English and Bengali/Hindi/Urdu/Nepali and Newspaper reporting in English and in Bengali/Hindi/Urdu/Nepali and knowledge of General Awareness/Studies of 60 Marks. The candidates who shall take Hindi/Urdu/Nepali, as the case may be, in lieu of Bengali Group- (B) of Part-II Examination shall be required to pass a Departmental Examination in Bengali during the Probation period in order to be considered for confirmation in service.

The successful candidates of part-I examination shall be permitted/allowed to appear in part-II examination in the ratio of 1:10.

After obtaining the minimum qualifying marks of Part-II Examination, the duration of which examination shall be of 02 hours, the successful candidates shall be called for viva-voce test of 10 marks in the ratio of 1:3 as far as practicable, when the test in computer knowledge for L.D.C. Candidates shall also be taken. On the basis of the results of written examination and viva-voce, the final panel shall be prepared. The standard of examination of both Part-I and Part-II shall be that of Madhyamik standard of West Bengal Board of Secondary Education.

(B) For Typist (Basic Grade) :- The candidates shall have to appear for (I) Preliminary Examination (Objective Type) of 100 Marks in the same criteria as that of Lower Division Clerk post as mentioned hereinabove and (II) Main Examination (Typing Test). The Preliminary Examination will consist of one paper having objective type multiple choice questions on General English (30 Marks) and Current Affairs with arithmetic (30 Marks). The duration of the Preliminary Examination shall be 02 hours. Only the successful candidates of Preliminary Examination shall be called for Main Examination (Type Test of 90 marks). Every candidate shall be required to type 450 words in 15 minutes from a manuscript of English Passage. The maximum number of mistakes is allowable is 05 percent. The appropriate authority shall have the discretion to fix qualifying marks for both Preliminary and Main Examination. On the basis of the result of the Main Examination (Type Test) a number of candidates will be selected for personality test carrying 10 marks in the ratio of 1:3 as far as practicable and at the same time the knowledge in computer operation shall also be tested. A final panel will be prepared on the basis of the result of the total marks obtained in typewriting, Computer Operation Test and Personality Test.

(C) For Summons Bailiff:- A written Examination, the duration of which shall be of 02 hours to be conducted by the Authority. Written Examination will be of 100 marks containing 50 Questions of 02 marks each with negative marking of the same mark in respect of each question comprising of General English, Arithmetic, General Studies . On the basis of the result of the Written Examination, a number of candidates will be selected and called for Personality Test of 10 marks in the ration of 1:3 as far as practicable and a final panel will be prepared.

N.B.:- For Application Format : (1) Sl. Nos.1– 11 and 14, 15 and 16 are required to be filled up by all the candidates applying for any category of Post and in addition to the other relevant particulars in respect of Sl. No.12 to be filled up by the candidates applying for the posts of Lower Division Clerk, Typist (Basic Grade) and optional for the posts of Summons Bailiff, Sl. No. 13 to be filled up by the candidates applying for the post of Typist (Basic Grade).

Eligibility (2) Age.- 18 - 40 years. Not less than 18 years and not more than 40 years as on **01.01.2016** for all categories of posts. (Age relaxation as per norms, for **SC/ST** candidates by **05 years**).

(3) An Applicant must not submit application for more than one post. An Applicant's candidature will be liable for rejection, if he/she submit two or more applications against one or more than one post.

(4) S.C./ S.T. candidates of other States will be treated as Unreserved Candidates.

(5) Each application must be accompanied by application Fee of **Rs.300/- for Unreserved category, Rs. 75 /- for S.C. category and Rs. 75/- for S.T. category** for all categories of posts. The application fee is to be deposited/credited directly to the Recruitment Fund of this Judgeship as maintained in the **Bank Account being S.B. A/c. No. 31858348269, IFSC Code No, SBIN0014524, Branch Code 14524 as held at the State Bank of India, Specialised Institutional Bank, Samriddhi Bhavan, 4th Floor, Strand Road, Kolkata- 700 001** in favour of **"The Chief Judge, Presidency Small Cause Court, Calcutta"** and the original receipt showing deposit of said application fee shall accompany the application for recruitment. It is further stated that any application found without such original receipt shall be liable to be rejected summarily.

(6) Attested documents, as mentioned in the application format above should be accompanied with the application and self attestation in this respect will not be valid.

(7) **Two** recent passport size photographs duly signed by the candidate should be pasted in the respective places mentioned on the Application Form and on the Admit Card.

(8) One self-addressed envelope of the size of 25cm x 11cm with Postal Stamp of Rs.25/- affixed thereon should be accompanied with the application.

(9) Full Signature of the candidate with date must be given at the bottom of the application. Defective/incomplete application/unsigned application/applications submitted without proper application fee and not according to the prescribed format will be summarily rejected and the authority will bear no responsibility to inform them.

(10) The application Fee is not refundable in any case.

(11) Admit Cards containing Venue, Date and time of the test/s, as also other information, will be sent by post to the candidates whose applications will be considered to be in order in all respect.

(12) Candidates called for the Tests shall be required to appear at their own expenses.

(13) 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 in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.

(14) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified and if, appointed shall be liable for dismissal from service and also to be prosecuted in accordance with law.

(15) Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship vide Government Orders / Notifications / Circulars / Service Rules, etc.

(16) In case of any dispute, the decision of the District Recruitment Committee of this Judgeship shall stand final.

(17) A candidate, whose application if found not in order, will not be allowed to appear for the test(s) and the authority will bear no responsibility to inform him/her. Any misinformation found as regards qualification of any candidate, the candidature of the said candidate shall be cancelled by the Recruitment Committee at any stage when such facts are detected without any reference to such candidate.

(18) The applications by Speed Post, Ordinary Post and Registered Post (with/without Acknowledgement Due Card) must be submitted in a closed envelope and must reach the aforementioned address within **5.30 P.M.** on or before **25.05.16**. The applications may also be dropped at the container/box which will be placed in front of the main entrance of **the English Department, Presidency Small Cause Court, Calcutta, 6th Floor, Office Block side, City Civil Court Building, 2 & 3, Kiran Shankar Roy Road, Kolkata - 700001.**

(19) Applications reaching this Office after the last date shall not be considered, even though the same are posted in advance.

(20) Candidates already in service under Govt./Public Sector Undertakings/Private and Corporate Sectors and within the prescribed age limit must submit their applications through Proper Channel with the '**No Objection Certificate**' of the concerned authority/Employers.

(21) The District Recruitment Committee reserves the right to appoint the selected candidate at any place of the Judgeship and not according to performance/option given by an applicant.

The appropriate Authority shall have the discretion to fix qualifying marks in any or all of the tests for different categories of posts, mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, if deemed necessary.

Eligible candidates may submit legible hand – Written, Typed or Computer Typed single application (on one side of the paper) for any one of the aforesaid post as per the format given below :

(4)

(22) The application may be submitted in closed Envelope with clearly mentioning the Post and Category applied for, either personally depositing in drop box between 10:00 a.m. to 5:30 p.m. on all working days at the Presidency Small Cause Court, Calcutta (English Department), or by Speed Post, Ordinary Post, Registered Post (with or without A/D) addressed to the “**Chairman, District Recruitment Committee, Chief Judge, Presidency Small Cause Court, Calcutta, 2 & 3, Kiran Shankar Roy Road, Kolkata- 700 001**” on or **before 25/05/2016 by 5:30 P.M.** Applications reaching the respective office after the last date shall not be considered, even thorough the same are posted well in advance.

(23) The District Recruitment Committee reserves the right to make short lists of successful candidates. The panel(s) thus formed shall remain effective till the process of giving appointment against the notified vacancies, is completed. However, the said panel(s) shall remain valid only for a year from the date of its formation.

(24) In case of any dispute, the decision of the District Recruitment Committee shall stand final.

(25) The District Recruitment Committee shall have the full discretion to fix minimum qualifying marks in all categories of posts as notified above and shall have full discretion to relax any part of the norms.

N.B. :1) -[For details, visit Hon’ble Calcutta High Court’s Website (www.calcuttahighcourt.nic.in) and website of the Presidency Small Cause Court, Calcutta (www.ecourts.gov.in/kolkata/psscourt) and also follow the General Notice Board of the Presidency Small Cause Court, Calcutta].

N.B. :2) Eligible candidates may submit legible hand – Written, Typed or Computer Typed single application (One side of the paper) for any one of the aforesaid post as per the format given below :

Sd/- Uday Kumar

**Chairman,
District Recruitment Committee,
Presidency Small Cause Court,
Calcutta.**

APPLICATION FORMAT

Post applied for :.....

Category :.....

(Mention categorically the name of the post and in which category do you belong)

To
The Chief Judge,
Presidency Small Cause Court, Calcutta-cum-
The Chairman,
District Recruitment Committee,
Presidency Small Cause Court,
2 & 3, Kiran Sankar Roy Road,
Kolkata – 700001.

Affix one recent
Passport size
Photograph, duly
Signed by the
candidate

Sir,

I beg to apply for the post of in your Judgeship and I beg to submit my particulars as per prescribed format, given below :

1. Full name (in block letters) :
2. Name of Father / Husband :
3. Date of Birth :
4. Actual Age as on 01.01.2016 :
(give attested supporting documents)
5. Sex (Male / Female) :
6. Nationality :
7. Religion :
8. Address (Permanent & Present) with Contact No., if any. :
9. Whether belongs to SC/ST/ (give attested supporting documents) :
10. Whether Persons with disabilities (Yes/No) (give attested supporting documents) :
11. Educational Qualification (give attested supporting documents) :
12. Have you any knowledge in Computer Operation / Typing? If so, give details (give attested supporting documents) :
13. Do you know ordinary Type-writing? If so, give details (give attested supporting documents) :
14. Are you a Govt. servant (Yes/No), if, yes, give details along with NOC :
15. Other Qualifications, if any (give attested supporting documents) :
16. Details of Payment as to submission of application Fee in favour of the Recruitment Fund Account as detailed in Page 1 of this Notification : No.....
: Date.....
Amount.....

Declaration

I hereby declare that (a) all the 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 the candidates serving under Government) I have obtained ' No-Objection Certificate' from my appointing Authority in writing.
[Strike out the Portion- (b), if not applicable.]

Date :

Yours faithfully,

Place :

.....
(Signature of the Candidate)

Enclosures :

(To be enclosed with the application Form in a separate sheet)

ADMIT CARD

Staff Recruitment Examination, 2016

(For Office use)

Roll No : _____

Date of Examination : _____

Time of Examination : _____

Venue : _____

Affix one recent
Passport size
Photograph, duly
Signed by the
candidate

(To be filled up by the candidate)

1. Name of the Candidate (in block letters): _____
2. Father's / Husband's Name : _____
3. Address for Communication with
Contact No. : _____

Signature and date with Stamp of the
Chairman, District Recruitment Committee,
Presidency Small Cause Court, Calcutta.

Note : Instructions are enclosed in separate Sheet.

BANK'S COPY

THE CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE-CUM THE CHIEF JUDGE, PRESIDENCY SMALL CAUSE COURT, CALCUTTA
2 & 3, K.S. ROY ROAD, KOLKATA – 700001.

CREDIT A/C NO 31858348269

CANDIDATE'S NAME _____

CONTACT NO. _____

D.O.B. ____/____/____ GENDER: MALE/FEMALE

CATEGORY: UNRESERVED/SC/ST

POST APPLIED FOR _____

EXAM FEE Rs.....

OTHER CHARGES, IF ANY, Rs.

TOTAL Rs.

IN WORDS _____

FOR BANK'S USE ONLY

BRANCH NAME _____

BRANCH CODE _____

JOURNAL NO. _____

DATE OF DEPOSIT ____/____/____

BANK SEAL WITH AUTHORISED SIGNATURE

CANDIDATE'S COPY

THE CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE-CUM THE CHIEF JUDGE, PRESIDENCY SMALL CAUSE COURT, CALCUTTA
2 & 3, K.S. ROY ROAD, KOLKATA – 700001.

CREDIT A/C NO 31858348269

CANDIDATE'S NAME _____

CONTACT NO. _____

D.O.B. ____/____/____ GENDER: MALE/FEMALE

CATEGORY: UNRESERVED/SC/ST

POST APPLIED FOR _____

EXAM FEE Rs.....

OTHER CHARGES, IF ANY, Rs.

TOTAL Rs.

IN WORDS _____

FOR BANK'S USE ONLY

BRANCH NAME _____

BRANCH CODE _____

JOURNAL NO. _____

DATE OF DEPOSIT ____/____/____

BANK SEAL WITH AUTHORISED SIGNATURE

COPY TO BE SUBMITTED

THE CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE-CUM THE CHIEF JUDGE, PRESIDENCY SMALL CAUSE COURT, CALCUTTA
2 & 3, K.S. ROY ROAD, KOLKATA – 700001.

CREDIT A/C NO 31858348269

CANDIDATE'S NAME _____

CONTACT NO. _____

D.O.B. ____/____/____ GENDER: MALE/FEMALE

CATEGORY: UNRESERVED/SC/ST

POST APPLIED FOR _____

EXAM FEE Rs.....

OTHER CHARGES, IF ANY, Rs.

TOTAL Rs.

IN WORDS _____

FOR BANK'S USE ONLY

BRANCH NAME _____

BRANCH CODE _____

JOURNAL NO. _____

DATE OF DEPOSIT ____/____/____

BANK SEAL WITH AUTHORISED SIGNATURE