

OFFICE OF CITY CIVIL COURT AT CALCUTTA **[ENGLISH DEPARTMENT]**

Notification for recruitment of different categories of staff in the Judgeship of City Civil Court at Calcutta

Employment Notification No.01-2024, dated Kolkata, the 18th Day of June, 2024

Online applications are invited from eligible Indian citizen in the prescribed proforma for preparation of panel to fill up the vacancies mentioned below, in different categories of posts in respect of the Judgeship of City Civil Court at Calcutta.

The Application must be submitted online in the websites <https://www.calcuttahighcourt.gov.in/>, <https://citycivilcourtcaltutta.dcourts.gov.in/> by clicking the following Application Link <https://myapplonline.in.net/coc/> commencing from 18.06.2024(23:59 hrs). The last date of submission of online application is 18.07.2024 upto 23:59 hrs.

The details are given hereunder:

1. Vacancy:

(a) English Stenographer (Group- B) [Total Vacancy: 02 – UR(EC)-01, , *OBC-B(EC)-01].

(b) Group-D (Peon) [Total Vacancy: 14 – UR-04, UR (EC)-01, UR (EX-SERVICEMAN in Group-D post)-01, UR (MERITORIOUS SPORTS-PERSON)-01, UR(PERSONWITH DISABILITIES)-01, EWS(EC)-01, SC-03, *OBC(A)-01, *OBC(B)-01.]

* The eligibility of the OBC- A & OBC- B candidates shall abide by the Judgment passed by the Hon'ble High Court, Calcutta on 22.05.2024 in WPO 60 of 2011 with WPA 22145 of 2010, WPA 8840 of 2020 with WPO 1160 of 2013 with WPO 578 of 2012 regarding OBC certificates.

2. Level of Pay as per revised W.B.S.(ROPA) Rules 2019 of Govt. of W.B.:

(a) English Stenographer (Group- B): Pay Level - 10 [Rs. 32,100/- – 82,900/-]

(b) Group D (Peon): Pay Level – 1 [Rs. 17,000 – 43,600/-]

3. Eligibility age:

Not less than 18 years and not above.

(a) In case of Group-B post-

i) 35 years, in the case of a person belonging to the Schedule Caste/other backward classes,

ii) 37 years, in the case of a person belonging to the Schedule Tribes or other category of persons for which reservation is made by law,

iii) 32 years, in the case of any other person.

(b) In case of Group-D post-

i) 43 years, in the case of a person belonging to the Schedule Caste/other backward classes,

ii) 45 years, in the case of a person belonging to the Schedule Tribes or other category of persons for which reservation is made by law,

iii) 40 years, in the case of any other person.

The upper age limit in case of Person with Disability is 45 years.

Relaxation of age limit in case of Ex-serviceman category is as per existing Government Rules.

4. Essential Qualification:

Candidates applying for the post of English Stenographer must have Bachelor's degree from any university recognized by the University Grants Commission and at least a Certificate of knowledge in Computer operation with knowledge of writing in Shorthand.

Training from a recognized Institution and a satisfactory fingering speed in Computer operation.

Moreover, for English Stenographer, a minimum speed @ 80 w.p.m. in Shorthand and a minimum speed @ 30 w.p.m. in Typewriting from a legible manuscript in English for 10 minutes are required. The candidate must have also at least a Certificate in Computer Training from recognized Institution and a satisfactory fingering speed in Computer operation is required.

Candidates applying for the post of Group-D must have passed Class-VIII from any recognized School or recognized Madrasa or any other recognized equivalent Institution.

5. Mode of Examination:

(a) For the post of English Stenographer: -

* Paper-I: General English

(100 marks)–100 Multiple choice questions covering spelling, correct use of words, correctness of sentences, use of common phrases, synonyms & antonyms and Punctuation. Time limit – 1½ hours. Only those candidates who will secure the qualifying marks fixed by the Authority for Paper-I examination, will be called for Paper-II & Paper-III examination. Paper-II – Dictation & Transcription (400 marks) comprising of Dictation lasting for 6 minutes @ 80 w.p.m. followed by transcription of notes in candidates own handwriting for an hour. Paper-III – Typing (100 marks) the candidates are required to type from a manuscript accurately on the typewriter @ not less than 30 w.p.m. The test will be of 10 minutes. On the basis of the result of Paper-II & Paper-III examination a number of successful candidates will be called for Personality test and also Computer Operation. Finally, on the basis of the marks obtained in these two papers (Paper-II & Paper-III), personality test & Computer Operation, a final panel will be prepared.

** The number of errors that shall be admissible in respect of Paper II & Paper III and qualifying marks in any or all the papers and in aggregate shall be fixed by the Authority.

** Candidates have to bring their Typewriter machines for typing test. Shorthand notebook and transcription sheets will be provided by the authority.

(b) Group-D (Peon): - The candidates shall have to appear in a Written Examination of

100 marks comprising 50 Multiple Choice Questions each carrying 02 marks on Simple Arithmetic, English, Bengali and General Knowledge. 01 mark shall be deducted for each wrong answer. The duration of the Examination will be of 60 minutes. On the basis of the result of the Written Examination (the minimum qualifying marks will be fixed by the District Recruitment Committee), the successful candidates will be called for Personality Test in the ratio of 1:5, i.e., five times the number of vacancies in each category. On the basis of the total marks obtained in the Written Examination and Personality Test, the final panel will be prepared. The standard of examination shall be similar to that of Class-VIII.

Important Information: -

1. The District Recruitment Committee 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 Caste, Scheduled Tribe, OBC(A) & OBC(B), E.C., EWS, if deemed necessary.

2. In case of non-availability of a suitable Exempted Category Candidate belonging to SC, OBC-A and OBC-B for any of such reserved point according to 100-Point Roster, the said vacancy shall be filled up by a non-Exempted Category Candidate belonging to SC, OBC-A and OBC-B, as the case may be in accordance with relevant Rules. Caste Certificates need to be produced at the time of physical document verification.

3. The benefits of reservation of vacancies and age concession for SC, OBC- A & OBC- B candidates are admissible to SC, OBC- A & OBC- B candidates of West Bengal only. SC/ST/OBC/EWS candidates belonging to States other than West Bengal will be treated as Unreserved Candidate. Such benefits are also admissible to all candidates with disabilities of 40% and above.

4. No claim for being a member of SC, OBC- A & OBC- B or a Person with Disability or a Meritorious Sportsman or Exempted Category (E.C.) or EWS will be entertained any time after submission of the application.

5. In case of Person with Benchmark Disability in the category of Blindness, Locomotor Disability (both arms affected-BA) and Cerebral Palsy, the facility of scribe/reader shall be provided, if so desired by the person. Additional time shall be provided.

6. Particulars and Certificates required: A candidate claiming to be SC, EWS, OBC(A), OBC(B), Physically Handicapped, Exempted Category or Meritorious Sportsman or EWS must have a certificate in support of his/her claim from a Competent Authority as specified below: -

For SC, OBC(A) & OBC(B) candidates [vide the W.B.S. Cs & S.Ts (Identification) Act, 1994 and S. Cs & T.W Department order no.261-TW/EC/MR-103/94 dated 06.04.95]: -

(i) In the District, the Sub-Divisional Officer of the Sub-Division concerned, and (ii) In Kolkata, the District Magistrate, South 24 Parganas or such Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas, on his behalf.

For Physically Handicapped candidates / Persons with Disabilities [vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999.]: - A Medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-Divisional Hospitals. The disabled Persons should have physical disability of 40% and above.

For Meritorious Sports-person: - Meritorious Sportsmen in the area of International Competition, National Competition, Inter-University Tournament and National Sports/ Games for School Education in Athletics (including Track and Field events), Weightlifting, Badminton, Wrestling, Basket Ball, Boxing, Cricket, Cycling, Football, Gymnastics, Hockey, Judo, Swimming, Rifle Shooting, Table Tennis, Kabaddi, Volley Ball, Kho-Kho and Tennis will be entertained to avail the benefit of availing the Sports Quota :-

Competent Authorities for issuing Certificate to Meritorious Sportsmen are as follows:

AREA COMPETENT AUTHORITY

International Competition Secretary of the National Federation / National Association of the Sports concerned.

National Competition Secretary of the State Association of the Sports concerned.

Inter-University Tournament Dean/Director of Sports or other Officer in overall charge of Sports of the University concerned.

National Sports/ Games for School Education Director or Deputy Director in overall charge of Sports/ Games for Schools in the Directorate of School Education, West Bengal.

For Exempted Category: - Certificate issued by the Competent Authority, in terms of Government of West Bengal, Labour Department, Notification No.301-EMP-/1M-10/2000 dated 21st August, 2002.

For Ex-Serviceman Category: - Candidates belonging to Ex-Serviceman category need to furnish Discharge Certificate in original from their earlier Appointing Authorities at the time of physical document verification.

For EWS candidates: - The reservation for the EWS candidates will be guided by the Notification No. 325-PAR(AR)/3P-1/2019 dated 09.07.2019 of the Personnel and Administrative

Reforms Department, Govt. Of West Bengal read with Gazette Notification No. 18-Emp (EC)/LABR-27011(20)/1/2020-EC dated 07.02.2023.

7. Candidates already in service under Government / Public Sector Undertakings, and within the prescribed age limit, must submit their application through proper Channel with 'No Objection' Certificate of the concerned Authority.

6. Application Fee: -

Application Fees for different posts, castes and categories of candidates are stated in the following chart.

Sl. No.	Name of the post	UR & others excluding (SC & EWS)	SC & EWS
1	English Stenographer	Rs 400/-	Rs 350/-
2	Group- D(Peon)	Rs 250/-	Rs 200/-

No fees required by the candidates belonging to the Exempted Categories whose names will be sponsored by the appropriate authorities.

This exemption of fees is not applicable to the candidates belonging to Exempted Category, applying directly without any sponsorship from the Labour Department, Government of West Bengal.

7. Mode of Application & Mode of payment of Application Fees: - Applications for the aforementioned Examinations will be received in **ONLINE MODE** only. **Application Fees are to be paid Online using Debit Card or Credit Card or Internet Banking or UPI**. Any other mode of payment will not be accepted under any circumstances. Payment gateway charges and Service Taxes (if any) may be charged and debited additionally. Candidates should retain the 'Payment Confirmation Receipt' generated online and keep a printout of the same for future reference. Application fees including the additional charges is **NOT REFUNDABLE** in any case.

One candidate can apply for one post only. The candidature of an applicant shall be cancelled without any further notice if he/she applies for more than one post.

The candidatures of the candidates shall also be cancelled if they fail to upload his/her clear and legible photograph with signature in the jpg format, or the relevant documents namely, certificates containing correct date of birth, educational qualification, exempted category certificate or the certificate for the ex-serviceman or the caste certificate for the concerned candidates or the valid certificate for EWS.

8. Admit Card containing the Venue, Date and Time of Examination and other information will be made available for download 02(Two) weeks before the date of Examination till the very day of Examination. Candidate must download the Admit Card (Hall Ticket) and bring a printout of the same to enter the Examination Venue. Candidates called for test(s) shall be required to appear at their own expense and no T.A. / D.A. is admissible.

9. 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 this Notice, his / her candidature shall be cancelled without making any reference to him / her and without assigning any reason.

10. A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and, if appointed, shall be liable for dismissal from service.

11. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.

12. In case of any dispute, the decision of the District Recruitment Committee shall stand final.

13. Candidates whose applications will be found not in order, will not be allowed to appear in the examination and authority will bear no responsibility to inform the candidates.

14. The District Recruitment Authority 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 complete. However, the panel(s) shall remain valid for a maximum of 01(one) year from the date of its formation.

Apart from the above; the applicants are advised to go through the detailed information related to online application as provided under “How to Apply” and “General Instructions for Applicants before Online Submission of Application” links of the website through which online application has to be submitted. Further, in case of any query regarding online application submission, applicants are advised to send e-mail to citycivilcourtrectt2024@gmail.com. No other mode of communication and/or correspondence will be permitted.

For further information and update, applicants are advised to check the official website of the District Court, City Civil Court, Calcutta i.e. <https://citycivilcourtcalthutta.dcourts.gov.in/> on a regular basis.

Sd/- Jayashree Banerjee,
Chief Judge-cum-Chairman,
Recruitment Committee,
City Civil Court, Calcutta.

Dated: 18th day of June, 2024 at Kolkata

HOW TO APPLY & GENERAL INSTRUCTIONS

1. Online application for City Civil Court, Calcutta Staff Recruitment 2024 will commence on 18.06.2024 from 23:59 hrs. and applications will be accepted till 18.07.2024 upto 23:59 hrs. The Application Form is to be filled in & payment of examination fees shall be made by the applicant through online mode only. The online application form shall be filled up through the links provided in the website of District Court, City Civil Court, Calcutta i.e. <https://citycivilcourtcalthutta.dcourts.gov.in/>.

2. Candidates are requested to read the advertisement & when satisfied about the eligibility conditions of the same, then only apply.

3. A candidate is not allowed to apply for more than 1(one) post. Applications of candidates who are found to have applied for more than one post shall be cancelled without citing any reason. No communication and/or request in this regard will be entertained.

4. The applicant will have to make payment by Debit Card/Credit Card/Net Banking/UPI.

5. The application fees once paid is non-refundable under any circumstances.

6. SC/ST/OBC-A/OBC-B/EWS candidates belonging to states other than West Bengal will be treated as unreserved candidates only.

7. Non sponsored candidates of Exempted category and Ex-serviceman category will also have to apply online directly with requisite examination fees as applicable.

8. No T.A/D. A shall be admissible to the candidates appearing for any of the post under the present recruitment process.

9. Admission to the test/examination will be deemed provisional, subject to verification & determination of the candidate's eligibility & 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 this Notification, his/her candidature shall be cancelled without making any reference to him/her & without assigning any reason thereof.

10. 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 appropriate legal action shall be taken against him/her in accordance with law.

11. After the appointment of the candidate, the matters regarding his/her service, seniority, promotion etc. will be regulated by the Government Rules & Regulations.

12. Admit Cards containing Venue, Date & time of the examinations/tests, will be published in the website <https://citycivilcourtcaldutta.dcourts.gov.in/>. Candidates will have to download the admit cards from the aforesaid link & follow further instructions which will be published upon issuance of the same.

13. Candidates, whose application will be found not in order, will not be allowed to appear before the test/s and the authority shall not have any responsibility to inform him/her.

14. Candidates already in service under Govt./Public Sector Undertakings, & within the prescribed age limit, must submit their applications through Proper Channel with the "No Objection" Certificate of the concerned Authority.

15. The District recruitment Committee, City Civil Court, Calcutta reserves the right to make shortlists of successful candidates. The panel/s thus formed shall remain effective till the process of giving appointment against the notified vacancies, is/are exhausted. However, the said panel/s shall remain valid only for a year from the date of its publication.

16. In case of any dispute, the decision of the District Recruitment Committee, City Civil Court, Calcutta Judgeship shall stand final.

17. The District Recruitment Committee, City Civil Court, Calcutta Judgeship shall also have the full discretion to fix minimum qualifying marks in respect of all categories of post & relaxation of all or any of the norms.

Guidelines for filling up of application form & payment of application fees

The Online Application will be of 2(two) parts viz Part-I and Part-II:

Part-I:

The applicant will have to fill in his/her basic information. After submission of the information, the applicant will be asked to verify the information submitted & to rectify, if any. After verification, the applicant will have to press "I agree" button that will appear on the screen ensuring that the information supplied by him/her are in order & no further rectification is required. No further rectification/modification will be allowed to the applicant after he/she presses the "I agree" button.

Now, an 8(eight) digit numeric code as Application Number will appear on the screen which the applicant will have to remember throughout this recruitment process. It is suggested that the applicant must note down this Application Number & 8-digit password as entered by him/her while filling up the application form.

Scanned passport size recent colour photograph of the applicant (Image format will only be .jpg & of size between 30KB to 50KB) is to be uploaded in the specified space in the website. Image of size more than 50KB will not be accepted by the website. Further, black & white/unclear/hazy/doctored/morphed images, if uploaded by the applicant & detected at any later stages of this recruitment process, will result in summarily rejection of the application. The applicant has to retain 6 identical copies of this photograph which has been uploaded & will have to produce them before the Authority as & when called for. Photograph must be a colour picture against a light-coloured, preferably white background.

If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Photographs containing caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Size of file should be between 30KB to 50KB and only in .jpg format. Scanned full signature of the candidate is to be uploaded in the space specified & the image should be in .jpg format & will be of maximum size 20 KB & preferred dimension is

200x100 pixels. Scanned signature exceeding the maximum size will not be accepted by the website.

The applicant has to sign on white paper with Blue / Black Ink pen. The signature must be signed only by the applicant and not by any other person. The applicant has to ensure that uploaded signature is clearly visible/identifiable.

If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.

Scanned documents in support of Caste Certificate/EC Certificate/Ex-Servicemen Certificate/EWS certificate/ PWD Certificate/Meritorious Sportsman Certificate, Proof of Age, Graduation & Class-VIII pass Certificate as applicable for individual applicants, are to be uploaded in the respective space specified & the image should be in .jpg format & will be of maximum size 100 KB & preferred dimension is 1250x1750 pixels.

Any application without uploaded valid scanned photograph, full signature & documents (as applicable) will be summarily rejected without assigning any reason to the candidate thereof.

Procedure for Uploading the Photograph, Signature & documents:

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph, signature & documents. There will be separate links for uploading each item. Click on the respective link "Upload Photograph / Signature / Documents". Browse & Select the location where the Scanned Photo / Signature / Documents file has been saved in your computer. Select the file by clicking on it & then click the 'Upload' button.

Part-II:

This part relates to payment of application fees to be paid through online payment portal of State Bank of India. Upon completion of the aforesaid stages, the applicant will have to click on 'Make Payment' option & will be automatically taken into the online payment portal for payment. The applicant will have to make payment by Debit Card/Credit Card/Net Banking/UPI. The application fees can be paid online till 11:59 p.m. on 18.07.2024. Bank charges as fixed by the Bank will be levied upon in addition to the application fees as specified earlier. On successful payment of application fees, the Bank will provide a receipt which will have to be noted down carefully by the Applicant for future reference.

Usually, Bank provides the status of successful receipt of the payment within 72 hours of the transaction. Candidates are advised to log-in (with their application number and password) after 72 hours of their payment and download filled -in-form (which will be generated as soon as Bank provides us the successful payment status) and thereby the process for Registration gets completed. In-case the Bank does not receive the payment within 72 hours of transaction, the corresponding payment transaction will be treated as incomplete. In such a scenario, it is advised to initiate fresh payment of Application Fee by logging into the portal.

Kindly note, the candidates will have to complete both Part I and Part II of application process. Partial completion of any stage viz. Part I only or Part II only will be treated as ineligible application. No further communication will be made to candidates whose applications are considered ineligible.

Applicants are advised to enter correct/valid data in respect of various information as sought by the website. Incorrect details, if any, entered by any applicant will result in summarily rejection of the application at any stage of the recruitment process.

Sd/- Jayashree Banerjee,
Chief Judge-cum-Chairman,
Recruitment Committee,
City Civil Court, Calcutta.

Dated: 18th day of June, 2024 at Kolkata.