OFFICE OF
THE CONVENOR, CENTRALIZED SELECTION AND APPOINTMENT COMMITTEE -CUM-DISTRICT & SESSIONS JUDGE, PATNA

EMPLOYMENT NOTICE NO.: - 02/2022
(For the post of Stenographer)

Online applications are invited from the eligible candidates for appointment to existing **1562** vacant posts of **Stenographer** on probation initially for a period of two years in the Civil Courts of Bihar in the pay scale of **Level-4** (25500-81100) plus usual allowances as admissible under the Rules in the prescribed proforma. The number of vacancies is subject to increase or decrease.

1. The Application shall be **filled up online** (website of Civil Courts, Patna - https://districts.ecourts.gov.in/patna).

Important dates

Opening Date for Online Registration of Application Form	**20.09.2022**
Last Date for Submission of Application Form	**20.10.2022 at 23.59 Hours**

2. Qualification: -

a) Candidate must be a **citizen of India**.

b) **Bachelor's Degree** or equivalent in any discipline from a recognized University.

c) Candidate must have a **certificate of Stenography** issued by an institute recognized by Central / State Government.

d) **Proficiency in Computer Typing.**

e) Candidate must be **medically fit**

f) Candidate must be of **good moral character.**

3. The candidates are advised to **keep a printout** of the online submitted application form. The same along with all the educational documents and all other certificates of the candidates, shall be requisitioned from the candidates at the time of Interview.

(i) The candidates are required to write the declaration mentioned below in their ***own handwriting*** *in* ***Black ink*** on a white sheet of paper, get it

13.9.2022

scanned and save in a documentary file for the purpose of uploading the same while submitting the form online.

"I hereby declare that the facts and details given by me in this application are true to the best of my knowledge and belief. I understand that in the event of any of the particulars or information above being found false or incorrect at any stage, my candidature shall be liable to be rejected."

Or

मैं एतद् द्वारा यह घोषणा करता/करती हूँ कि आवेदन में मेरे द्वारा दिए गए तथ्य और विवरण मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सही है। मैं समझता/समझती हूं कि उपरोक्त में से किसी भी विवरण या जानकारी के किसी भी स्तर पर गलत पाए जाने की स्थिति में, मेरी उम्मीदवारी को रद्द कर दिया जाएगा।

(ii) Candidate will have to **upload** their scanned **colour photograph** and **signature** (in blank ink). Accordingly, candidates are advised to scan their recent colour photograph and signature and save in a documentary file for the purpose of uploading the same while submitting the form online.

(iii) After filling up the necessary details, a candidate will have to press the 'Submit Button', after which, a **registration number** will be generated. Thereafter, candidate will have to **make payment online** by following the link on the website. The candidates are advised to note down **bank reference number** that will be generated after making online payment. Candidates have to **strictly follow the instructions** showing during filling the online application form.

4. Age Limit of candidates **as on 01.09.2022** shall be as follows: -

Sl. No.	Category	Minimum Age (in years)	Maximum Age (in years)
I	Un-reserved (Male)	21	37
II	Un-reserved (Female)	21	40
III	Backward Class and Extremely Backward Class (Male)	21	40
IV	Un-reserved, Backward Class and Extremely Backward Class (Female)	21	40
V	Schedule Caste and Schedule Tribe (Male & Female)	21	42

13.9.2022

5. Reservation for different categories of candidates shall be applicable as per rules of the Government of Bihar. Benefit of reservation will be given to only those candidates who are **permanent resident of Bihar**. Candidates who are not permanent resident of Bihar will not be given reservation. If the applicant does not claim for reservation in the proper place of application form, he / she will not be given benefit of reservation. The certificate of permanent domicile of Bihar is to be furnished by the candidate at the time of interview along with other certificates.

6. General conditions: -

(i) Candidates in **Government**/Public Sector Undertaking or placed on deputation must take prior **permission/NOC** of the employer before filling in online application form and the details of the same must be filled at the time of filling online application. Such candidates are advised to preserve the permission/NOC letter obtained from their employer to produce the same whenever required/requisitioned.

(ii) The prescribed educational qualification is minimum and mere possession of the same does not entitle any candidate to be called for the test(s). The Committee reserves the right to scrutinize applications of the candidates on the basis of educational qualifications and / or experience of working in similar capacity in the State / Central Government offices / Undertakings.

(iii) The candidates are 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 cancelled.

(iv) In case, it is detected at any stage that a candidate does not fulfill the eligibility criteria / has furnished incorrect information or suppressed any material information / fail to furnish required documents his / her candidature / selection is liable to be cancelled.

(v) Canvassing in any form shall disqualify the candidate.

(vi) The candidate shall not be paid any T.A. for attending test or interview.

(vii) The Candidates are required to bring the documents in support of age, all essential qualification certificates required for the post, photo identity proof (Aadhar, Voter ID, PAN Card or any other ID Card issued by

13.9.2021

Government Authority), Certificate of computer proficiency, Certificate of Shorthand/Certificate of Computer Typing/ Caste certificate along with Domicile certificate (If Applicable), EWS Certificate issued by Competent Authority (If Applicable), Supporting documents for Ex-Servicemen/ Ward of Freedom Fighter/Employee of Bihar Government Certificate/ in support of extra qualification, No Objection Certificate from current employer (If applicable).

7. Examination Fee: - Candidates are required to pay Examination fee only through online mode.

Sl. No.	Category	Examination Fee
1	General, BC, EBC, EWS	Rs. 800
2	Scheduled Caste, Scheduled Tribe and Physical Handicapped	Rs. 400

8. Procedure of selection: - The recruitment process shall comprise of three stages Preliminary Test, Written Test, Stenography Test and Viva Test.

A. Preliminary Test

The committee may organize preliminary test on the basis of multiple-choice objective questions for screening the candidates, depending upon the number of candidates applying for the post.

B. Written Test and (90 Marks) and Stenography Test

The written test shall comprise of descriptive and objective type questions.

C. Interview (10 Marks)

The **written test** shall consist of the following subject: -

A. **English Language and Grammar (25 marks)**: - Common errors, Fill in the Blanks, Synonyms / Antonyms, Spelling / Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active / Passive Voice, Verbs, Shuffling of Sentences Parts.

B. **Hindi Language and Grammar (25 marks)**: - विपरीतार्थक शब्द /समानार्थक शब्द, सामान्य वाक्य शुद्धि, वर्तनी जाँच, लोकोक्ति एवं मुहावरे, अनेक शब्दों के बदले एक शब्द।

C. **General Knowledge and Current Affairs (10 marks)**: - In this section questions will be based on History, Civics, Geography, Everyday Science, Constitution of India, Legal Terminology.

D. **Mathematics of matriculation standard (10 marks)**: - The test shall comprise questions on topics viz. BODMAS, Simple Calculations,

Problem based on Time and Distance, Time and Work, Calculation of Simple / Compound Interest, Ration and Proportion.

E. **Basic Computer Science (20 marks)**: - History of Computers, Fundamentals of Computer and terminologies, Computer abbreviations, Basis of Hardware and Software, Keyboard shortcuts, Operating system basics, Basic Functionalities of MS-Office (Word, Excel and Power-Point), Internet terms and services, Networking and communication, Security Tools and Viruses.

The **Minimum qualifying marks will be 40%** in the written examination. The category wise cut-off marks shall be decided by the Committee in accordance with reservation policy, existing rules and number of vacancies.

There shall be a **skill test** along with the written examination in the following manner:

Sl No.	Skill Test	Marks
1	Shorthand Skill Test in English	25
2	Shorthand Skill Test in Hindi	25
3	Computer Typing Test in English	15
4	Computer Typing Test in Hindi	15
5	Computer Proficiency Test	10

- The **Computer Proficiency Test** shall be to assess knowledge of candidate about M.S. Word, M.S. Excel, Internet Surfing skills.
- The **Speed / Proficiency** of the candidate shall be tested on the criteria as laid down in **Schedule 'A'** of the Rules, which is provided as - **Shorthand - 80 wpm in English** and **60 wpm in Hindi** (only 5% mistake shall be admissible) and **Typing 40 wpm in English** and **30 wpm in Hindi.**
- **Minimum Qualifying Standard for the post of Stenographer in Skill Test:**
  - (i) **95% in English Shorthand – Typing**
  - (ii) **90% accuracy in English Typing**
  - (iii) **95% in Hindi Shorthand – Typing**
  - (iv) **90% accuracy in Hindi Typing**

13.9.21

Preliminary test will be a screening test of qualifying nature. The marks obtained in the preliminary examination by the candidates who are declared qualified for admission to the Main (Written) Examination will not be counted for determining their final order of merit.

The marks obtained in the Interview will be added to the marks obtained in the Main (Written) examination and candidates' position will depend upon the aggregate of both.

Upon completion of the selection process including any written, proficiency, or other tests and interview, a panel of successful candidates in consonance with the reservation policy of the State Government shall be notified on the basis of results to be prepared on the norms formulated by the Centralized Committee. The panel so prepared shall be in two parts, one comprising the total number of posts to be filled up for the year, and the other known as "waiting list" of 20 % of such vacancies next in the order of merit. Such panel shall remain valid for one year from the date of its notification. The candidates in the waiting list may be entitled for appointment against the posts they have applied for only in case of non-joining by a successful candidate within the stipulated period.

9. The candidates will have to **download** the **Admit Card** from the **website** of the Civil Courts, Patna by entering their registration number and hard copy of the same will not be sent to them.

10. Any corrigendum/addendum to the advertisement, if any, made in future shall be part of the advertisement. The candidates are advised to keep regular visiting the website of the Civil Courts, Patna for details and updates regarding examination.

CONVENOR,
Centralized Selection and
Appointment Committee -cum-
District & Sessions Judge, Patna
Judges Court Road, Civil Courts, Patna
P.O.- Bankipore, Dist.- Patna (800004)
Official Website: -
https://districts.ecourts.gov.in/patna
13.09.2022