



CITY CIVIL COURT

NO.ADM-I(A)/246/2022

Office of the
City Civil Court
Bengaluru
Dated 20th April 2022

N O T I F I C A T I O N

RECRUITMENT OF CANDIDATES TO THE POSTS OF STENOGRAPHER GRADE-III, TYPIST, PROCESS SERVER & PEON

Last Date for Submission of online Application: 20th MAY 2022

It is hereby notified that online applications are invited from eligible candidates who are qualified as on the last date fixed for submission of online applications for Direct Recruitment to the posts of **Stenographer Grade-III, Typist, Process Server & Peon** in the Unit of City Civil Court, Bengaluru.

Link for online application to the post of Stenographer Grade-III, Typist, Process Server & Peon:

<https://districts.ecourts.gov.in/ccc-online-recruitment>

Abstract of Vacancies:

Stenographer Grade-III

Sl. No	Reservation	Regular Vacancy/s	Backlog Vacancy/s	Total
1	Residual Parent Cadre	0	13	13
2	371J (Kalyana Karnataka Region) Local Cadre	1	3	4
	TOTAL	1	16	17

Typist

Sl. No	Reservation	Regular Vacancy/s	Backlog Vacancy/s	Total
1	Residual Parent Cadre	20	0	20
2	371J (Kalyana Karnataka Region) Local Cadre	4	0	4
	TOTAL	24	0	24

Process Server

Sl. No	Reservation	Regular Vacancy/s	Backlog Vacancy/s	Total
1	Residual Parent Cadre	1	0	1
2	371J (Kalyana Karnataka Region) Local Cadre	4	0	4
	TOTAL	5	0	5

Peon

Sl. No	Reservation	Regular Vacancy/s	Backlog Vacancy/s	Total
1	Residual Parent Cadre	63	0	63
2	371J (Kalyana Karnataka Region) Local Cadre	24	0	24
	TOTAL	87	0	87

CLASSIFICATION OF VACANCIES:**STENOGRAPHER GRADE-III POSTS****RESIDUAL PARENT CADRE****STENOGRAPHER GRADE-III:- 13 BACKLOG POSTS**

Sl. No.	Category	Unreserved	Women Candidate	Ex Service Men	Rural Candidate	Persons with benchmark disability	Total
1	Scheduled Caste	-	01	02	03	01*	07
2	Scheduled Tribe	-	01	-	01	-	02
3	Category-I	-	01	-	-	-	01
4	Category-IIB	01	-	-	-	-	01
5	Category-IIIA	-	-	-	01	-	01
6	Category-IIIB	-	-	-	01	-	01
	TOTAL	01	03	02	06	01	13

* Locomotor disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victims and Muscular dystrophy

371-J (KALYANA KARNATAKA REGION) LOCAL CADRE**STENOGRAPHER GRADE-III:- 03 BACKLOG POSTS**

Sl. No.	Category	Unreserved
1	Scheduled Caste	1
2	Scheduled Tribe	1
3	Category-IIA	1
	TOTAL	3

STENOGRAPHER GRADE-III:- 1 POST

Sl. No.	Category	Persons with benchmark disability
1	General Merit	1*
	TOTAL	1

* Blindness & Low Vision

TYPISTS POSTS**RESIDUAL PARENT CADRE****TYPIST:- 20 Posts**

Sl.No	Category	Unreserved	Women Candidate	Ex Service Men	Rural Candidate	Persons with benchmark disability	TOTAL
1	General Merit	02	03	01	03	01*	10
2	Scheduled Caste	02	-	01	-	-	03
3	Scheduled Tribe	-	01	-	-	-	01
4	Category-I	01	-	-	-	-	01
5	Category-IIA	02	-	01	-	-	03
6	Category-IIIA	-	-	01	-	-	01
7	Category-IIIB	-	01	-	-	-	01
	TOTAL	07	05	04	03	01	20

* Locomotor disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victims and Muscular dystrophy

371-J (KALYANA KARNATAKA REGION) LOCAL CADRE**TYPIST:- 4 POSTS**

Sl. No	Category	Unreserved	Women Candidate	Rural Candidate	Persons with benchmark disability	TOTAL
1	General Merit	-	-	01	01*	02
2	Scheduled Caste	-	01	-	-	01
3	Category-IIA	01	-	-	-	01
	TOTAL	01	01	01	01	04

* Blindness & Low Vision

PROCESS SERVER POSTS**RESIDUAL PARENT CADRE****Process Server:- 01 Post**

Sl. No	Category	Rural	Total
1	General Merit (GM)	1	1

371-J (KALYANA KARNATAKA REGION) LOCAL CADRE**Process Server:- 04 Posts**

Sl. No	Category	UR	Woman	Total
1	GM	1	1	2
2	SC	1	-	1
3	ST	1	-	1
	TOTAL	3	1	4

PEONS POSTS**RESIDUAL PARENT CADRE****PEONS:- 63 Posts**

Sl. No	Category	UR	Wom en	Ex. MP	Rural	KMS	PD	PH	OTH	TOT AL
1	GM	6	10	4	8	1	1	1* 1**	-	32
2	SC	2	2	1	1	-	1	1***	-	8
3	ST	-	1	1	-	-	-	-	-	2
4	Cat-I	-	1	-	1	-	-	-	-	2
5	Cat-2A	2	2	1	2	-	1	1***	-	9
6	Cat-2B	-	1	-	1	-	1	-	-	3
7	Cat-3A	-	1	-	1	1	-	-	-	3
8	Cat-3B	1	1	1	-	-	-	-	1	4
	TOTAL	11	19	8	14	2	4	4	1	63

* Locomotor disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victims and Muscular dystrophy

** Blind and Low Vision

*** i) Autism, intellectual disability, specific learning disability and mental illness ii) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.

371-J (KALYANA KARNATAKA REGION) LOCAL CADRE**PEONS:- 24 Posts**

Sl. No	Category	UR	Women	Ex. MP	Rural	KMS	PH	TOTAL
1	GM	1	4	1	4	1	1*	12
2	SC	-	2	-	1	-	1*	4
3	Cat-2A	1	2	-	1	-	1*	5
4	Cat-2B	1	-	-	-	-	-	1
5	Cat-3A	1	-	-	-	-	-	1
6	Cat-3B	1	-	-	-	-	-	1
	TOTAL	5	8	1	6	1	3	24

* Blind and Low Vision

1.	Method of Recruitment:	Selection of Candidates will be made in accordance with The Karnataka Subordinate Courts (Ministerial and Other Posts) (Recruitment) Rules, 1982 and Amended Rules 2007 and 2021.
2.	Website:	https://districts.ecourts.gov.in/ccs-online-recruitment
3.	Date for submission of Online Application and Last date for payment of Fees:	<p><u>Submission of Online Application:</u> From 21/04/2022 to 20/05/2022 11.59 PM</p> <p><u>Last Date of Remittance of Fees:</u> Through Online Payment: 20/05/2022 11.59 PM Through e-Challan: 21/05/2022 within Bank's working hours only</p>
4.	Fees:	<p>1. Rs.200/- for General Merit Candidates (GM)</p> <p>2. Rs.100/- for Candidates belonging to Category-IIA, IIB, IIIA & IIIB</p> <p>3. Candidates belonging to Scheduled Caste (SC) / Scheduled Tribe (ST) / Category-I and Candidates with benchmark disability are exempted from Fees.</p> <p>The Candidates shall pay Fees through the above links in the State Bank of India Collect Page through Net or Internet Banking / Credit Card / Debit Card.</p> <p>The Candidates can also download and print the eChallan from the State Bank of India Collect Page and remit the prescribed fee in any branch of State Bank of India only during the working hours of Bank within the last date fixed for remittance of fee.</p> <p>Note:</p> <p>1. The Candidates shall Pay the Fees in the name of "Registrar, City Civil Court, Bengaluru". The Fee paid in any other name will not be considered and application is liable to be rejection.</p> <p>2. Any other mode of Payment like through Demand Draft, Cheque, Cash, Money Order etc., are not accepted.</p> <p>3. The Fee once paid will not be refunded for any reason or under any circumstances.</p> <p>4. The application will be rejected for non payment of prescribed fees.</p> <p>5. The Candidates shall verify the status of payment of fees with State Bank of India only. The Appointment authority is not responsible for any failure in payment of fees in any manner.</p>

5.	Pay Scales:	
	Stenographer Grade-III:	Rs.27650-650-29600-750-32600-850-36000-950-39800-1100-46400-1250-52650
	Typist:	Rs.21400-500-22400-550-24600-600-27000-650-29600-750-32600-850-36000-950-39800-1100-42000
	Process Server:	Rs.19950-450-20400-500-22400-550-24600-600-27000-650-29600-750-32600-850-36000-950-37900
	Peon:	Rs.17000-400-18600-450-20400-500-22400-550-24600-600-27000-650-28950
6.	Minimum Qualification:	
	Stenographer Grade-III:	(a) Must have passed Pre-University Course Examination or Three years Diploma in Commercial Practice or equivalent qualification and (b) Must have passed Senior Typewriting and Senior Shorthand Examinations both in Kannada language and English language conducted by the Department of Public Instruction or Diploma in Commercial Practice or possess equivalent qualification.
	Typist:	(a) Must have passed Pre-University Course Examination or Three years Diploma in Commercial Practice or equivalent qualification and (b) Must have passed Senior Typewriting examinations both in Kannada language and English language conducted by the Department of Public Instruction or Diploma in Secretarial Practice or possess equivalent qualification.
	Process Server:	Must have passed SSLC examination or possess equivalent qualification. Preference will be given to the candidates possessing Driving licence.
	Peon:	Must have passed Tenth Standard or possess equivalent qualification. Must be able to read and write Kannada.
7.	Age Limit for appointment:	As on the last date of submission of Online Application, the applicant must have attained the age of 18 years in respect of all categories and not attained the age of: A) 35 years in the case of a person belonging to General Merit; and

		<p>B) 38 years in the case of a person belonging to Category II-A or II-B or Category III-A or III-B of Other Backward Classes;</p> <p>C) 40 years in the case of a person belonging to Scheduled Caste or Scheduled Tribe or Category-I of Other Backward Classes.</p> <p>Notwithstanding anything contained in sub-Rule (1) of Rule 6 of K.C.S (General Recruitment) Rules, 1977, the maximum age limit for appointment is enhanced in the following cases to the extent as below.</p> <ol style="list-style-type: none"> 1. In case of a candidate who is or was holding a post under the Government or a local authority or a corporation established by a State Act or a Central Act and owned or controlled by the Government by the number of years during which he is or was holding such post or Ten Years whichever is less. 2. In the case of a candidate who is an ex-serviceman, by Three Years plus the number of years of service rendered by him in the Armed Forces of the Union. 3. In case of a Person with benchmark disability, by Ten Years 4. In case of a candidate who is a Widow, by Ten Years <p>NOTE: The minimum and maximum age limit shall be as on the last date fixed for submission of online application.</p>
8.	Probation:	The candidates, if appointed, shall be on Probation for not less than Two Years initially and for extended period if necessary
9.	Interview:	
	Stenographer Grade-III & Typist:	The number of candidates to be shortlisted for interview based on the aggregate of percentage of total marks secured in qualifying examination and the qualifying test will be equal to five times the total number of vacancies notified. The Maximum Marks for Interview will be 5.

	Process Server:	The number of candidates to be shortlisted for interview based on percentage of total marks secured in qualifying examination will be twenty five times the total number of vacancies notified. The Maximum Marks for Interview will be 10.
	Peon:	The number of candidates to be shortlisted for interview based on the percentage of marks secured in qualifying examination will be ten times the total number of vacancies notified. The Maximum Marks for Interview will be 10.
10.	Mode of Selection:	Selection would be made in terms of provisions of the Karnataka Subordinate Courts (Ministerial and Other Posts) (Recruitment) Rules, 1982 and Amended Rules 2007 read with Amended Rules 2021.
	Stenographer Grade-III & Typist:	<p>The Selection list will be prepared on the basis of Aggregate of:-</p> <p>1) Percentage of total marks secured in the qualifying examination</p> <p>2)</p> <p><u>Stenographer Grade-III Post:-</u> Percentage of total marks secured out of maximum of 100 marks in the qualifying test containing a dictation at the rate of 120 words per minute for a duration of about five minutes and transcribe the notes within 45 minutes. The minimum marks required for a pass will be Fifty Marks (50 Marks).</p> <p><u>Typist:-</u> Percentage of total marks secured out of maximum of 100 marks in the qualifying test containing a dictation for a duration of about fifteen minutes and candidate shall type the matter dictated. The minimum marks required for a pass will be Fifty Marks (50 Marks).</p> <p>3) Marks secured in the interview.</p>
	Process Server & Peon:	Marks secured in the interview.
		Note: If the percentage of total marks of two or more candidates is equal, then the order of merit in respect of such candidates would be fixed on the basis of their age and the person older in age will be placed above in the order of merit.

11.	Instruction to Candidates claiming Reservation:	
a. Caste Certificate:	The Candidates belonging to Scheduled Caste / Scheduled Tribe / Category-I / IIA / IIB / IIIA / IIIB shall possess the valid Caste Certificate issued by the Competent authority in the form as prescribed by the Government of Karnataka as on the date on or before the last day of submitting online application and shall produce the same whenever directed by the Appointing authority.	
b. Persons with benchmark disability:	The candidates claiming reservation under “Persons with benchmark disability” shall possess the appropriate certificate issued by the competent authority as on the date on or before the last day of submitting online application and shall produce the same whenever directed by the Appointing authority.	
c. Ex Service Men:	The candidates claiming reservation under “Ex Service Men”, shall possess the Release or Discharge book issued by the respective Zilla Sainik Boards or such competent authority as on the date on or before the last day of submitting online application and shall produce the same whenever directed by the Appointing authority	
d. Rural Candidate	<p>The candidates claiming under “Rural Quota” shall possess the Rural Certificate issued by the competent authority in the form as prescribed by the Government of Karnataka as on the date on or before the last day of submitting online application.</p> <p>The General Merit candidate claiming reservation under Rural Quota shall possess Creamy Layer Certificate issued by the competent authority in such form as prescribed by the Government of Karnataka as on the date on or before the last day of submitting online application.</p> <p>The candidates shall produce the Rural Certificate, Caste Certificate along with Creamy Layer Certificate whenever directed by the Appointing authority.</p>	
e. 371-J Local Cadre:	The candidates claiming reservation under 371-J Local Cadre shall possess 371-J Eligibility Certificate issued by the competent authority in such form as prescribed by the Government of Karnataka under relevant Rules	

		as on the date on or before the last day of submitting online application. The candidates shall produce the same whenever directed by the Appointing authority.
	f. Transgenders:	The candidates shall possess the Certificate as per Section 6 of the Transgender Persons (Protection of Rights) Act, 2019 issued by the Competent authority as on the date on or before the last day of submitting online application and shall produce the same whenever directed by the Appointing authority.
	g. Government Servant:	The candidate, if selected, shall produce the “No Objection Certificate” issued by the respective Department / authority.
	h. Project Displacement:	The candidate shall possess the Certificate issued by the Competent Authority as prescribed by the Government and shall produce the same whenever directed by the Appointing Authority.
12.	Document Verification:	<p>Academic Qualification: The candidates shall produce necessary original documents like PUC Marks Card, Senior Shorthand and Typing Marks Cards as the case may be etc with respect to educational qualification.</p> <p>Proof of Date of Birth: The candidates shall produce documents such as SSLC Marks Card, Birth Certificate etc., as proof of Date of Birth,</p> <p>Reservation Claims: The candidates shall produce documents such as respective original Certificates in support of reservations claimed etc., in such form or proforma as prescribed by the Government of Karnataka issued by the Competent authority.</p> <p>Identity Proof: The candidates shall produce the documents such as Aadhar Card, Voter ID card etc as identity proof.</p> <p>The candidates shall produce the relevant documents whenever directed by the Appointing authority.</p>
13.	Character Certificates:	The candidates shall possess the Character Certificates issued by two respectable persons unconnected with college or university and not related to candidate. The candidate shall also possess one character

		<p>certificate issued by the Head of the Institution / College which the candidate has last studied / attended.</p> <p>The Certificates given shall not be more than six months prior and same shall be produced whenever directed by the Appointing Authority.</p>
14.	General Instructions:	<ul style="list-style-type: none"> ● The candidates shall strictly read and follow all the instructions properly before submitting online application. Incomplete application in any aspect would be rejected without any notice. ● The candidates shall compulsorily mention correct e-Mail ID and Mobile number without fail. ● The instructions or any information will be sent to the candidates through SMS or e-Mail ID. Any non-delivery of messages / e-Mails for any reason, the Appointing authority is not responsible. ● The candidates shall upload the required documents / certificates at the stage of submitting the online applications. ● The candidates appearing for Qualifying Test / skill test / Viva Voce shall appear at their own cost. ● If any candidate attempts to obtain extraneous support by any means for candidature through anyone, the candidate will not be eligible for appointment. ● The candidates shall upload the receipt for having made payment towards fee prescribed without fail.
15.	Rejection of application & Criminal Prosecution:	<p>On verification, if the information furnished by the candidate in the application is found to be false, then the candidature of the candidate is liable for rejection and also liable for criminal prosecution.</p>

Sd/-
(ANIL B. KATTI)
Prl. City Civil & Sessions Judge
Bengaluru

Copy for kind information to:

The Hon'ble Registrar General, High Court of Karnataka, Bengaluru

Copy to:

1. The Prl. Secretary, Law Department, Bengaluru
2. The Hon'ble Prl. District & Sessions Judges, Bengaluru Rural District, Bagalakote, Belagavi, Bellary, Bidar, Chamarajanagara, Chitradurga, Chikkamagaluru, Chikkaballapura, Dakshina Kannada, Davanagere, Dharwad, Gadag, Hassan, Haveri, Kalaburgi, Kodagu, Kolar, Koppal, Mandya, Mysuru, Raichur, Ramanagara, Shivamogga, Tumakuru, Udupi, Uttarakannada, Vijayapura, Yadagiri – with a request to publish the Notification in the Office Notice Board
3. The Chief Judge, Court of Small Causes, Bengaluru – with a request to publish the Notification in the Office Notice Board
4. The Director, Department of Information and Public Relations, Bengaluru
5. The Nodal Officer, e-Gazette, City Civil Court, Bengaluru for publication in the Karnataka Gazette
6. Notification file