OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, PURNEA

NOTICE

(NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF SUPPORT STAFF IN THE EVENING COURT OF PURNEA JUDGESHIP)

Applications are hereby invited from eligible retired employees of the Civil Court for engagement of support staff in the Evening Court of Purnea Judgeship, on a contractual basis, against the following categories of posts : -

Sl. No.	Name of Post	Number of Post
1	Stenographer	01
2	Clerk	01
3	Peon / Orderly	01

I. Eligibility Criteria :-

1. The applicant must be retired staffs of the Civil Courts.
2. Only applications of those retired Court staffs will be considered who have retired within the last three years, prior to the period as per guidelines issued by the Hon'ble High Court, Patna.
3. The applicant must be physically and mentally fit to discharge the duties assigned to the respective post. A medical fitness certificate issued from Civil Surgeon / C.M.O. must be enclosed by the candidates in the application form.
4. The applicant must possess satisfactory service records and should not have been subjected to any major disciplinary punishment during service.
5. For the post of Stenographer, the applicant must have the requisite experience and proficiency in shorthand and typing.
6. For the post of Clerk, the applicant must have adequate knowledge and experience of clerical and judicial office work.
7. For the post of Peon / Orderly, the applicant must be capable of performing the duties attached to the post.

II. Terms and Conditions : -

1. The appointment so made, shall be purely contractual in nature and can be terminated at any time, as per the directions of the Hon'ble High Court, Patna.
2. The period of engagement, remuneration and other conditions shall be governed by the applicable rules, guidelines and orders of the competent authority.

3. The engagement shall not confer any right to claim regular appointment or continuation in service.
4. The selected candidates shall be required to perform their duties for a minimum of 5 hours on each working day.
5. The competent authority reserves the right to cancel or modify the advertisement or the selection process without assigning any reason.
6. The decision of the competent authority regarding selection and engagement shall be final, subject to applicable rules and directions.

Applications must reach the Office of the Principal District & Sessions Judge, Purnea on or before 30.11.2026 either personally or through registered post. Sample format of application form is annexed herewith.

Circulate it to all judgeship of Bihar and also upload on the website of Purnea Judgeship.

23.11.26

Principal District & Sessions Judge,
Purnea

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, PURNEA

Memo No. 7320-23 **/ Dated** 23-11-26 /

Copy forwarded to :

1. All the Principal District & Sessions Judges of Bihar with a request to publish this notice on the notice boards of their respective judgeship.
2. The Admin. I/c, Civil Court, Purnea for information and needful.
3. The Nazir I/c Civil Court, Purnea and Sub-Divisional Civil Courts at Banmankhi, Baisi and Dhamdaha for publication on the notice board.
4. The System Officer I/c, Civil Court, Purnea for uploading on the website of Purnea Judgeship.

Principal District & Sessions Judge,
Purnea

APPLICATION FORM

FOR ENGAGEMENT OF SUPPORT STAFF
IN THE EVENING COURT, CIVIL COURT, PURNEA

To,
The Principal District and Sessions Judge,
Purnea.

PART–A: PERSONAL DETAILS

1.	Name of Candidate (in BLOCK LETTERS)	
2.	Father's / Husband's Name	
3.	Mother's Name	
4.	Date of Birth (as recorded in Matriculation Certificate)	
5.	Age as on 22-11-2026	
6.	Sex	☐ Male ☐ Female
7.	Marital Status	☐ Unmarried ☐ Married ☐ Other
8.	Nationality	
9.	Aadhaar Number (Mandatory)	
10.	Date of Retirement	
11.	Retired from the Post with name of judgeship	

POST APPLIED FOR (Please tick one)

12.	☐ **Stenographer**	☐ **Clerk**	☐ **Peon / Orderly**

PART–B: ELIGIBILITY AND OTHER PARTICULARS

13.	Medical Fitness Certificate issued by the Civil Surgeon	☐ Attached
14.	Whether any F.I.R. / criminal case has been registered or is pending against you before the Police or any Court?	☐ No ☐ Yes
15.	Whether any departmental proceeding was conducted?	☐ No ☐ Yes

If 'Yes' to Item No. 14 or 15, please give brief details and attach a separate sheet, if required:

_____

_____

PART-C: ADDRESS AND CONTACT DETAILS

16. Permanent Address	17. Correspondence Address
Village / Mohalla: _____	Village / Mohalla: _____
P.O.: _____ P.S.: _____	P.O.: _____ P.S.: _____
District: _____ PIN: _____	District: _____ PIN: _____
State: _____	State: _____

18. Mobile Number: _____ Alternate Mobile Number: _____

19. LIST OF DOCUMENTS ATTACHED

- ☐ Self-attested passport-size two photographs
- ☐ Proof of Date of Birth / Matriculation Certificate
- ☐ Aadhaar Card
- ☐ Retirement / Service Certificate and proof of date of retirement
- ☐ Medical Fitness Certificate issued by the Civil Surgeon
- ☐ Relevant documents relating to departmental proceeding / criminal case, if applicable
- ☐ Any other document: _____

UNDERTAKING / DECLARATION

I hereby declare that I have read and understood all the terms and conditions of the advertisement published on the official website of the Purnea Judgeship. I further declare that I am eligible for the post applied for and that the particulars furnished by me in this application are true and correct to the best of my knowledge and belief. No material information has been concealed. I understand that if any information furnished by me is found to be false, incorrect or misleading, my candidature shall be liable to be rejected. I undertake to visit the official website regularly for the latest information regarding the recruitment process. I also undertake to appear for the recruitment process at my own cost.

Place: _____ **Signature of the Applicant:** _____

Date: _____ **Full Name:** _____

****IMPORTANT NOTE**

Last date for submission of application: **30-11-2026**. The application form must be submitted in physical mode or by registered post at **the office of the Principal District and Sessions Judge, Purnea, Bihar – 854301**. Applicants should refer to the official advertisement for date of intraction and other instructions.