Anamika T.,
Convenor,
Centralized Selection and
Appointment Committee -cum-
Principal District & Sessions Judge,
Patna

District Court

Through email only

Phone No.- 0612-2677828
Fax No. - 0612-2677827
Email ID - dj.patna-bih@aij.nic.in

No. 1477-1513 **/Conv.** **Dated, Patna the** 12th **of August, 2026**

To,

All the Principal District & Sessions Judges of Bihar.

Sub.:- Regarding appointment by way of promotion from Group-C employees to the post of 'Upper Divisional Clerk (Grade III).

Sir,

With reference to above mentioned subject and in view of resolution of the Centralized Selection & Appointment Committee dated 20.07.2026 duly approved by the Hon'ble Court vide letter dated 12.08.2026, I have to say that a notice dated 12.08.2026 along with format of application form in connection with appointment by way of promotion of *Group 'C' employees i.e. Baillif, Process Server, Daftari, Attendant, Attendant (Special), and Night Guard* to the post of *'Upper Divisional Clerk (Grade III)'* has already been published on the website of the Civil Courts of Patna today itself.

I am sending herewith a copy of the said notice with enclosure with a request to publish the same on the notice board of respective Civil Courts for information to all the eligible Group 'C' employees.

This is for your goodself kind information and needful.

Yours faithfully

Anamika

Convenor,
Centralized Selection and
Appointment Committee -cum-
Principal District & Sessions Judge, Patna
12-08-2026

Enclosure: - As above.

Office of the Convenor,
Centralized Selection and Appointment Committee -cum-
Principal District & Sessions Judge, Patna

NOTICE

(Appointment by way of promotion from Group 'C' employees to the Upper Divisional Clerk (Grade-III)

In view of resolution of the Centralized Selection & Appointment Committee dated 20.07.2026, applications through the respective Principal District & Sessions Judge are invited from the eligible **Group 'C'** employees [Bailiff, Driver, Process Server, Daftdari, Attendant, Attendant (Special), Night Guard] in **prescribed format** for consideration of appointment by way of promotion from **Group 'C' employees** to the **Upper Divisional Clerk (Grade-III)** on tentative **876** promotional post of **Upper Divisional Clerk (Grade-III)** in the different Judgeships of Bihar in the light of Rule 15 of *'The Bihar Civil Court Officers and Staff (Recruitment, Promotion, Transfer and other Service conditions) Rules, 2022'.*

(1) **METHOD OF RECRUITMENT** - Group 'C' employees holding requisite qualification in 1:2 ratio i.e. for three vacancies in appointment on limited examination & Interview, one shall be filled up by Process Server, Daftari and Driver and two shall be filled up from Attendant, Attendant (Special) and Night guard posts having with experience as per **Kalawadhi of 'five and a half years'.**

(2) **CUT-OFF DATE – The cut-off date for calculation of Kalawadhi and requisite qualification will be from the date of publication of this notice** on the website of Civil Courts, Patna.

(3) **Qualification** - 'Bachelor's degree in any discipline from a recognized University and Knowledge of Computer is essential.'

(4) ***Mode of recruitment*** - 'Through Limited Examination & interview'.

(5) ***How to apply***: -

i. *The eligible Group 'C' employees* i.e. Bailiff, Driver, Process Server, Daftdari, Attendant, Attendant (Special), Night Guard can **apply in the prescribed format *of Application Form*** enclosed with this notice.

ii. **Enclose** self-attested copies of the documents/certificates of requisite qualification with the duly filled *Application Form*.

iii. **The duly filled *Application Form* with enclosures has to be submitted** in the office of the **respective Principal District & Sessions Judge *within 30 days*** *of publication of this notice* on the website of Civil Courts, Patna.

iv. The office of the Principal District & Sessions Judges shall scrutinize the Application Forms received within due date in such a way that the entries made by the employees regarding his **personal and educational qualification details are as per the Service Record of the concerned employee.**

v. The *Application Form* shall be countersigned by the competent authority / any other officer authorized by the learned Principal District & Sessions Judge of the respective Judgeships by way of signing the column of *Certificate* provided in the last position of application form to the effect that *the above mentioned personal and educational qualification details of the employee have been verified and are as per the Service Record of the employee concerned.*

vi. The respective Principal District & Sessions Judge will transmit the Application Forms along-with enclosures of such employees in the **prescribed format,** to the Convenor, Centralized Selection & Appointment Committee.

vii. The Committee reserves the right to scrutinize applications of the employees on the basis of educational qualifications or other criterions.

viii. The Candidates are required to produce the original document(s)/certificate(s) in support of all essential qualification certificates required for the post, Certificate of computer proficiency, or any other document as mentioned in his / her application form as & when required by the Centralized Committee.

(6) **Mode of Examination: -**

i. Written **test** will be of **90 Marks.**

ii. **Interview of 10 marks will be held** of the qualified employees in the Written Test.

iii. **The minimum qualifying in the written test and Computer operating test will be 40%.**

(7) **Syllabus of Written Test: -** The **written test** shall consist of the following subjects: -

i. **English Language and Grammar (20 Marks): -** Letter Writing, Essay, Precis, Comprehension and Vocabulary.

ii. **Hindi Language and Grammar (20 Marks): -** Consisting of Letter Writing, Essay, Precis-Writing, Comprehension and Vocabulary.

iii. **General Knowledge and Current Affairs (15 Marks): -** In this section questions will be based on History, Civics, Geography, Everyday Science, Constitution of India, Legal Terminology.

iv. **Mathematics of matriculation standard (15 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.

v. **Test of Reasoning (Verbal and Analytical type) (10 Marks): -** Problems based on English alphabets, Sitting Arrangement, Circular Sitting arrangement, Blood relation, Analogy Test, Ranking Test, Syllogism, Problems based on Venn-diagram.

vi. **Basic Computer Knowledge (10 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.

Sd/-
(ANAMIKA T.)
CONVENOR,
Centralized Selection and
Appointment Committee -cum-
Principal District & Sessions Judge, Patna
12.08.2026

Office of the Convenor,
Centralized Selection and Appointment Committee -cum-
Principal District & Sessions Judge, Patna

APPLICATION FORM

FOR APPOINTMENT BY WAY OF PROMOTION FROM GROUP 'C' EMPLOYEES TO THE POST OF UPPER DIVISIONAL CLERK (GRADE III) IN THE CIVIL COURTS OF BIHAR

A. PERSONAL DETAILS (As per service record)

Recent self attested Colour Photo of Applicant

1. **Name of the Employee** (In block letters) :-_____
2. **Designation** :-_____
   [Bailiff, Driver, Process Server, Daftdari, Attendant, Attendant (Special), Night Guard]
3. **Date of Joining in Service** :-_____
4. **Present Pay Scale** with effective date :-_____
5. **Kalawadhi period for promotion** completed (Five and half years of service as on date of publication of notice **(Yes / No)** : - _____
6. **Period of Service** :- _____Years _____ Months _____ Days
7. **Place of posting (Judgeship)** :-_____
8. **GPF / PRAN** number :-_____
9. **Employee ID** (as per HRMS) :- _____
10. **Father's Name** :-_____
11. **Mother's Name** :- _____
12. **Date of Birth (DD/MM/YYYY)**:- _____
13. **Sex** (Male / Female / Transgender) :-_____
14. **Visible mark** of Identification :-_____
15. (a) Whether any **Departmental Proceeding pending / concluded** against applicant employee **(Yes / No)** : - _____

(b) **Provide details, if Yes**: -

Present Status (Pending / Concluded)	Departmental Proceeding No.	Date of Initiation

If the **Departmental Proceeding** is **concluded**, mention the details of final decision -

_____

_____

15. **Category** (Tick whichever is applicable): -

i) Un-reserved (UR)		ii) Economically Weaker Section (EWS)	
iii) Backward Caste (BC)		iv) Extremely Backward Caste (EBC)	
v) Scheduled Caste (SC)		vi) Scheduled Tribe (ST)	
vii)Persons with benchmark disabilities (PWBD)			

B.QUALIFICATION DETAILS: -

1. Educational Qualification(As per service record): -

Sl. No.	Qualification	School / College / Institution / Board / University name	Passing Year	Marks Obtained/ Total Marks	Division/ Grade	Certificate Number
a.	Matriculation					
b.	Intermediate					
c.	Graduation					
d.	Any other Degree					

2. Details of Computer Knowledge: -

Sl. No.	Course Name	Name of Institution (Recognized by Central/ State Government)	Passing Year	Certificate Number
a.				
b.				

C. Declaration(Employee must write in his/her **own handwriting** (in English or Hindi): -

"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."

"मैं एतद् द्वारा यह घोषणा करता/करती हूँ कि आवेदन मे 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।"

_____

_____

_____

_____

Place :-_____

Date :-_____

Full Signature of the Employee: -

(In English) _____

(In Hindi) _____

CERTIFICATE

This is to certify that the above-mentioned personal and educational qualification details of the employee have been verified and are as per the Service Record of the employee concerned.

_____

Signature of the Judge-in-charge/ I/C Administration, Civil Courts, ... with seal