

**OFFICE OF THE CITY CIVIL COURT AT CALCUTTA**

**2 & 3, Kiran Sankar Roy Road, Kolkata-700001**

**Tender Notice**

**Notice No. 02(A)**

**Dated: 20.12.2024**

The District Recruitment Committee, City Civil Court at Calcutta invites sealed tenders from the bonafide agencies based in India, preferably having registered offices in and around Kolkata having sufficient experience in conducting the online recruitment process to fill up the following posts for Commercial Court in Kolkata and in the judgeship of City Civil Court, Calcutta.

**For Commercial Court, Calcutta**

A. Permanent posts

SL No.	Name of the post	No of candidate
1	Stenographer	2
2	L.D.C/L.D.A	4
3	D.E.O (Data Entry Operator)	4
4	Group- D	4

B. Posts on Part Time Basis

SL No.	Name of the post	No of candidate
1	Karma Bandhu (erstwhile Sweeper)	2

**For City Civil Court, Calcutta**

A. Permanent Posts

SL. No.	Name of post	No. of candidate
1	L.D.A.	12
2	Summon Bailiff	2

The scope of work includes providing a portal for online application for different categories of posts, payment of fees by the applicants, scrutiny of applications, generation of admit cards and preparation of merit lists strictly following the directions, terms and conditions of District Recruitment Committee, City Civil Court, Calcutta.

The intended agencies must have:

1. Government Registration Certificates with proof of registered offices in the district of Kolkata (before the date of issuance of this notice),
2. Credential Certificates, including GST Registration, Income Tax Return for the last financial year,
3. Experience certificates/Appreciation certificates (Completion Certificates), if any, in similar types of activities may apply along with full address and particulars of the concern.

The bid should be submitted in sealed envelope, to the Office of the undersigned within 10.01.2025 by 03:00 P.M.

No bid submitted after the due date shall be considered.

The selection of the agency will be at the sole discretion of the District Recruitment Committee, City Civil Court, Calcutta. Necessary information regarding the above shall be shared/communicated through the District Court website, i.e., [chiefjudgecitycrt@gmail.com](mailto:chiefjudgecitycrt@gmail.com)

Sealed tenders shall be opened in the Office of the Chief Judge, City Civil Court, Calcutta in presence of the bidders/ their representatives at 04:00 P.M. on 13.01.2025.

Sd/-

Chairman, District Recruitment Committee,  
City Civil Court, Calcutta- cum- Chief Judge,  
City Civil Court, Calcutta.

Date: 20.12.2024