

OFFICE OF CITY CIVIL COURT AT CALCUTTA
[ENGLISH DEPARTMENT]

Notification for recruitment of Karmabandhu in the
Commercial Court at Calcutta
to be inaugurated shortly

**within the territorial jurisdiction under the Judgeship of City Civil Court
at Calcutta**

**Employment Notification No. 03-2025, dated Kolkata, the 6th day of
March, 2025.**

Applications are invited from eligible candidates for the purpose of appointment of the two part-time Karmabandhus as mentioned in the table below, purely on **contractual basis** for one year for utilizing their services in Commercial Court at Calcutta to be inaugurated shortly within the jurisdiction of this Judgeship.

A. General Instructions:

Sl. No.	Name of the post	No. of vacancy	Residential Status	Age (as on 01.01.2025)	Essential Qualification & experience	Salary (consolidated per month)	Tenure of service
1	Sweeper (Karmabandhu)	02	Should be a resident of Kolkata	18-40	i) Must be a citizen of India ii) Must possess good physique iii) Class VIII passed	Rs. 5000/-	On yearly contract basis

B. Method of recruitment:

Interview shall be conducted for 30 marks on a date to be specified shortly after the applications are duly received and the same will be published in the official website for information to all concerned.

C. Instructions:

1. The applicant/ candidate is required to download the Application Form for Karmabandhu Post from the website of City Civil Court and shall submit the hardcopy of the duly filled up application in duplicate along with enclosures, if any at Office of English Department, City Civil Court within **01.04.2025 by 1:00 p.m.** Avoid over writing erasing with white fluid for any type of correction/s in the application form.
2. Incomplete application form will be summarily rejected.
3. All supporting self-attested documents have to be attached with the Application form.
4. Admit card will be provided to the eligible candidate one hour prior to the commencement of interview if his/her application form is found complete in all respect and if his name is accordingly shortlisted for interview. The date of interview will be intimated subsequently.
5. Application forms in this regard if reached by postal service or by any mode other than physical submission will be summarily rejected.

6. The candidates have to appear before the Recruitment Committee on the day of interview with all the testimonials including certificates regarding age proof, reservations, qualifications, experiences and any other relevant documents in original along with two (02) sets of attested /self attested photocopies. The interview will be conducted in the premises of the City Civil Court and the date of interview will be notified later in the official website.
7. The candidate must also bring two (2) self-attested recent passport-size coloured photographs.

Note: The Recruitment Committee reserves the rights to bring in any necessary changes regarding the recruitment procedure. It will be notified in the official website as and when necessary. Candidates are advised to keep a constant watch on the website i.e. <https://citycivilcourtcaldutta.dcourts.gov.in>

Instruction relating to interview: Reporting time will be notified and the candidates are required to present at Court premises on the notified date/s. Candidates are instructed to collect admit card from the office and bring copy of application form bearing receipt endorsement at English Department at City Civil Court, Calcutta. Candidates are required to bring self-attested xerox copies of their credentials at the venue. The same will be verified with originals before the interview commences. Candidates are instructed to bring two passport size photographs and any one of the following document in original:

(i) Aadhar Card (ii) Driving License (iii) Passport (iv) Voter Identity Card (v) PAN Card

No candidate shall be allowed to appear before the interview board without verification of the above mentioned documents.

8. The date of interview will be notified later for which the candidates are instructed to keep their eyes on the official website notified above.

D. Terms and conditions:

1. The undersigned reserves the right to accept and/or reject any application subject to the same being found unfit for any purpose whatsoever.
2. In case of any deviation from any terms and condition of contract, the undersigned/Authority concern shall reserve the right to cancel the contract with the applicant at any time during the aforementioned period.
3. The candidates must have passed class VIII examination from any school under West Bengal Board of Secondary Education or equivalent Board recognized by the State Government or Central Government.
4. Deduction, if any, shall be made as per government rules.
5. Payment shall be made subject to allotment of fund from the government.
6. As per the terms and conditions of contract, the same shall be valid for a period which shall be notified at the time of appointment and the same shall be purely on temporary and contractual basis.
7. The contract may be terminated by notice of one month from either side.
8. No other claim / allowances shall be entertained.
9. The applicant shall ensure that he / she has physical, mental and technical capability to carry out the required work.
10. The candidate shall also file an affidavit that he has no case pending at any of the establishment under the City Civil Court at the time of his interview.

11. The candidate is required to download two sets of application form. One copy contained in a sealed envelope shall be deposited in the drop box of the English Department of City Civil Court and the other copy shall also be brought for putting receipt endorsement seal of the English Department of City Civil Court. This copy is required to be brought on the date of interview.
12. Only those candidates shortlisted on the basis of the correctly filled up applications and fulfilling the eligibility criteria shall be called for the interview.

(Jayashree Banerjee)
Chief Judge-cum-Chairman,
Recruitment Committee,
City Civil Court, Calcutta.

Dated: 6th day of March, 2025 at Kolkata.

OFFICE OF THE CITY CIVIL COURT, CALCUTTA
Recruitment Committee
APPLICATION FOR FOR THE POST OF “KARMABANDHU”
in Commercial Court at Calcutta to be inaugurated shortly
(Ref: Employment Notice No. dated2025)

For Office use only

Serial No.

Roll No.

To,
The Chief Judge,
City Civil Court, Calcutta.

Respected Sir / Madam,

I beg to apply for the post of “Karmabandhu” in City Civil Court and accordingly I am submitting my particulars as per the prescribed format specified below:

1. Full Name (In BLOCK letter):
2. Name of Father/Husband:
3. Date of Birth (dd/mm/yyyy):
4. Actual age as on 01.01.2025:
5. Sex (Male/Female):
6. Nationality:
7. Whether any criminal cases are pending against you in any of the establishments under theCourt: (Y/N):
8. Present Address (with Contact / Mobile Number):.....
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9. Permanent Address (with Contact / Mobile Number):.....
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Signature of the applicant with date