

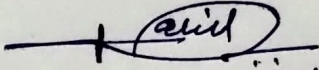
Office of Registrar Civil Courts , Ramgarh

NOTICE

Dated 30th Day of March, 2024

As directed, all the eligible Group-D Staffs of Civil Court, Ramgarh who have completed their regular service of three years and their service have been confirmed are hereby informed to submit duly filled up application in the prescribed format for their promotion to the 13 posts of Assistant, Group-C (Grade-III) in view of the "Jharkhand State Civil Courts' Officers and Staffs (Recruitment, Promotion, Transfer and other Service Conditions) Rule, 2018" in the office of undersigned till 04:00 P.M. of 30.04.2024. The prescribed format of application along with the scheme / syllabus of limited department examination is also attached herewith.

Display it on the notice board of Civil Court, Ramgarh and System Officer is also directed to publish it on the website of the Civil Court, Ramgarh.


Registrar 20/03/24
Civil Courts, Ramgarh

LIMITED DEPARTMENT EXAMINATION

The Departmental Examination will be conducted be in three parts i.e.

1. Written Examination 2. Computer Skill Test and 3. Interview

1. Written Examination:

S.No.	Nature of Questions	Total Marks
1.	Objective Based	20 Marks
2.	Subjective	80 Marks
Total		100 Marks

2. Computer Skill Test will be consist of 100 Marks (Qualifying in nature)

3. Interview will be of 50 Marks

● **Syllabus of the Examination:**

1. General Knowldege
2. Working Knowledge of English and Hindi
3. Precis Writing
4. Translation
5. Grammar
6. Sentence formation
7. Working knwoledge of Civil Court Rule and Criminal Cour Rules
8. Stages of Criminal Trial and Civil Hearing
9. Ordersheet Writing
10. Preparation of Statement i.e. Monthly, Quarterly and Yearly

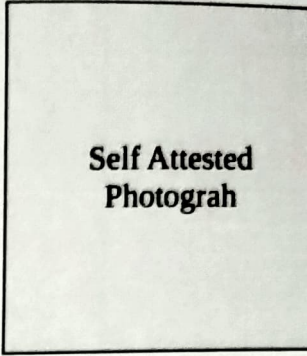
The Computer skill test will be based on Micro Soft Word, Miscro Soft Excel and Ubuntu Operating System.

Office of the Registrar, Civil Court, Ramgarh
Application for promotion from Group-D to Group-C

1. Name of the candidate :.....
2. Date of Birth :.....
3. Father's / Husband Name:.....
4. Present Address :.....

5. Permanent Address:.....

6. Present Post:.....
7. Date of Joining:.....
8. Date of confirmation of Service:.....
9. Educational Qualification at the time of joining service:



Qualification	Name of the Board/ University	Year of Passing	Marks Obtained	Percentage of Marks

8. Any other Qualification:.....

9. Documents Filed:
- 1.) _____
 - 2.) _____
 - 3.) _____

Place:
Date:

Signature of the Candidate

VERIFICATION

This is to certify that above information furnished by me is correct and nothing has been concealed.

Signature of the Candidate