

Office of the Judge-in-Charge-cum- Registrar, Civil Courts , Ramgarh

NOTICE

Dated 19.06.2024

As directed, applications were invited from the Group-D Staff of Civil Court, Ramgarh for departmental promotional examination for 03 vacant posts of Assistant (Group-C). In this regard, following applicants have been found eligible, who have been issued admit cards to appear in the said examination.

Details of the applicants

| S.No. | Name of the candidate | Father's Name/ Husband Name | Application Number | Roll No. |
|-------|--|--------------------------------|-----------------------|----------|
| 1. | Sri Ritesh Nandan Shahay, Peon | Sri Jai Nandan Sahay | 01/15.04.2024 | 001 |
| 2. | Sri Suraj Kumar Singh, Peon | Sri Rajendra Singh | 02/16.04.2024 | 002 |
| 3. | Sri Santosh Kumar, Peon | Late Kedar Nath Prasad | 03/16.04.2024 | 003 |
| 4. | Smt. Namita Kumari Sinha, Treasury Messenger | Sri Suman Ranjan Sinha | 04/18.04.2024 | 004 |
| 5. | Sri Nitesh Kumar Srivastava, Peon | Sri Ganesh Lal | 05/ 20.04.2024 | 005 |
| 6. | Sri Mithilesh Kumar Singh, Peon | Late Janardhan Singh | 06/20.04.2024 | 006 |
| 7. | Sri Dhananjay Karmali, Peon | Sri Chatur Karmali | 07/ 23.04.2024 | 007 |
| 8. | Sri Rohit Kumar Sinha , Peon | Sri Dinesh Prasad Sinha | 08/ 24.04.2024 | 008 |
| 9. | Sri Manoj Kumar Nayak, Sweeper | Sri Sarju Nayak | 09/24.04.2024 | 009 |
| 10. | Sri Raj Arya, Peon | Sri Surendra Kumar Sinha | 10/26.04.2024 | 0010 |
| 11. | Sri Suraj Nayak, Peon | Sri Lakshmi Nayak | 11/ 27.04.2024 | 0011 |
| 12. | Sri Mukesh Kumar , Peon | Sri Genda Munda | 12/27.04.2024 | 0012 |
| 13. | Sri Gurdeep Singh Rekhi , Peon | Late Kulwant Singh Rekhi | 13/27.04.2024 | 0013 |
| 14. | Sri Manish Kumar Sinha , Peon | Sri Satyendra Kumar Sinha | 14/ 27.04.2024 | 0014 |
| 15. | Sri Satyendra Prabhakar , Peon | Sri Charan Thakur | 15/29.04.2024 | 0015 |
| 16. | Sri Preet Kumar, Driver | Sri Shambhu Lal Karn | 19/30.04.2024 | 0016 |
| 17. | Sri Rahul Kumar, Daftari | Sri Raj Kishore Singh | 18/30.04.2024 | 0017 |

Detail of the Examination with Syllabus

Date of Written Examination: 30.06.2024

Time of Written Examination: 10:00 A.M. to 01:00 P.M.

Reporting Time : 09:30 A.M.

Venue of Written Examination: First Floor, Civil Court, Ramgarh

Note: The date of Computer Skill Test and Interview will be informed later.

Syllabus

The Departmental Examination will be conducted 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 knowlege 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.

Let it be published on the website of Civil Court, Ramgarh and notice board of Registrar, Civil Court, Ramgarh for information to all.


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Civil Courts, Ramgarh