

Office of the Registrar-cum-Judge-Incharge, Civil Court, Ramgarh

Notice

Dated : 09.09.2026

It is to inform all the concerned that Limited Departmental Examination, 2026 for the Class-IV Staff (Group-D) is scheduled to be held in Ramgarh Judgeship in the year 2026 for 12 vacant posts of Assistants (Group-C), in the light of Rule-14 (i) of the "Jharkhand State Civil Courts' Officers and Staff (Recruitment, Promotion, Transfer and other Service Conditions) Rule, 2018. All the Class-IV (Group-D) staff and Bailiff, Driver, Daftari and Process Server of this Judgeship shall be considered eligible to appear in the Limited Departmental Examination, 2026. Eligible candidates shall be required to submit the application form as per the prescribed format in their own handwriting.

Limited Departmental Examination, 2026 will be conducted in three stages 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

2. **Computer Skill Test** : Computer test will be of 100 marks based on basic knowledge of Computer and CIS.

3. **Interview** will be of 50 Marks.

● Syllabus of the Examination:

1. General Knowledge
2. Working Knowledge of English and Hindi
3. Precis Writing
4. Translation
5. Grammar
6. Sentence formation

7. Working knowledge of Civil Court Rule and Criminal Court Rules
8. Stages of Civil and Criminal Trial
9. Ordersheet Writing
10. Preparation of Statement i.e. Monthly, Quarterly and Yearly

Note: Information regarding date and time of examination shall be notified in due Course of time.

All the concerned are hereby directed to submit their individual application to the Office of Registrar, Civil Court, Ramgarh till **24.09.2026 by 04:30 P.M.** as per the format attached herewith duly filled by the candidate in their own handwriting. No application form shall be accepted after the above due date.

Let this notice be communicated to all the offices and also be displayed on the Notice Board and Official Website of the Civil Courts, Ramgarh for its wide circulation amongst all the concerned employees of Class-IV (Group-D) staff, Bailiff, Driver, Daftari and Process Server of this Judgeship.

Sd/-

**Registrar-cum- Judge-Incharge
Civil Courts ,Ramgarh**

Office of the Registrar-cum-Judge-Incharge, 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 :

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5. Permanent Address:

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6. Present Post:

7. Date of Joining:

8. Date of Confirmation of Service:

9. Educational Qualification :

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

8. Any other

Qualification:

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9. Documents Filed: 1.)

2.)

3.)

Place:

Date:

Signature of the Candidate

VERIFICATION

This is to certify that above information furnished by me is true to best of my knowledge and no fact has been suppressed or concealed by me.

Signature of the Candidate

Self Attested
Photograph