

OFFICE OF CITY CIVIL COURT AT CALCUTTA
[ENGLISH DEPARTMENT]

**Notification for recruitment of different categories of staff
in the Judgeship of City Civil Court at Calcutta**

**Employment Notification No.02-2025, dated Kolkata, the
27th Day of January, 2025**

Online applications are invited from eligible Indian citizen in the prescribed proforma for preparation of panel to fill up the vacancies mentioned below, in different categories of posts in respect of the Judgeship of City Civil Court at Calcutta.

Application must be submitted through online in the websites <https://citycivilcourtcaltutta.dcourts.gov.in/> <https://www.calcuttahighcourt.gov.in/>, commencing from 28.01.2025 (00 hour midnight). The last date of submission of online application is 16.02.2025 (23:59 hour midnight). No other mode of application will be accepted. Applicants are to visit <https://citycivilcourtcaltutta.dcourts.gov.in/> for further notification relating to ongoing recruitment process.

The details of Vacancy, Scales of Pay, Application Fees, Eligibility Criteria, Mode of Examination and instructions are given hereunder:

1. Vacancy:

SL No.	Name of the post	Existing Vacancy	Scale of Pay <small>(As per revised W.B.S.(ROPA) Rules 2019 of Govt. of W.B)</small>
1	L.D.C/ Lower Division Assistant (Group-C)	12 [UR-2, EWS-2, UR (PWD)-01, UR (Ex Serviceman)-01, OBC- A (EC)-01, OBC-B (EC)- 01, SC-03, ST-01]	Pay Level - 6 [Rs. 22,700/- – 58,500/-]
2	Summon Bailiff (Group-C)	Existing vacancy-01, Expected vacancy-01 [UR-1, EWS(E.C)-1]	Pay Level – 5 [Rs. 21,000/- – 54,000/-]

****** The eligibility of the OBC – A & OBC- B candidates shall abide by the Judgement passed by the Hon'ble High Court, Calcutta on 22.05.2024 in WPO 60 of 2011 with WPA 22145 of 2010, WPA 8840 of 2020 with WPO 1160 of 2013 with WPO 578 of 2012 regarding OBC Certificates.**

For EWS candidates:

The candidates seeking benefit of reservation under EWS category should furnish an Income and Asset Certificate issued by;

- 1) Block Development Officer (B.C.O) of Rural Areas
- 2) Sub-Divisional Officer (S.D.O) for Municipal Areas
- 3) District Welfare Officer, Kolkata (D.W.O) for Kolkata Municipal Corporation areas (KMC).

NOTE: The reservation for the EWS candidates will be guided by the Notification No. 325-PAR(AR)/3P-1/2019 dated 09.07.2019 of the Personnel and Administrative Reforms Department, Govt. Of West Bengal read with Gazette Notification No. 18-Emp (EC)/LABR-27011(20)/1/2020-EC dated 07.02.2023. The Recruitment Committee will verify the veracity of the Income and Asset Certificate and other certificates submitted by the candidate through the certificate issuing Authority.

For S.C/ S.T/OBC-A/OBC-B Candidates*:-

Candidates seeking the benefit of reservation as S.C/ S.T/OBC-A/OBC-B must produce a certificate issued by:

- 1) The Sub-Divisional Officer (S.D.O) of the Sub-Division concerned,
- 2) The District Welfare Officer, (D.W.O) Kolkata for Kolkata,
- 3) The District Magistrate, (D.M) or the Additional District Magistrate,(A.D.M), as authorized by the District Magistrate, for the District: South 24 Parganas.

The said certificate must confirm to the West Bengal S.Cs & S.Ts (Identification) Act. 1994 and S.Cs & T.W Department Order no. 261-TW/EC/MR-103/94 dated 06.04.1995.

For Person with disabilities (PWD) Candidates:-

- a) Benefits of reservation will be given to the candidate with disabilities of at least 40% and above;
- b) Benefits of age relaxation for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant Rules & Regulation;
- c) Any person with disabilities as stated, under respective reserved sub-categories will be directed to furnish his/her self attested photocopy of Disability Certificate in prescribed form in support of his/her claim, issued by a competent authority as per the provisions of the West Bengal Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, i.e. by a **Medical Board constituted at any Government Medical College Hospitals, District Hospitals or Sub-divisional Hospitals** as and when called;

d) Candidates having disability of less than 40% shall be treated as **unreserved candidates** and therefore shall not get benefit of reservation/age relaxation under this category;

e) A candidate with benchmark disability and has physical limitation to write and scribe is essential to write examination on his/her behalf, such candidate is requested to follow the guidelines (as provided in Annexure-I) and to submit a certificate at the examination venue obtained from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a government health care institution. (Pro-forma of such certificate is attached as Annexure-II).

f) Candidate opting own scribe could require to submit details of scribe to the Recruitment Committee and at the examination venue as per pro-forma provided at Annexure-III.

2. Eligibility age:

Every candidate for direct recruitment shall on 01.01.2025 must attain the age of 18 years and must not exceed the age of:-

- (i) For candidates belonging to OBC/SC category the age limit is 43 years.
- (ii) For candidates belonging to ST category the age limit is 45 years
- (iii) The upper age limit in case of Person with Disability is 45 years.
- (iv) Relaxation of age limit in case of Ex-serviceman category is as per existing Government Rules.
- (v) Forty (40) years in the case of any other person.

The age of the candidate is to be calculated as on 01.01.2025.

3. Essential Qualification:

Candidates applying for the post of Lower Division Assistant (LDA)

- (a) Must have passed in the Madhyamik Examination (10th standard) from the West Bengal Council of Secondary Education or its equivalent examination from a recognized Council/Board;
- (b) Must have knowledge or qualification in Computer Operation and must possess at least a Certificate in Computer Training from recognised Institution;
- (c) must have a satisfactory fingering speed in Computer operation.

Candidates applying for the post of Summon Bailiff

(a) must have passed Class-VIII from any recognized School or recognized Madrasa or any other recognized equivalent Institution.

4. Mode of Examination:

(a) For the post of LDA:

There will be a two-phase examination.

(i) Phase I: There will be a Preliminary Examination of **one and half hour duration**.

The Preliminary Examination will carry 100 marks having questions of 1(one) mark each, comprising multiple choice objective questions on English, General Knowledge & Current Affairs and Arithmetic.

There will be negative marking of 0.5 marks for each wrong answer.

(ii) The candidates who will qualify in the Preliminary Examination will be considered eligible to appear in Phase-II.

(iii) Phase-II Examination will be comprising of two parts. First part examination will be of conventional descriptive type question on English (Group-A) 50 marks: letter writing, paragraph writing and translation.

(iv) Second part will be in Bengali / Hindi (Group-B) carrying 50 marks on letter writing, translation and report. The duration of Part-II examination shall be of 1 hour and will be subjective in nature and of Madhyamik standard. Candidates who will opt for Hindi as the case may be, in lieu of Bengali in the Part-II examination shall, before confirmation, have to pass Departmental Examination in Bengali during the period of probation.

v) On the basis of the result of Paper-II & Paper-III examination, a number of candidates securing qualifying marks shall be called in the ratio to be decided by the District Recruitment Committee time to time for Personality test (30 marks) and also Computer proficiency test (20 marks) on OS Ubuntu.

vi) On the basis of the marks obtained in these two papers (Paper-II & Paper-III), personality test and computer proficiency test, a final panel will be prepared.

vii) Qualifying marks in any or all the papers and in aggregate shall be fixed at the discretion by the Recruitment Committee.

(b) For the posts of Summon Bailiff: -

- i)** The candidates shall have to appear in a Written Examination of consisting of a Multiple Choice Objective type paper comprising questions in (i) Arithmetic, (ii) English, (iii) General Knowledge & Current Affairs.
- ii)** The examination will consist of 100 marks having 100 questions of 01(one) marks each.
- iii)** There will be negative marking of 0.5 marks for each wrong answer.
- iv)** The duration of the examination shall be one and half hours. On the basis of the result of Main Examination, number of candidates securing qualifying marks shall be called in the ratio to be decided by the District Recruitment Committee time to time for Personality test (30 marks) and on the basis of the marks obtained in the Written Examination and Personality Test, a final panel be prepared.

5. Important Information: -

1. The District Recruitment Committee shall have the discretion to fix qualifying marks in any or all of the tests for different categories of posts mentioned above, and to relax such marks in respect of candidates belonging to Scheduled Caste, Scheduled Tribe, OBC(A), OBC(B), E.C., ESM or EWS if deemed necessary.
2. In case of non-availability of a suitable Exempted Category Candidate belonging to SC, ST, OBC-A and OBC-B for any of such reserved point according to 100-Point Roster, the said vacancy shall be filled up by a non-Exempted Category Candidate belonging to SC, ST, OBC-A and OBC-B, as the case may be in accordance with relevant Rules. Caste Certificates need to be produced at the time of physical document verification.
3. The benefits of reservation of vacancies and age concession for SC, ST & OBC candidates are admissible to SC, ST & OBC candidates of West Bengal only. **SC/ST/OBC candidates belonging to States other than West Bengal will be treated as General Candidate.** Such benefits are also admissible to all candidates with disabilities of 40% and above.
4. No claim for being a member of SC, ST and OBC or a Person with Disability or Exempted Category (E.C.) will be entertained any time after submission of the application.
5. In case of Person with Benchmark Disability in the category of Blindness, Locomotor Disability (both arms affected-BA) and Cerebral Palsy, the facility of scribe/reader shall be provided, if so desired by the person. Additional time shall be provided.

6. All candidates who are already in service under Central/ State Government Service or in any Central or State Government undertaking / Public Sector Undertakings or in any type of other organization established and governed by the Central/ State Government and within the prescribed age limit, must submit their application through proper Channel with 'No Objection' Certificate of the concerned Authority.

7. The candidates shall produce certificates, issued by competent authority, in support of claiming reservation, categories and caste on prescribed pro-forma as per rules applicable thereto. The candidates belonging to ex-servicemen category have to submit his/her certificate mentioned thereon date of enrollment/appointment in service and date of retirement /discharged from the service. Every ex-servicemen candidate will also have to furnish an undertaking to the effect that he has not availed the benefits of reservation provided under ex-servicemen category for any post established or run by the Central/State Government.

6. Application Fee: -

Application Fees for different posts, castes and categories of candidates are stated in the following chart.

Name of the Post	Unreserved/OBC-A /OBC-B/SC/ST/UR(ESM)/UR(PWD)	E.W.S.
Lower Division Clerk	Rs. 600/-	450/-
Summons Bailiff	Rs. 600/-	450/-

No fees required by the candidates belonging to the Exempted Categories whose names will be sponsored by the appropriate authorities.

This exemption of fees is not applicable to the candidates, belong to Exempted Category, applying directly without any sponsorship from the Labour Department, Government of West Bengal.

8. Mode of Application & Mode of payment of Application Fees: - Applications for the aforementioned Examinations will be received in **ONLINE MODE** only. **Application Fees are to be paid Online using Debit Card or Credit Card or Internet Banking.** Any other mode of payment will not be accepted under any circumstances. Payment gateway charges and Service Taxes (if any) may be charged and debited additionally. Candidates should retain the 'Payment Confirmation Receipt' generated online and keep a printout of the same for future reference. Application fees including the additional charges are **NOT REFUNDABLE** in any case.

9. General instruction/condition:

i) One candidate can apply for one post only. The candidature of an applicant shall be cancelled without any further notice if he/she applies for more than one post.

ii) The candidatures of the candidates shall also be cancelled if they fail to upload his/her clear and legible photograph with signature in the jpg format, or the relevant documents namely, certificates containing correct date of birth, educational qualification, exempted category certificate or the certificate for the ex-serviceman or the caste certificate for the concerned candidates.

iii) Admit Card containing the Venue, Date and Time of Examination and other information will be made available for download 02(Two) weeks before the date of Examination till the very day of Examination. Candidate must download the Admit Card (Hall Ticket) and bring a printout of the same to enter the Examination Venue. Candidates called for test(s) shall be required to appear at their own expense and no T.A. / D.A. is admissible.

iv) Admission to the test / examination will be deemed provisional, subject to verification and determination of the Candidate's eligibility and suitability in all respect. If at any stage of the process, a candidate is found to be ineligible for admission to the test(s) in terms of this Notice, his / her candidature shall be cancelled without making any reference to him / her and without assigning any reason.

v) A candidate furnishing incorrect or false particulars or suppressing material information or furnishing false certificate indicating wrong category / sub-category regarding caste will be disqualified, and, if appointed, shall be liable for dismissal from service and authority of City Civil Court may take necessary action.

vi) The candidate are required to submit online application forms with correct and complete information carefully. If any incomplete or false information is given, then the candidates will be responsible for the same and on the basis of false and incomplete information, the application form shall be rejected at any stage without giving any reason / notice.

vii) The District Recruitment Committee reserves the right to offer appointment to the selected candidate at any place of the judgeship and not according to the preference / option given by the applicant.

viii) Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules followed in this Judgeship.

ix) In case of any dispute, the decision of the District Recruitment Committee shall stand final.

x) Candidates whose applications will be found not in order, will not be allowed to appear in the examination and authority will bear no responsibility to inform the candidates.

xi) The District Recruitment Authority reserves the right to make short lists of successful candidates.

xii) Information uploaded on the website shall not be provided to the candidate under R.T.I Act, 2005. The uploaded information in the website shall be retained for a specific period. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In course of the recruitment examination, no application under the Right to Information Act, 2005 shall be entertained nor any information be provided. Factual information under R.T.I Act shall be provided only after declaration of final results. Replies to inferential (speculative) question shall not be provided.

xiii) The character of a person participating in the process for direct recruitment to service must be such as to render him suitable in all respects for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment.

xiv) No recommendation either written or oral will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means will disqualify him for appointment.

xv) Candidates are required to produce necessary medical certificate as required for their candidature at the time of appointment/joining.

xvi) In case of any dispute, the decision of the District Recruitment Committee shall be final.

xvii) Mobile phones, pagers, Bluetooth devices, calculators and any other electronic gadgets/communication devices are not allowed inside the premises where the examination will be conducted. Any infringement of these instructions shall entail immediate elimination and possible disciplinary action.

xviii) Canvassing in any form and use of unfair means during the examination/test will disqualify the candidature of the applicant.

xix) The venue, date and time of the examination/test along with Roll Numbers will be intimated through Admit Cards.

xx) The vacancies calculated and indicated in the advertisement are subject to change.

xxi) The decision of Recruitment Committee/ Selection Committee shall be final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and appointment to the posts etc.

xxii) After the appointment of the candidate, the matters regarding his/her service, seniority, promotion etc. will be regulated by the Government Rules & Regulations.

xxiii) The results shall be displayed on the official website <https://citycivilcourtcaldutta.dcourts.gov.in> and information with regard to the next stage of examination shall be made available on the aforementioned website in due course of time.

The panel(s) thus formed shall remain effective till the process of giving appointment against the notified vacancies, is complete. However, the panel(s) shall remain valid for a maximum of 01(one) year from the date of its formation.

Apart from the above; the applicants are advised to go through the detailed information related to online application as provided under “How to Apply” and “General Instructions for Applicants before Online Submission of Application” links of the website through which online application has to be submitted.

Further, in case of any query regarding online application submission, applicants are advised to send e-mail to citycivilctrectt2025@gmail.com (**HELPLINE**). No other mode of communication and/or correspondence will be permitted.

****For further information and update, applicants are advised to check the official website of the District Court, City Civil Court, Calcutta i.e. <https://citycivilcourtcaldutta.dcourts.gov.in/> on a regular basis.**

Sd/-

(Jayashree Banerjee),

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

Dated: 27th day of January, 2025 at Kolkata

HOW TO APPLY & GENERAL INSTRUCTIONS

1. Online application for City Civil Court, Calcutta Staff Recruitment 2025 will commence on 28th January, 2025 from 00 hour and applications will be accepted till 16th February, 2025 upto 23:59 hours. The Application Form is to be filled in & payment of examination fees shall be made by the applicant through online mode only. The online application form shall be filled up through the links (**<https://myapplonline.in.net/ccccal>**) provided in the website of District Court, City Civil Court, Calcutta i.e. <https://citycivilcourtcaldutta.dcourts.gov.in> .

2. Candidates are requested to read the advertisement & when satisfied about the eligibility conditions of the same, then only apply.
3. A candidate is not allowed to apply for more than 1(one) post. Applications of candidates who are found to have applied for more than one post shall be cancelled without citing any reason. No communication and/or request in this regard will be entertained.
4. The applicant will have to make payment by Debit Card/Credit Card/Net Banking/UPI.
5. The application fees once paid is non-refundable under any circumstances.
6. SC/ST/OBC-A/OBC-B candidates belonging to states other than West Bengal will be treated as unreserved candidates only.
7. Non sponsored candidates of Exempted category and Ex-serviceman category will also have to apply online directly with requisite examination fees as applicable.
8. Admit Cards containing Venue, Date & time of the examinations/tests, will be published in the website <https://citycivilcourtcalcutta.dcourts.gov.in/>. Candidates will have to download the admit cards from the aforesaid link & follow further instructions which will be published upon issuance of the same.
9. The District Recruitment Committee, City Civil Court, Calcutta Judgeship reserves the right to offer appointment to the selected candidate at any place of the judgeship & not according to any preference/option/representation given by an applicant.
10. Candidates, whose application will be found not in order, will not be allowed to appear before the test/s and the authority shall not have any responsibility to inform him/her.
11. The District Recruitment Committee, City Civil Court, Calcutta Judgeship shall have the full discretion to fix minimum qualifying marks in respect of all categories of post & relaxation of all or any of the norms.

Guidelines for filling up of application form & payment of application fees

The Online Application will be of 2(two) parts viz Part-I and Part-II:

Part-I:

The applicant will have to fill in his/her basic information. After submission of the information, the applicant will be asked to verify the information submitted & to rectify, if any. After verification, the applicant will have to press "I agree" button that will appear on the screen ensuring that the information supplied by him/her are in order & no further rectification is required. No further rectification/modification will be allowed to the applicant after he/she presses the "I agree" button.

Now, an 8(eight) digit numeric code as Application Number will appear on the screen which the applicant will have to remember throughout this recruitment process. It is suggested that the

applicant must note down this Application Number & 8-digit password as entered by him/her while filling up the application form.

Scanned passport size recent colour photograph of the applicant (Image format will only be .jpg & of size between 30KB to 50KB) is to be uploaded in the specified space in the website. Image of size more than 50KB will not be accepted by the website. Further, black & white/unclear/hazy/doctored/morphed images, if uploaded by the applicant & detected at any later stages of this recruitment process, will result in summarily rejection of the application. The applicant has to retain 6 identical copies of this photograph which has been uploaded & will have to produce them before the Authority as & when called for. Photograph must be a colour picture against a light-coloured, preferably white background.

If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Photographs containing caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Size of file should be between 30KB to 50KB and only in .jpg format. Scanned full signature of the candidate is to be uploaded in the space specified & the image should be in .jpg format & will be of maximum size 20 KB & preferred dimension is 200x100 pixels. Scanned signature exceeding the maximum size will not be accepted by the website.

The applicant has to sign on white paper with Blue / Black Ink pen. The signature must be signed only by the applicant and not by any other person. The applicant has to ensure that uploaded signature is clearly visible/identifiable.

If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.

Scanned documents in support of Caste Certificate/EC Certificate/Ex-Servicemen Certificate/EWS certificate/ PWD Certificate/Meritorious Sportsperson Certificate, Proof of Age, Graduation & Class-VIII pass Certificate, as applicable for individual applicants, is to be uploaded in the space specified & the image should be in .jpg format & will be of maximum size 100 KB & preferred dimension is 1250x1750 pixels.

Any application without uploaded valid scanned photograph, full signature & documents (as applicable) will be summarily rejected without assigning any reason to the candidate thereof.

Procedure for Uploading the Photograph, Signature & documents: -

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph, signature & documents. There will be two separate links for uploading Photograph and Signature. Click on the respective link "Upload Photograph / Signature / Documents". Browse & Select the location where the Scanned Photo / Signature / Documents file has been saved. Select the file by clicking on it & then click the 'Upload' button.

Part-II:

This part relates to payment of application fees to be paid through online payment portal of State Bank of India. Upon completion of the aforesaid stages, the applicant will have to click on 'Make Payment' option & will be automatically taken into the online payment portal for payment. The applicant will have to make payment by Debit Card/Credit Card/Net Banking/UPI/E-Challan. The application fees can be paid online till 11:59 p.m. on 16.02.2025 . Bank charges as fixed by the Bank will be levied upon in addition to the application fees as specified earlier. On successful payment of application fees, the Bank will provide a receipt which will have to be noted down carefully by the Applicant for future reference.

Usually, Bank provides the status of successful receipt of the payment within 72 hours of the transaction i.e. if fees is paid on 4th February, 2025, bank will update its status to us within 8th February, 2025. Candidates are advised to log-in (with their application number and password) after 72 hours of their payment and download filled -in-form (which will be generated as soon as Bank provides us the successful payment status) and thereby the process for Registration gets completed. In-case the Bank does not receive them payment within 72 hours of transaction, the corresponding payment transaction will be treated as incomplete. In such a scenario, it is advised to initiate fresh payment of Application Fee by logging in to the portal.

Kindly note, the candidates will have to complete both Part I and Part II of application process. Partial completion of any stage viz. Part I only or Part II only will be treated as ineligible application. No further communication will be made to candidates whose applications are considered ineligible.

Applicants are advised to enter correct/valid data in respect of various information as sought by the website. Incorrect details, if any, entered by any applicant will result in summarily rejection of the application at any stage of the recruitment process.

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

Dated: 27th day of January, 2025 at Kolkata.

ANNEXURE – I

GUIDELINES REGARDING PERSONS WITH DISABILITIES

Those candidates who are visually impaired and other candidates whose writing speed is affected permanently for any reason can use own scribe at own cost during the examination. In all such cases where a scribe is used, the following rules will apply:

- Please ensure you are eligible to use a scribe as per the Government of India

rules governing the recruitment of Persons with Disabilities.

- The candidate will have to arrange his own scribe at his own cost.
- The scribe can be from any academic stream.
- Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that she/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. (Blind/Low Vision candidates and other candidates whose writing speed is affected permanently for any reason, whether availing the facility of scribe or not shall be allowed compensatory time of 20 minutes and or part thereof for every hour of the examination.)
- Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in

Test of Numerical Ability. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.

Annexure-II

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr./Ms./Mrs. - _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/ D/o _____, resident of _____ (Village/ District/ State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

(Signature)

Chief Medical Officer/ Civil Surgeon/Medical
Superintendent of a Government health care institution
Name & Designation
Name of Government Hospital/ Health care center with

Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopedic specialist/PMR).

ANNEXURE – III

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ eligible candidate for the _____ examination and Shri/Smt/Kum. _____ eligible writer (scribe) for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is blind/low vision and other candidates whose writing speed is affected permanently for any reason and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.
4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination. Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

I, _____(Scribe), am not a candidate for this recruitment.

Given under our signature and contact details:-

Signature of the Scribe Candidate

Signature of the Candidate

Roll No.:

Registration No.:

Postal Address of the Scribe Candidate

Postal Address of the Candidate

Mobile No. of the Scribe Candidate

Mobile No. of the Candidate

Landline No. of the Scribe Candidate

Landline No. of the Candidate



Signature of Invigilator