

**OFFICE OF THE CONVENOR,
CENTRALIZED SELECTION AND APPOINTMENT COMMITTEE
-CUM-PRINCIPAL DISTRICT & SESSIONS JUDGE, PATNA**

NOTICE

[Corrigendum of notice dated 20.03.2023 in connection with appointment by way of promotion from Group 'C' employees to the Upper Divisional Clerk (Grade III)]

In view of Hon'ble Court's letter no. 33999/A.D.(Misc.) Section dated 22.04.2025 as well as resolution of the 'Centralized Selection & Appointment Committee' dated 28.04.2025, the 'Method of Recruitment' mentioned at sl. no. 1 of the notice dated 20.03.2023 in connection with appointment by way of promotion from **Group 'C' employees** [Bailiff, Driver, Process Server, Daftdari, Attendant, Attendant (Special), Night Guard] to the **Upper Divisional Clerk (Grade-III)** regarding 'Kalawadhi' is modified to the extent as follows-

The 'Kalawadhi' for appointment by way of promotion from **Group 'C' employees** i.e. Bailiff, Driver, Process Server, Daftdari, Attendant, Attendant (Special), Night Guard to **Upper Divisional Clerk (Grade-III)** through limited examination and interview shall be '**five and half years**', as far as the aforesaid process of appointment by way of promotion is concerned.

Accordingly, **applications through the respective Principal District & Sessions Judge** are invited from the eligible employees in **prescribed format** for appointment by way of promotion from **Group 'C' employees** [Bailiff, Driver, Process Server, Daftdari, Attendant, Attendant (Special), Night Guard] to the **Upper Divisional Clerk (Grade-III)**, who have completed '**five and half years**' in service as on **01.04.2023**.

The eligible employees can apply in the prescribed format (Annexure-A) to their respective Principal District & Sessions Judge during the period from **01.05.2025 to 15.05.2025**.

The **Principal District & Sessions Judges** after **scrutinizing** the forms received till 15.05.2025 will **transmit** the same along-with the list / recommendation of such employees in the **prescribed format** (Annexure - B), to the Convenor, Centralized Selection & Appointment Committee - cum - Principal District & Sessions Judge, Patna **till**

21.05.2025 for considering the matter for their promotion by the Committee.

The number of vacancies is subject to increase or decrease. **Any corrigendum/addendum to this advertisement, made in future shall be part of the advertisement published vide notice dated 20.03.2023.**

**Sd/-
(RUPESH DEO)
CONVENOR,
Centralized Selection and
Appointment Committee -cum-
Principal District & Sessions Judge, Patna
30-04-2025**

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, _____

APPLICATION FORM FOR APPOINTMENT BY WAY OF PROMOTION FROM GROUP 'C' EMPLOYEES TO THE POST OF UPPER DIVISIONAL CLERK (GRADE III) IN THE CIVIL COURTS OF BIHAR

A. PERSONAL DETAILS (As per service record)

- 1. **Name of the Employee** :- _____
(In block letters)
- 2. **Designation** :- _____
- 3. **Date of Joining in Service** :- _____
- 4. Present **Pay Scale** with effective date :- _____
- 5. **Kalawadhi period for promotion** completed (Five & half years as on 01.04.2023) (Yes / No) :- _____
- 6. **Period of Service** :- ____ Years ____ Months ____ Days
- 7. **Place of posting** (Judgeship) :- _____
- 8. **GPF / PRAN** number :- _____
- 9. **Father's Name** :- _____
- 10. **Mother's Name** :- _____
- 11. **Date of Birth** :- _____
- 12. **Sex** :- _____
- 13. **Visible mark** of Identification :- _____



- 14. Whether any **Departmental Proceeding pending / concluded** against employee (Yes / No), **Provide details, if Yes:-** _____

15. **Category** (Tick whichever is applicable): -

i) Un-reserved		ii) Economically Weaker Section (EWS)	
iii) Backward Caste		iv) Extremely Backward Caste	
v) Scheduled Caste		vi) Scheduled Tribe	
vii) Persons with disabilities (PWD)			

- 16. **Address for communication:** - _____

District: - _____ State: - _____ PIN Code: - _____

B. QUALIFICATION DETAILS: -

1. Educational Qualification(As per service record): -

Sl. No.	Qualification	School / College / Institution / Board / University name	Passing Year	Marks Obtained/ Total Marks	Division/ Grade	Certificate Number
a.	Matriculation					
b.	Intermediate					
c.	Graduation					
d.	Any other Degree					

2. Details of Computer Knowledge:-

Sl. No.	Course Name	Name of Institution (Recognized by Central/ State Government)	Passing Year	Certificate Number
a.				
b.				

C. Declaration (Employee must write in his/her **own handwriting** (in English or Hindi): -

“I hereby declare that the facts and details given by me in this application are true to the best of my knowledge and belief. I understand that in the event of any of the particulars or information above being found false or incorrect at any stage, my candidature shall be liable to be rejected.”

“मैं एतद् द्वारा यह घोषणा करता/करती हूँ कि आवेदन मे मेरे द्वारा दिए गए तथ्य और विवरण मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सही है। मैं समझता/समझती हूँ कि उपरोक्त में से किसी भी विवरण या जानकारी के किसी भी स्तर पर गलत पाए जाने की स्थिति में, मेरी उम्मीदवारी को रद्द कर दिया जाएगा।”

Place :- _____ (In English) _____
Date :- _____ Full Signature of the Employee: - _____ (In Hindi) _____

This is to certify that the above mentioned personal and educational qualification details of the employee is as per the Service Record of the concerned employee.

**Signature of the Judge-in-charge/ I/C Administration,
Civil Courts, with seal**

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,**DETAILS OF EMPLOYEES FOR APPOINTMENT BY WAY OF PROMOTION FROM GROUP 'C' EMPLOYEES
TO THE POST OF UPPER DIVISIONAL CLERK (GRADE III) IN THE SUBORDINATE COURTS OF BIHAR**

Sl. No.	Name of Employee	Designation [BALLIF / PROCESS SERVER / DAFTDARI / DRIVER / ATTENDANT / ATTENDANT (SPECIAL) / NIGHT GUARD]	Date of Joining in Service	Kalawadhi period for promotion completed (Five & half years as on 01.04.2023) (Yes / No)	GPF / PRAN Number	Date of Birth	Sex	Whether any Departmental Proceeding pending / concluded against employee (Yes / No), Provide details, if Yes	Caste Category	Whether hold requisite qualifications as per Rules, 2022 (Yes / No)
1.										
2.										
3.										
4.										
5.										

Principal District & Sessions Judge,