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

NOTICE

[Corrigendum of notices dated 20.03.2023 & 30.04.2025 in connection with appointment by way of promotion from Group 'C' employees to the Upper Divisional Clerk (Grade III)]

In view resolution of the 'Centralized Selection & Appointment Committee' dated 31.05.2025 duly approved by the Hon'ble Court vide letter no. 97811/A.D.(Misc.) Section dated 01.12.2025, the '**Cut-off date**' 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)** is modified from 01.04.2023 to **22.04.2025**.

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, having '**Graduation passing certificate**' and '**Computer Proficiency certificate**' as on **22.04.2025**.

The eligible employees can apply in the prescribed format (Annexure-A) to their respective Principal District & Sessions Judge during the period from **till 08.12.2025**.

The **Principal District & Sessions Judges** after **scrutinizing** the forms received till 08.12.2025 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 **positively till 10.12.2025** for considering the matter for their promotion by the Committee.

The eligible employees **who had earlier submitted applications** in view of notices dated 20.03.2023 & 30.04.2025 along-with 'Graduation Certificate' & 'Computer Proficiency Certificate' **need not requires to submit afresh application** in this regard.

In view of resolution of the Centralized Committee dated 28.04.2025; having considered by the Hon'ble Court, the **total posts for promotion from Group 'C' employees to the post of 'UDC (Grade III)' increased from 1109 to 1879** vide letter no. 86390/A.D.(Misc.) Section dated 15.09.2025.

Any corrigendum/addendum to this advertisement, made in future shall be part of the advertisement published vide notices dated 20.03.2023 and 30.04.2025.

Sd/-
(RUPESH DEO)
CONVENOR,
Centralized Selection and
Appointment Committee -cum-
Principal District & Sessions Judge, Patna
02-12-2025

ANNEXURE - A

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. PERSONALDETAILS (As per service record)

Recent self attested Colour Photo of employee

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 22.04.2025) (**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 हूं 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 :-_____

Date :-_____

Full Signature of the Employee: -

(In English) _____

(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

ANNEXURE - B

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, ...