



**Office of the Convenor,  
Centralized Selection and Appointment Committee -cum-  
Principal District & Sessions Judge, Patna**

**NOTICE**

(Appointment by way of promotion from Group 'C' employees to the Upper Divisional Clerk (Grade-III))

In view of resolution of the Centralized Selection & Appointment Committee dated 20.07.2026, applications through the respective Principal District & Sessions Judge are invited from the eligible **Group 'C'** employees [Bailiff, Driver, Process Server, Daftdari, Attendant, Attendant (Special), Night Guard] in **prescribed format** for consideration of appointment by way of promotion from **Group 'C' employees** to the **Upper Divisional Clerk (Grade-III)** on tentative **876** promotional post of **Upper Divisional Clerk (Grade-III)** in the different Judgeships of Bihar in the light of Rule 15 of '*The Bihar Civil Court Officers and Staff (Recruitment, Promotion, Transfer and other Service conditions) Rules, 2022*'.

- (1) **METHOD OF RECRUITMENT** - Group 'C' employees holding requisite qualification in 1:2 ratio i.e. for three vacancies in appointment on limited examination & Interview, one shall be filled up by Process Server, Daftari and Driver and two shall be filled up from Attendant, Attendant (Special) and Night guard posts having with experience as per **Kalawadhi of 'five and a half years'**.
- (2) **CUT-OFF DATE** – The cut-off date for calculation of Kalawadhi and requisite qualification will be from the date of publication of this notice on the website of Civil Courts, Patna.
- (3) **Qualification** - 'Bachelor's degree in any discipline from a recognized University and Knowledge of Computer is essential.'
- (4) **Mode of recruitment** - 'Through Limited Examination & interview'.
- (5) **How to apply:** -
  - i. The eligible Group 'C' employees i.e. Bailiff, Driver, Process Server, Daftdari, Attendant, Attendant (Special), Night Guard can **apply in the prescribed format of Application Form** enclosed with this notice.
  - ii. **Enclose** self-attested copies of the documents/certificates of requisite qualification with the duly filled *Application Form*.
  - iii. **The duly filled Application Form with enclosures has to be submitted** in the office of the **respective Principal District & Sessions Judge within 30 days of publication of this notice** on the website of Civil Courts, Patna.

- iv. The office of the Principal District & Sessions Judges shall scrutinize the Application Forms received within due date in such a way that the entries made by the employees regarding his **personal and educational qualification details are as per the Service Record of the concerned employee.**
- v. The *Application Form* shall be countersigned by the competent authority / any other officer authorized by the learned Principal District & Sessions Judge of the respective Judgeships by way of signing the column of *Certificate* provided in the last position of application form to the effect that *the above mentioned personal and educational qualification details of the employee have been verified and are as per the Service Record of the employee concerned.*
- vi. The respective Principal District & Sessions Judge will transmit the Application Forms along-with enclosures of such employees in the **prescribed format**, to the Convenor, Centralized Selection & Appointment Committee.
- vii. The Committee reserves the right to scrutinize applications of the employees on the basis of educational qualifications or other criterions.
- viii. The Candidates are required to produce the original document(s)/certificate(s) in support of all essential qualification certificates required for the post, Certificate of computer proficiency, or any other document as mentioned in his / her application form as & when required by the Centralized Committee.

**(6) Mode of Examination: -**

- i. Written **test** will be of **90 Marks**.
- ii. **Interview of 10 marks will be held** of the qualified employees in the Written Test.
- iii. **The minimum qualifying in the written test and Computer operating test will be 40%.**

**(7) Syllabus of Written Test: - The **written test** shall consist of the following subjects: -**

- i. **English Language and Grammar (20 Marks):** - Letter Writing, Essay, Precis, Comprehension and Vocabulary.
- ii. **Hindi Language and Grammar (20 Marks):** - Consisting of Letter Writing, Essay, Precis-Writing, Comprehension and Vocabulary.
- iii. **General Knowledge and Current Affairs (15 Marks):** - In this section questions will be based on History, Civics, Geography, Everyday Science, Constitution of India, Legal Terminology.

- iv. Mathematics of matriculation standard (15 Marks):** - The test shall comprise questions on topics viz. BODMAS, Simple Calculations, Problem based on Time and Distance, Time and Work, Calculation of Simple / Compound Interest, Ration and Proportion.
- v. Test of Reasoning (Verbal and Analytical type) (10 Marks):** - Problems based on English alphabets, Sitting Arrangement, Circular Sitting arrangement, Blood relation, Analogy Test, Ranking Test, Syllogism, Problems based on Venn-diagram.
- vi. Basic Computer Knowledge (10 Marks):** - History of Computers, Fundamentals of Computer and terminologies, Computer abbreviations, Basis of Hardware and Software, Keyboard shortcuts, Operating system basics, Basic Functionalities of MS-Office (Word, Excel and Power-Point), Internet terms and services, Networking and communication, Security Tools and Viruses.

**Sd/-**  
**(ANAMIKA T.)**  
**CONVENOR,**  
**Centralized Selection and**  
**Appointment Committee -cum-**  
**Principal District & Sessions Judge, Patna**  
**12.08.2026**



**Office of the Convenor,  
Centralized Selection and Appointment Committee -cum-  
Principal District & Sessions Judge, Patna**

**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** :- \_\_\_\_\_  
[Bailiff, Driver, Process Server, Daftdari, Attendant, Attendant (Special), Night Guard]
3. **Date of Joining in Service** :- \_\_\_\_\_
4. **Present Pay Scale with** :- \_\_\_\_\_  
effective date \_\_\_\_\_
5. **Kalawadhi period for promotion** completed (Five and half years  
of service as on date of publication of notice (Yes / No) : - \_\_\_\_\_
6. **Period of Service** :- \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
7. **Place of posting (Judgeship)** :- \_\_\_\_\_
8. **GPF / PRAN number** :- \_\_\_\_\_
9. **Employee ID (as per HRMS)** :- \_\_\_\_\_
10. **Father's Name** :- \_\_\_\_\_
11. **Mother's Name** :- \_\_\_\_\_
12. **Date of Birth (DD/MM/YYYY):-** \_\_\_\_\_
13. **Sex** (Male / Female / Transgender) :- \_\_\_\_\_
14. **Visible mark of Identification** :- \_\_\_\_\_
15. (a) Whether any **Departmental Proceeding pending / concluded** against applicant employee  
(Yes / No) : - \_\_\_\_\_

Recent  
self attested Colour  
Photo of Applicant

(b) Provide details, if Yes: -

| Present Status<br>(Pending / Concluded) | Departmental Proceeding No. | Date of Initiation |
|-----------------------------------------|-----------------------------|--------------------|
|                                         |                             |                    |

If the **Departmental Proceeding** is **concluded**, mention the details of final decision -

---



---

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

|                                                    |  |                                       |  |
|----------------------------------------------------|--|---------------------------------------|--|
| i) Un-reserved (UR)                                |  | ii) Economically Weaker Section (EWS) |  |
| iii) Backward Caste (BC)                           |  | iv) Extremely Backward Caste (EBC)    |  |
| v) Scheduled Caste (SC)                            |  | vi) Scheduled Tribe (ST)              |  |
| vii) Persons with benchmark disabilities<br>(PWBD) |  |                                       |  |

**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<br>(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) \_\_\_\_\_

**CERTIFICATE**

**This is to certify that the above-mentioned personal and educational qualification details of the employee have been verified and are as per the Service Record of the employee concerned.**

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