OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE,SARAN AT CHAPRA

NOTICE

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF SUPPORT STAFF IN THE EVENING COURT OF SARAN AT CHAPRA JUDGESHIP

Applications are hereby invited from eligible retired employees of the Civil Courts for engagement of support staff in the evening Court, Saran at Chapra, on a contractual basis, against the following categories of posts:-

SI No.	Name of Post	Number of Post
1	Stenographer	01
2	Clerk	01
3	Peon/Orderly	01

1: Eligibility Criteria

(i) The applicant must be a retired employee of the Civil Courts.

(ii) Only those retired Court employees who have retired within the last three years, prior to the period as per guidelines issued by the Hon'ble High Court, Patna.

(iii) The applicant must be physically and mentally fit to discharge the duties assigned to the respective post.

(iv) The applicant must posses satisfactory service records and should not have been subjected to any major disciplinary punishment during service.

(v) For the post of Stenographer, the applicant must have the requisite experience and proficiency in shorthand and typing.

(vi) For the post of Clerk, the applicant must have adequate knowlege and experience of clerical and judicial office work.

(vii) For the post Peon/Orderly, the applicant must be capable of performing the duties attached of the post.

2. Terms and Conditions:-

(i) The engagement shall be purely contracutal in nature and can be terminated at any time, as per the direction of Hon'ble High Court, Patna.

(ii) The period of engagement, remuneration and order conditions shall be governed by the applicable rules, guidelines and orders of the competent authority.

(iii) The engagement shall not confer any right to claim regular appointment or continuation in service.

(iv) The selected candidates shall be required to perform their duties for a minimum of five (05) hours on each working day.

(v) The competent authority reserves the right to cancel or modify the advertisement or the selection precess without assigning any reason.

(vi) The decision of the competent authority regarding selection and engagement shall be final, subject to applicable rules and directions.

- Application must reach the office of the Principal District and Sessions Judge, Saran at Chapra on before **21.12.2026** either personally or through registered post in prescribed proforma attached with this Notice.
- Circulate it to all judgeship of Bihar and also upload to the website of the judgeship.

Principal District & Sessions Judge
Saran at Chapra
21.11.2026

APPLICATION FORM FOR ENGAGEMENT OF SUPPORTING STAFF IN THE EVENING COURT CIVIL COURT, SARAN AT CHAPRA, BIHAR

To

The Principal District and Sessions Judge,
Saran at Chapra

Recent Passport size Photograph (self attested)

1. NAME OF CANDIDATE (in Block Letters) : _____
2. FATHER'S / HUSBAND'S NAME. _____
3. MOTHER'S NAME. _____
4. DATE OF BIRTH (As per Matriculation) _____
5. AGE AS ON (20-11-2026) _____
6. SEX (MALE /FEMALE) _____
7. MARITAL STATUS _____
8. NATIONALITY _____
9. AADHAR NO. (Mandatory) _____
10. DATE OF RETIREMENT _____
11. RETIRED FROM THE POST OF _____
12. Applied for the Post of
(Please ✓ in relevant box)

Stenographer		Clerk		Peon/Orderly	

13. MEDICAL FITNESS CERTIFICATE ISSUED BY CIVIL SURGEON
14. Whether any F.I.R./ Criminal Case was/ is registered/ pending against you with the police or any Court (if yes status of the same be attached with the application)

_____

15. Whether any departmental proceeding was conducted, yes /no, if yes mention its outcome.

16. PERMANENT ADDRESS :- _____
with Mobile No.

_____

_____

17. CORRESPONDENCE ADDRESS :- _____
with Mobile No.

_____

_____

_____

18. List of documents attached _____

Undertaking

I do hereby undertake that I have read all the terms and conditions of Advertisement published on the official website Saran at Chapra Judgeship and undertake that I am eligible for the above said post, particulars, above filled up by me, are hereby correct and true to the best of my knowledge and nothing have been concealed therein and in the case found false, my candidature will be liable to be rejected. I also undertake that I will visit the website to seek latest information regarding process of recruitment on my own.

Place._____

Date _____ Signature of the applicant

Note: Last date of filing of application:
Mode of Application - Form should be submitted in physical mode in the office of
Principal District and Sessions Judge, Saran at Chapra