

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, SITAMARHI  
(Employment Notice)**

**Appointment Advertisement No.- 1/2017**

As per directions contained in Letter No.-21810 File No.- PF IV-103-1987/Admn. (Misc.) Section Dated-30-03-2017 of the Hon'ble High Court, Patna, Applications are invited by the candidates for appointment on temporary basis on 40 (Forty) Posts of Class-IV Peon/Office Attendant and 02 (Two) Post of Class-IV Daftary in the Judgeship of Sitamarhi in the prescribed format given below on plain paper duly filled up in their own handwriting.

**Name of the post :-**

1. Peon/Office Attendant (Class-IV)
2. Daftary (Class-IV)

**1. (A) Number of the vacant posts :-** 40 (Forty) Peon/ Office Attendant

**(B) Category wise vacancy of Class-IV Peon/Office Attendant :-**

(a) General Category ( Unreserved )	20(Twenty)
(b) S.C.	07(Seven)
(c) E.B.C.	07(Seven)
(d) B.C.	05(Five)
(e) Women of B.C.	01(One)

**(C) Pay scale:** - Rs.-5200-20200 with grade pay Rs.-1650  
for Non-Matric candidates and  
Rs.- 5200-20200 with grade pay of Rs.- 1800  
for Matric pass candidates.

besides allowance as may be admissible by the State Government from time to time.

**(D) Educational & Essential Qualification :-**

(a) An applicant must be literate having working knowledge of both

Hindi & English Languages including reading and writing in the said both language.

(b) Applicant should be physically fit and must know Cycle Riding.

**2. (A) Number of the vacant posts :- 02 (Two) Daftary**

**(B) Category wise vacancy of Class-IV Daftary :-**

(a) General Category ( Unreserved ) 01

(b) E.B.C. 01

**(C) Pay scale: -** Rs.-5200-20200 with grade pay Rs.-1650  
for Non-Matric candidates and  
Rs.- 5200-20200 with grade pay of Rs.- 1800  
for Matric pass candidates.

besides allowance as may be admissible by the State Government from time to time.

**(D) Educational & Essential Qualification :-**

(a) An applicant must be literate having working knowledge of both Hindi & English Languages including reading and writing in the said both language.

(b) Applicant should be physically fit and must know Cycle Riding.

**3. General information for candidates for the said posts:-**

(a) Applicants must be citizen of India.

(b) Age limit of the candidates as on 01/05/17(First of May of Two thousand Seventeen), should not be less than 18 years and not more than 37 years for men and 40 years for women for General category. However the upper age limit for E.B.C./B.C. candidates (men and women) is 40(Forty) years and for SC (men/women) candidates is 42(Forty two) years.

(c) At the time of final selection the vacancy may increase or decrease.

(d) The process of appointment will be made as per Bihar Civil Courts

Staff (Class-III & Class-IV Rule, 2009) and Bihar Reservation Act, 1991.

(e) There will be 03 (Three) percent reservation of physically handicapped candidates in its own category as per government Letter No- 502 dated 2/11/2002.

**4. Documents requires to be attached with application:-**

- (a) Two recent Passport size photographs attested by either Gazetted officer or Notary. One each affix on the space provided in application form (Appendix-A) and in the Admit Card (Appendix-B)
- (b) Copy of proof of Date of Birth attested by Gazetted Officer.
- (c) Copy of all certificates relating to Educational Qualifications attested by Gazetted Officer.
- (d) Copy of Cast certificates issued from competent authority attested by Gazetted Officer.
- (e) One self addressed properly stamped envelop of Rs.-40.00

**5. Selection Procedure and General Instructions:-**

- (a) The application should be sent through registered Post/ Speed Post only. Application through ordinary post, or by any other means will not be entertained and will be cancelled and such application shall be rejected
- (b) Incomplete application or application received after expiry of the last date will not be entertained and will be cancelled.
- (c) No T.A. Will be paid to the candidate for appearance in interview.
- (d) If the applicant not claim for reservation in the proper place of application form he/she will be not given benefit of reservation. Benefit of reservation will be given to only those candidates who are permanent resident of Bihar. Candidates who are not permanent resident of Bihar will be not given reservation. At the time of interview certificate of permanent domicile of Bihar is to be furnished by the candidate.
- (e) In the draft advertisement it requires to be mentioned that any corrigendum/addendum in the draft advertisement if any made in future

shall be part of the advertisement.

(f) Last date for receiving application is on 21/06/2017.

19.5.17  
District & Sessions Judge,  
Sitamarhi.

**Appendix-A**  
(Application Form)

Sl.No.: \_\_\_\_\_ (Only for office use)

To,  
The District & Sessions Judge,  
Sitamarhi.

Affix recent  
Passport size  
Photograph  
attested by a  
Gazetted  
Officer.

1. Name of the post applied for :-
2. Name of candidate :-
3. Father's/ Husband's Name :-
4. Date of Birth :- \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year
5. Age of Candidate as on:- \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year
6. Category, if any, for relaxation in maximum ager limit of the candidate:
7. Category:-  
General, S.C./S.T., E.B.C./B.C./Female E.B.C./ B.C.
8. Sex : Male/ Female :-
9. Permanent Address :-
10. Address for correspondence :-
11. Educational Qualification :-
12. Name of the Employment and Registration No. (if so):-
13. List of Document attached with application :-
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_

**Declaration:-**

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 informations given above is found or incorrect, at any stage my candidature shall be liable to be rejected. Further, I declare that any criminal case is/are not pending against me and I am convicted/not convicted in any criminal case.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of the Applicant

**Appendix-B**

Office- District & Sessions Judge, Sitamarhi.

**ADMIT-CARD**

(To be filled up by the candidate)

1. Name of the post applied for :-
2. Name of candidate :-
3. Father's/ Husband's Name :-
4. Date of Birth :- \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year
5. Address for correspondence :-
6. Full Signature of the candidate:-

Affix recent  
Passport size  
Photograph  
attested by a  
Gazetted  
Officer/Notary

**(For office use)**

Roll No. : \_\_\_\_\_  
Place of Interview : \_\_\_\_\_  
Date and Time of Interview: \_\_\_\_\_

District & Sessions Judge  
Sitamarhi