

**Office of the Judge-In-Charge, Civil Courts, Deoghar**

Deoghar, dated the 24<sup>th</sup> day of February, 2021

**NOTICE**

All the concerned Class-III employees who are going to appear in the Departmental Examination, 2021 are being informed that the said examination is scheduled to be held on 21<sup>st</sup> day of March, 2021 (Sunday). The syllabus as per The Jharkhand State Civil Courts' Officers and Staffs(Recruitment, Promotion, Transfer and other Service Conditions) Rules, 2018 and timings of the examination is as under.

**For Typists and Deposition Typists:-**

(I) **10:00 AM to 12:00 noon** – Paper as per the syllabus mentioned below.

- a) Practice and Procedure Manual
- b) Civil Court Rules
- c) Criminal Court Rules

(II) **04:00 PM to 05:00 PM** – test of typing, the minimum speed of typing would be 50 words per minute in English and 35 words per minute in Hindi.

**For Stenographers:-**

(I) **10:00 AM to 12:00 noon** – Part-I as per the syllabus mentioned below.

- a) Civil Court and Criminal Court Rules
- b) Knowledge of draft, correspondence and order sheet
- c) Practice and Procedure
- d) Accountancy (only for Accounts Cadre)
- e) Book Keeping
- f) Preparation of Budget and
- g) skill test of computer operation.

(II) **01:00 PM to 03:00 PM** – Part-II as per the syllabus mentioned below.

- a) Practice and Procedure
- b) Government Letter and Circular
- c) Stamp Act
- d) Suit Valuation Act
- e) Correspondence, Noting and Drafting
- f) Court Fee Act.
- g) Limitation Act.

(III) **04:00 PM to 05:00 PM** – the test of Shorthand at the rate of 100 words per minute in English and 70 words per minute in Hindi with a mistake up to 5%(Five Percent) as mentioned in the aforesaid Rules.

**For Assistants:-**

(I) **10:00 AM to 12:00 noon** – Part-I as mentioned for Stenographers

(II) **01:00 PM to 03:00 PM** – Part-II as mentioned for Stenographers

Let this notice be displayed in the official website of the Civil Courts, Deoghar and on the Notice Board of Civil Courts, Deoghar and Sub-Divisional Civil Courts, Madhupur.

*24/2/2021*  
Judge-In-Charge,  
Civil Courts, Deoghar