

OFFICE OF
THE CONVENOR, CO-ORDINATION COMMITTEE, PATNA
(Constituted under Rule 7(3) of the Bihar Civil Courts Staff Rules, 2009)
-CUM-DISTRICT & SESSIONS JUDGE, PATNA

EMPLOYMENT NOTICE NO.:- 02/2016

On-line applications are invited in the prescribed proforma for preparation of panel of suitable candidates for appointment on the post of **Stenographer Hindi / English / Bilingual** in the Subordinate courts of Bihar. The candidates are required to give three options relating to the places of their appointment in the event of their selection. However, it is made clear that the candidates may be appointed at any place other than the places opted by them. The posts are purely temporary and the services may be terminated any time without any prior notice. The vacancy position is as follows which is subject to increase or decrease.

Sl. No.	Name of Post	Number of tentative vacancy	Pay-scale
1	Stenographer	1057	Rs.5200-20200 in pay band-1 with Grade Pay of Rs.2400

75% posts of Stenographer may be filled up by recruitment of English Stenographer and 25% posts of Stenographer posts may be filled up by recruitment of Hindi Stenographer.

Category wise breakup of 1057 vacancy of Stenographer is as follows:-

Sl. No.	Category	Number of tentative vacancy
1.	Un-reserved	529
2.	Backward Class	127
3.	Extremely Backward Class	190
4.	Schedule Caste	169
5.	Schedule Tribe	10
6.	Female of Backward Class / Extremely Backward Class / Schedule Caste / Schedule Tribe	32

Reservation for different categories of candidates shall be applicable as per rules of the Government of Bihar. 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. Candidate 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.

CRITERIA FOR CANDIDATURE:- A candidate must be a Citizen of India, Medically fit and of good character and antecedent.

1. Age Limit {as on 1.1.2016 shall be as follows}:

Sl. No.	Category	Minimum Age (in years)	Maximum Age (in years)
I	Un-reserved (Male)	18	37
II	Un-reserved (Female)	18	40
III	Backward Class and Extremely Backward Class (Male)	18	40
IV	Un-reserved, Backward Class and Extremely Backward Class (Female)	18	40
V	Schedule Caste and Schedule Tribe (Male & Female)	18	42

There, shall be relaxation of 10 years in the upper age limit for the physically handicapped in view of Resolution memo no.62 dated 05.01.2007 of Personnel and Administrative Reforms Department, Government of Bihar.

2. Educational Qualification:- The candidate must be graduate i.e. B.A/B.Sc./B.Com or equivalent degree from recognized University. The 'Sahityalankar Degree' obtained from Hindi Vidyapeeth, Deoghar or any other such degree obtained from such other institution shall not be treated as valid qualification to be equivalent to Graduation. The candidates must have knowledge of Stenography in English/Hindi. The minimum speed in stenography shall be at the rate of 80 words per minute in English and 60 words per minute in Hindi with typing speed at the rate of 45 words per minute in English and 35

words per minute in Hindi on Computer. Computer proficiency shall be necessary qualification. A certificate in Stenography issued by an institute recognized by Central/State Government is essential.

PROCEDURE OF SELECTION:- After scrutinizing the application for selection to the post of Stenographer and online shorthand and typing test of both English and Hindi followed by an online test of English / Hindi of 90 marks only may be conducted and on the basis of above said tests, interview of 10 marks on only qualified candidates may be conducted for appointment to the post of English and Hindi Stenographer.

After the selection test (both written and Shorthand) are over, on the basis of marks of both written and Shorthand Test, a common panel shall be prepared by the Co-ordination Committee in order of merit for all the Judgeships in the State of Bihar. The aforesaid panel shall remain valid for a period of 2 years from the date of preparation thereof. The existing vacancies as also any future vacancy due to retirement, resignation and non-joining occurring within the period of 2 years shall be filled up from amongst the candidates in the said panel in order of merit. The candidate shall not be paid any T.A. for attending written test or interview.

Fee:- Exam fee of Rs.500/- only candidates shall pay. However, the candidates belonging to SC & ST category as well as physically disabled shall pay Rs.250/- only through Bank Challan in SBI, Patna Account No. 35411934162 of Convenor, Co-ordination Committee.

The candidate in Government employment must get his/her application sent through proper channel also. At the time of interview the candidates are required to produce attested copy of all the certificates, marksheet and Caste certificate issued by the D.M./S.D.O. Applications received after expiry of period for any reason, incomplete / defective applications shall not be entertained. In case it is detected at any stage that the candidate does not fulfill the eligibility

criteria or ha furnished incorrect information or suppressed any material information / fail to furnish required documents his / her candidature / selection is liable to be canceled.

The candidate required to mention whether any criminal case is pending against him / her or he / she is convicted in any criminal case. In case of conviction in any case his / her candidature shall be canceled.

The last date for receipt of the applications shall be within 21 days of publication of this advertisement on the official website of Civil Courts, Patna, on which online applications shall be sent.

Canvassing in any form shall disqualify the candidate.

Any corrigendum addendum in the advertisement, if any, made in future shall be part of the advertisement.

The date and places of examination shall be announced and published on the website and in the News Paper later.

**CONVENOR,
CO-ORDINATION COMMITTEE, PATNA
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