

कार्यालय, जिला एवं सत्र न्यायाधीश, पूर्व निमाड, खण्डवा (म0प्र0)

:: ज्ञापन ::

क्रमांक : /दो-11-17/17

खण्डवा, दिनांक : /09/2017

प्रति,

प्रभारी अधिकारी,
नजारत अनुभाग,
खण्डवा/हरसूद/पुनासा (म0प्र0)

विषय :- विभागीय प्रतियोगिता परीक्षा आयोजन संबंधी विज्ञापन सूचना पटल पर चस्पा करने एवं संबंधित कर्मचारीगण को संसूचित कराये जाने बाबत् ।
संदर्भ :- सहायक ग्रेड-2 के रिक्त पदों की पूर्ति सहायक ग्रेड-3 कर्मचारीगण में से योग्यता के आधार पर किये जाने हेतु विभागीय प्रतियोगिता आयोजन परीक्षा संबंधी विज्ञापन दिनांक 6.09.2017 ।


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उपरोक्त संदिर्भत विषयान्तर्गत निवेदन है कि इस स्थापना पर सहायक ग्रेड-2 के रिक्त 03 पदों की पूर्ति, सहायक ग्रेड-3 कर्मचारीगण में से योग्यता के आधार पर किये जाने हेतु विभागीय प्रतियोगिता परीक्षा दिनांक 07.10.2017 को आयोजित की जा रही है। उक्त परीक्षा में सम्मिलित होने हेतु पात्र सहायक ग्रेड-3 की सूची एवं परीक्षा विज्ञापन की प्रति संलग्न कर आपकी ओर प्रेषित की जा रही है।

अतः आदेशानुसार निवेदन है कि उक्त विज्ञापन कार्यालय के सूचना पटल चस्पा करने तथा सूची में दर्शित सहायक ग्रेड-3 कर्मचारीगण को संसूचित किये जाने हेतु जिला नाजिर, खण्डवा/नायब नाजिर, हरसूद/पुनासा को निर्देशित करने का कष्ट करें।

संलग्न :

01 विज्ञापन की प्रति
02 सहा.ग्रेड-3 की सूची


जिला रजिस्ट्रार

सिविल कोर्ट, खण्डवा (म.प्र.)

पृष्ठा. क्रमांक : ५०११ /दो-11-17/17


खण्डवा, दिनांक : 06/09/2017

प्रतिलिपि आदेशानुसार :-

01 सिस्टम ऑफिसर, जिला न्यायालय, खण्डवा की ओर विज्ञापन की प्रति माननीय उच्च न्यायालय मध्यप्रदेश, जबलपुर की वेबसाईट पर प्रकाशित किये जाने हेतु प्रेषित।

संलग्न :

01 विज्ञापन की प्रति


जिला रजिस्ट्रार

सिविल कोर्ट, खण्डवा (म.प्र.)

District & Sessions Court, Khandwa (MP)

Advertisement for the Promotion of Clerical Staff Assistant Grade II through Limited Competitive Examination amongst clerical staff Assistant grade III.

Total Number of Posts	:-	03
Last Date of Receiving Application	:-	13-09-2017
Date of Advertisement	:-	06-09-2017
Date of Examination	:-	07-10-2017

Applications are being invited for **03 vacant posts** in the cadre of Clerical Staff Assistant Grade II through Limited Competitive Examination from amongst Clerical Staff Assistant Grade III of District Court Khandwa, under rules 2016, in the pay scale of Rs 5200-20200+2400 New - 25300-80500.

Promotion to this post and condition of service will be governed by The Madhya Pradesh District Court Establishment (Recruitment and Conditions of Service) Rules, 2016 (as amended up to date)

1- Eligibility :-

Only A.G III of the Establishment, who are to complete **05 years of their tenure as A.G III on or before the date of this notification** shall be eligible to apply for this examination.

The List of Eligible Candidates (A.G-III) is affixed on notice board of District Court.

2- Application :-

The Eligible Candidate desirous to appear in this examination will have to submit an application in given format, which must have been received on or before the last date mentioned herein.

Last Date of Receiving Application is 13.09.2017 :-

The application format is given with the advertisement and is affixed on notice board of Court, must be submitted by post or in person

to Office of The District & Sessions Judge, Khandwa, M.P in sealed envelope, in such a manner that same must be received in Office on or before 13.09.2017 till 5.00 pm.

3- Disqualifications :-

In any of the following cases, the Candidate for the aforesaid examination shall be disqualified and/or departmental action for misconduct may be initiated against him/her:-

- i. If he/she takes or attempts to take any favor in any form at the stage of examination; or
- ii. Impersonation by or for the candidate; or
- iii. Making or submitting forged document in support of his or her candidature; or
- iv. If he or she conceals any material information or provides any false information at any stage of selection process; or
- v. If he or she uses or attempts to use, improper or illegal means, either for purpose of being permitted to appear in Examination or at any stage of Examination, in examination room/hall; or
- vi. If he or she, during written Examination harasses, threatens or causes physical injury to or misbehaves with, any officer or employee engaged there; or
- vii. If he or she, disobeys any direction relating to Examination including oral directions by the Invigilator or observer or any other Officer or employee engaged in conduction of Examination.

Moreover, Canvassing in any form will also be a disqualification. Similarly, any attempt on the part of a candidate to enlist support for his candidature or selection/ appointment, through persons of influence or officers of Government/ High court will also disqualify him for appointment.

4- Traveling Expenses :-

No TA/DA shall be paid to the Candidates appearing in the aforesaid Examination.

5- Call Letter :-

After last date for receiving application forms, the call letters shall be issued to such candidates who have applied for this Examination, through Presiding Officer/ OIC of concerned sections. The call letter shall be issued to those candidates who have sent their application forms as mentioned above and other candidates shall be considered as not willing to appear in aforesaid exam.

6- Scheme, Date & Time of Examination :-

(A) The Scheme of Examination :-

There shall be four Parts of Examination, comprising of as under :-

S.No.	Parts	Time	Marks
01.	Written Examination (Objective type)	10:30 am to 11:30 am	60
02.	Practical Examination for computer and typing. Basic knowledge of Computer	12:00 pm to 12:30 pm	20
03.	Viva voce	01:00 pm onward	10
04.	Past performance	On the basis of ACR's of preceding 5 years	10
	Total	--	100

(B) Venue of Examination :-

The Examination shall be held at District Court campus, Khandwa under the control and guidance of District & Sessions Judge Khandwa.

7. Syllabus & Pattern of Examination and Question Papers :-

(A) Written Examination (Objective type) :-

There shall be **60** Objective type questions in this question paper which shall be comprising of five Sections. The Sections, Number of Questions and Marks shall be as under :-

S. No.	Sections	No. of Questions	Marks
01.	<u>Civil Court Rules and Order</u> - Duties of Civil Reader (Rule 369 to 385) - Record preparation of Civil case (Rule 297 to 316) - Receiving of a complaints and report thereon (Rule 37 to 41) - Preparation of a decree. (Rule 165 to 180)	10	10
02.	<u>Criminal Court Rules and Order</u> - Duties of Execution Clerk. (Rule 570 to 587) - Record preparation of Criminal case (Rule 444 to 457)	10	10
03.	<u>Relevant provision of Limitation Act & Court Fees Act</u> - Section 3, 4 & 5 and Schedules (5, 7, 8 and relevant articles from Schedule	10	10
04.	<u>Office Procedure</u> - Fundamental Rules, Leave Rules & T.A. Rules, Medical Rules DE Procedure - Memo & Circulars of High Court related with District Judiciary.	20	20
05.	<u>Basics of Computer</u> - Libre office, Libre calc, CIS - Important Applications of Linux-Ubuntu Operating System.	10	10
	Total	60	60

(B) Practical Examination for computer and typing :-

Practical Examination shall consist of **two** Parts. The Parts and Marks shall be as under :-

(i) Direct dictation typing : -

Direct dictation typing shall be direct typing on the dictation of around **350** words in **10** minutes. This test shall be of **10 Marks**. The candidate shall have to type the dictation and **0.1** mark shall be deducted for each mistake. The candidates shall be permitted to use their own keyboards.

(i) Matter typing : -

There shall be a Matter typing (Hindi) test immediately after direct dictation typing test which shall be of around 300 words typing. This test shall be of total **10 Marks** and **0.1** mark shall be deducted for each mistake. The candidates shall be permitted to use their own keyboards.

8- Valuation of papers : -

Valuation of objective type paper and typing matter sheets shall be completed without delay. There shall not be any provision for making application for revaluation of Answer sheet or Typing matter sheet application if received, shall stand rejected without assigning any reason.

9- Interview/Viva Voce : -

There shall be a Viva Voce of **10 Marks** which shall be held immediately after Practical Examination for computer and typing. Each candidate has to appear in Viva Voce and if any candidate will be absent in Viva Voce then his/her candidature shall be rejected.

10- Minimum qualifying marks : -

A candidate, aspiring for promotion under said rule, shall have to secure an aggregate of 33 % marks for being declared successful.

11- Past Performance : -

Apart from Examination mentioned herein above, Annual Confidential Reports of preceding five years shall be considered for evaluation of past performance of candidate which shall contain 10 Marks.

For each year ACR Grade-wise marks shall be as under :-

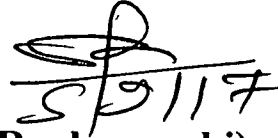
Grade	A+ or A	B	C	D	E
Marks	02	1.5	01	0.5	0

12- Final Selection List :-

After interview a merit wise selection list will be prepared and the same shall be ported on the website of District Court Khandwa as well as affixed on the notice board of District Court Khandwa.

13- Destruction/disposal of used Examination materials :-

The record of the Examination shall be eliminated after one year of the final result.



(S.S. Raghuvanshi)
District & Sessions Judge,
Khandwa (M.P.)

O/O DISTRICT & SESSIONS COURT, KHANDWA (M.P.)

Application Form

(Promotion of Clerical Staff Assistant Grade-II through
Limited Competitive Examination amongst Clerical Staff Assistant Grade-III)

01. Employee Personal Information :-

- (a) Name :- _____
- (b) Father/Husband Name :- _____
- (c) Mother Name :- _____
- (d) Date of Birth :- _____
- (e) Gender :- Male / Female
- (f) Martial Status :- _____

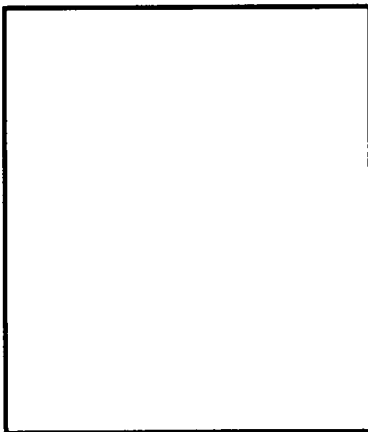
02. Education/Technical/Professional Detail :-

Education	Name of Board/University	Marks Obtained (in%)	Passing Year	Stream	Grade/Division

03. Employee Office Details :-

- (a) Date of Appointment (Joining Date) :- _____
- (b) Designation/Cadre/Class :- _____
- (c) Current Designation/Cadre/Class :- _____
- (d) Employee Code :- _____
- (e) Pay Sclae :- _____
- (e) Details of Departmental Action/Enquiry :- _____
(if any) _____

(Recent PHOTO)



Employee Signature :

Employee Name :

Date :

Place :

कार्यालय, जिला एवं सत्र न्यायाधीश, पूर्व निमाड़, खण्डवा (म.प्र.)

**सहायक वर्ग-2 के पद पर विभागीय परीक्षा के माध्यम से पदोन्नति हेतु पात्र सहायक वर्ग-3
कर्मचारीगण की सूची
(दिनांक 01.09.2017 की स्थिति में जिनकी सहायक वर्ग-3 के पद पर सेवा अवधि 5 वर्ष पूर्ण हो चुकी
है)**

सरल क्रमांक	कर्मचारी का नाम	शासकीय सेवा में प्रथम नियुक्ति का दिनांक	संवर्ग (सहा.वर्ग-3 के पद पर) में नियुक्ति का दिनांक	विवरण
(01)	(02)	(03)	(04)	(05)
1	श्री सुधीर भाटे	24/05/1994	10/06/1995	
2	श्री संतोष कुमरावत	23/03/1983	09/09/1997	
3	श्री राकेश फूलमाली	07/12/1998	07/12/1998	
4	श्री राजकुमार कुशवाह	15/12/1993	15/12/1998	
5	श्री रामसिंह तोमर	25/01/1999	25/01/1999	
6	श्रीमती बबीता रायकवार	17/12/1999	17/12/1999	
7	श्रीमती ललिता मालवीया	06/10/2005	06/10/2005	
8	कु० आरती वर्मा	26/05/2006	26/05/2006	
9	कु० विनीता सांवनेर	02/09/2008	02/09/2008	
10	श्री हेमंतराव पाटील	04/07/2009	04/07/2009	
11	श्री अनिल कुमार शर्मा	07/07/2009	07/07/2009	
12	श्री रविशंकर सेन	09/07/2009	09/07/2009	
13	श्री नवीन पटेल	04/07/2009	04/07/2009	
14	श्री विशाल काजले	04/07/2009	04/07/2009	
15	श्री उमेश गोखले	04/07/2009	04/07/2009	
16	श्री सतीश मोर्य	04/07/2009	04/07/2009	
17	श्रीमती सुषमा साकले	04/07/2009	04/07/2009	
18	श्री विजय सिंह रावत	08/07/2009	08/07/2009	
19	श्री राकेश कुमार ठाकुर	09/07/2009	09/07/2009	
20	श्री अनीष बजाज	13/08/2009	13/08/2009	
21	श्री मोहम्मद इमरान	13/08/2009	13/08/2009	
22	श्रीमती अंजना गिरी	29/05/2006	29/05/2006	
23	श्री अरविंद गुप्ता	21/08/2010	21/08/2010	
24	श्री अक्षय कुमार गुप्ता	30/08/2010	30/08/2010	
25	श्री सैय्यद आसिम अली	21/08/2010	21/08/2010	
26	श्री गजनफर हुसैन सिद्दीकी	23/08/2010	23/08/2010	
27	श्री आनंद कुमार सोनी	12/09/2008	09/09/2010	
28	श्रीमती योगिता सोलंकी	21/08/2010	21/08/2010	
29	श्री सुनिल दत्त भावसार	21/08/2010	21/08/2010	
30	श्रीमती रमा दांगी	30/08/2010	30/08/2010	

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सरल क्रमांक	कर्मचारी का नाम	शासकीय सेवा में प्रथम नियुक्ति का दिनांक	संवर्ग (सहा.वर्ग-3 के पद पर) में नियुक्ति का दिनांक	विवरण
(01)	(02)	(03)	(04)	(05)
31	कु० सरिता राठौर	21/08/2010	21/08/2010	
32	श्री ललित कुमार सिंहौरिया	23/08/2010	23/08/2010	
33	कु० मनीषा खेड़े	21/08/2010	21/08/2010	
34	श्री श्रीनिवास आठनेरे	30/08/2010	30/08/2010	
35	कु० निशा राजपाल	13/01/2011	13/01/2011	
36	श्री महेश पटेल	01/04/2011	01/04/2011	
37	श्री सतीश पंवार	22/07/2011	22/07/2011	
38	श्री दीपक कुमार पाण्डे	20/07/2011	20/07/2011	
39	श्री रंजीत सिंह चौहान	21/07/2009	21/07/2009	
40	श्री दिनेश कुमार गोहारे	18/08/2009	18/08/2009	
41	श्री सुनील कुमार गुजरभोज	20/08/2009	20/08/2009	
42	श्री मोहम्मद अजमल खान	10/09/2008	10/09/2008	
43	कु० मनीषा चौहान	16/08/2011	16/08/2011	
44	श्री आशीष दशौरे	19/10/2010	19/10/2010	
45	श्री दीपक तिरौले	19/10/2010	19/10/2010	
46	श्री इमरान खान मंसूरी	21/08/2009	21/08/2009	
47	श्री शक्ति सिंह ठाकुर	30/05/2012	30/05/2012	

जिला एवं सत्र न्यायाधीश
पूर्व निमाड़, खण्डवा (मि.प्र.)

21/17