

IN THE HIGH COURT AT CALCUTTA

APPELLATE SIDE

**EMPLOYMENT NOTICE**

No. 1571 - RG

Dated, Calcutta, the 17<sup>th</sup> April, 2013.

Applications are invited from the Indian Citizens possessing knowledge in vernacular of the State, for preparation of a panel for filling up the single post of Librarian in the West Bengal Judicial Academy, Salt Lake, Kolkata. The appointment will initially be made on purely temporary basis but is likely to be made permanent.

**Name of the Post** : Librarian

**Vacancy** : 1 (One)

**Pay Scale** : Pay Band Scale Rs. 15,600/- - 42,000/-,  
Grade Pay Rs, 5,400/-, plus other allowances  
as admissible under Rules.

**Essential Qualification :** : (i) Graduation or Master's Degree in any  
discipline from a recognized University.

(ii) Degree or diploma in Library Science from  
recognized University.

**Desirable Qualification :** LL.B. Degree and experience of working in a law  
Library.

**Age :** Not less than 18 years and not more than 32 years as on the date of application  
(Upper age limit is relaxable by 5 years in case of Scheduled Caste and Scheduled  
Tribe candidates only).

Eligible candidates may submit neatly written or typed applications on plain  
paper of A-4 size (210 x 297 mm) addressed to the Registrar General, High Court,  
Calcutta, giving particulars as under :-

(1) Full name of the Candidate (in Capital Letters), (2) Father's/Husband's Name, (3)  
Name of the Post applied for, (4) Date of Birth, (5) Actual Age as on the date of  
Application, (6) Address {Present & Permanent along with PIN Code} with  
Telephone/Contact Nos., if any. (7) Essential Qualifications (as required for the  
particular post applied for), (8) Other Qualifications, if any, (9) Knowledge in  
Computer, (10) Experience, if any, (11) Whether belongs to S.C. / S.T. / O.B.C., (12)  
Nationality, (13) I.P.O. No., Date & Amount (14) Signature of the candidate with date.

Full signature of the candidate must be given at the bottom of the application.

**N.B.** Statements made under Item Nos, 4, 7, 8, 9, 10 & 11 must be supported by the  
attested copies of proper documents/certificates. Self attestation will be allowed.

Each application must be accompanied by (A) Two recent identical passport  
size photographs duly signed by the candidates on the frontal portion of the both of  
the photographs (one to be pasted on the top right hand corner of the application and  
the other to be stitched with the application),

(B) One self addressed envelope (25 cm x 11 cm) with postal stamp of Rs. 40 affixed thereon, (C) Two Character Certificates from two respectable persons in Original, (D) Application Fee of Rs. 200/- (Rs. 50/- for S.C. / S.T. candidates only) by Indian Postal Order, which must be purchased on a date after publication of advertisement, and drawn in favour of the Registrar General, High Court at Calcutta and payable at G.P.O., Calcutta.

Admission to the test/examination will be deemed provisional, subject to verification and determination of the Candidate's eligibility and suitability in all respect. If at any stage of the process, a Candidate is found to be ineligible for admission to the test/s in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.

**Mode of Selection** : Candidates whose applications will be considered to be in order in all respect shall be required to undergo Competitive Test/Interview.

Admit cards containing Venue, Date and Time of the Test/Interview will be sent to the candidates by Speed Post. Candidates called for Test/Interview shall be required to appear at the relevant Test/Interview at their own expenses. Application fee is not refundable in any case.

Candidates already in service under Govt./ Public Sector Undertakings and within the prescribed age limit, must submit their applications through Proper Channel. No advance copy of such application will be entertained.

Application must be submitted along with all the documents and the prescribed application fee of Rs. 200/- (Rs. 50/- for S.C./S.T. candidates only) by I.P.O. Incomplete applications/unsigned applications or the applications received without proper application fee, will not be considered.

The Court reserves the right to make short list of successful candidates for the Post / Service. The Panel so formed shall remain effective for one year from the date of its formation.

In case of any dispute, the decision of the Hon'ble the Chief Justice shall stand final.

The application must be submitted in closed envelope superscribing thereon the name of the post applied for, which shall have to reach the undersigned within 4.45 p.m. on or before 3<sup>rd</sup> May, 2013. Applications reaching the office after the last date shall not be considered, even though the same are posted well in advance.

For further announcement all concerned are requested to visit Court's website [www.calcuttahighcourt.nic.in](http://www.calcuttahighcourt.nic.in).

Sd/-  
(R. K. Bag)  
Registrar General  
High Court, Calcutta