

HIGH COURT AT CALCUTTA, ORIGINAL SIDE

EMPLOYMENT NOTICE NO. HCOS/MSW/2018

Applications are invited from Indian citizens for filling up existing vacancies in the post of Manuscript Section Writer, Original Side, High Court Calcutta in the prescribed format appended thereto:

Sl. No.	Category	Total no. of vacancies
1.	Unreserved	2
2.	Unreserved (EC)	3
3.	Unreserved (Person with disabilities)	1
4.	Scheduled Caste	2
5.	Scheduled Caste (EC)	1
6.	Scheduled Tribe	1
7.	Scheduled Tribe (EC)	1
8.	OBC-A	1
9.	OBC-A (EC)	1
10.	OBC-B	1
<b>Total</b>		<b>14</b>

The post of Manuscript Section Writer is Class –III service/ post as per Annexure-I of the Service Rules, 1960. The said post is in the pay band scale no. 2 i.e. PB-2 of Rs. (5,400/- - 25,200/-) with Grade Pay of Rs. 2,600/- having Minimum Pay of Rs. 6,570/- as per the Calcutta High Court Interim R.O.P.A. Rules, 2009.

The particulars of qualification and other eligibility criteria are given herein below:

**Age** : Minimum age is 18 years and maximum age is 40 years as on the date of application. Relaxation of upper age in case of Scheduled Caste and Scheduled Tribes candidates is 5 years as applicable.

**Qualification:** Must have passed the Higher Secondary Examination from West Bengal Council of Higher Secondary Examination or an equivalent examination of any statutory Indian or other University or Institutions (Rule 2 of the High Court Service Rule, 1960)

**Mode of selection:** Candidates have to pass “Handwriting Test” [Rule 3(c) of the High Court Service Rule, 1960].

**Examination fees:** Crossed Indian Postal Order of Rs. 250/- for Unreserved category and OBC candidates and crossed Indian Postal Order of Rs. 150/- for SC, ST and Physically disabled candidates drawn in favour of “ The Registrar (Original Side), High Court, Calcutta” payable at GPO, Kolkata. Such Indian Postal Order must have been purchased on the date of publication of present Employment Notice or thereafter.

However, the employees of High Court at Calcutta as well as the candidates belonging to Exempted categories, whose names are sponsored by the appropriate authorities, are exempted from paying any examination fees.

Employees of the High Court at Calcutta and the persons already employed under the Government or any other statutory body shall apply through proper channel.

Application has to be made in the prescribed format enclosed herewith stating Full name, Father's / Husband's name, postal address, age, date of birth, educational qualifications, category etc. accompanied by **legible self attested supporting documents**, three recent pass port size coloured photograph (one to be affixed at the top right corner of the application and other two to be stapled with the application) two self attested (**with pin code**) envelopes of the size 25c.m. X 11c.m. with postal stamp of Rs. 5/- affixed thereon.

The application must reach the office of the Registrar (Original Side) within 4:30 p.m. on or before 12<sup>th</sup> February, 2018. Such applications may be sent either by post, addressed to the Registrar (Original Side), High Court, Calcutta or by hand by dropping the same in a box placed outside the office of the Registrar (Original Side), High Court Calcutta, 1<sup>st</sup> Floor, Main Building, in the prescribed form.

The candidates may download the application format from the website of the Calcutta High Court, <http://www.calcuttahighcourt.nic.in>. The applications reaching the office of the Registrar (Original Side), High Court at Calcutta, after the due date shall not be considered even though they may have been posted well in advance.

For further information, all concerned are requested to follow the Calcutta High Court official website i.e. <http://www.calcuttahighcourt.nic.in>.

Sd/-  
Registrar  
Original Side, High Court  
Calcutta

Dated, Calcutta  
The 16<sup>th</sup> January, 2018

# ORIGINAL SIDE , HIGH COURT AT CALCUTTA.

## APPLICATION FORMAT

Candidate should fill up the application form in his/her own handwriting on foolscap (32cm x 21cm) size white paper. Incomplete application or application with defect in any respect or without requisite documents will be summarily rejected.

For office use only

Paste duly  
signed  
recent pass  
port size  
coloured  
photograph

To

The Registrar, Original Side,  
High Court at Calcutta

Ref: Employment Notice No.....

Dated :

1. (a) Name of the Post Applied for : \_\_\_\_\_  
(b) Employment Notice No. : \_\_\_\_\_

2. Mode of payment:

(a) IPO of Rs. \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_ payable at G.P.O. Calcutta

(b) Name of the issuing Post Office with address: \_\_\_\_\_  
\_\_\_\_\_

(c) Whether Crossed : (Yes/No) \_\_\_\_\_

3. Name of Candidate in full (Capital Letters) : \_\_\_\_\_

4. Father's Name : \_\_\_\_\_

5. Husband's Name : \_\_\_\_\_

6. Date of Birth : \_\_\_\_\_

(According to Madhyamik or equivalent examination Admit / certificate enclosed self attested photocopy)

7. Age as on 01.01.2018: YY  MM  DD  8. Sex : ( Male / Female ):

9. Do you belong to SC/ST/OBC (If yes, enclose self attested photocopy of certificate): \_\_\_\_\_

10. Are you a Govt. Servant (Yes / No) : \_\_\_\_\_ (If yes, state details): \_\_\_\_\_  
\_\_\_\_\_

11. Present Postal Address in full (Capital Letters) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Permanent Address (Capital Letters): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Whether Citizen of India (Yes/No): \_\_\_\_\_

14. Qualification: (Enclose self attested photocopies of certificates):

Name of last Exam. Passed	Name of Board/ University	Division or Class	Year of Passing	Percentage of marks obtained

15. Other Qualification(s) (Enclose self attested photocopies of certificates), if any :

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16. List of documents enclosed:

- i)
- ii)
- iii)
- iv)
- v)
- vi)

**DECLARATION.**

I, do hereby declare that (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event any information being found false, my candidature is liable to be cancelled. (b) (Only for Candidates serving under Govt. / Statutory Body / Govt. Undertaking) I have informed the Head of my Office/Department in writing that I am applying for this post.

*\*Strike out if not applicable.*

Dated:

Place:

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(Signature of the candidate in full)