

THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

EMPLOYMENT NOTICE

Applications are invited from the Indian citizens for preparation of separate panels for filling up of the following vacancies in the post of Lower Division Assistant and Data Entry Operator in the High Court at Calcutta and in the proposed Circuit Bench at Jalpaiguri, in the scale of pay of Rs.3350-6325/- with higher initial start at Rs.3530/- (unrevised) along with other allowances as admissible under the Rules of this High Court. The appointment will initially be made on purely temporary basis but is likely to be made permanent.

Name of the post	CATEGORY NO. I				
	Vacancy	General	S.C.	S.T.	O.B.C.
Lower Division Assistant (Total Posts – 220)	Existing Vacancies in Appellate Side	45	15	08	03
	Existing Vacancies in Original Side	23	07	06	02
	Expected Vacancies in Appellate Side	45	16	04	03
	Expected Vacancies in Original Side	07	03	01	xx
	Circuit Bench at Jalpaiguri	22	06	02	02
	CATEGORY NO. II				
Data Entry Operator (Total Posts – 03)		General	Schedule Caste	Schedule Tribe	O.B.C.
		02	01	XX	XX

Essential Qualifications for Category-I posts:-

- a) A pass in the Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent examination from a recognized Council/Board/University/Institution.
- b) Knowledge in the vernacular of the State.

Essential Qualifications for Category-II posts:-

- a) A pass in the Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent examination from a recognized Council/Board/University/Institution. He/she must be a one-year diploma holder in Computer application and possess a speed of not less than 8000 key depressions per hour and that candidates with experience in data entry job would be given preference.
- b) Knowledge in the vernacular of the State and English.

Age for both the categories of posts :- Not less than 18 years and not more than 32 years on the date of application (Upper age limit is relaxable by 5 years in case of S.C. and S.T. candidates only).

Eligible candidates may submit neatly hand-written or typed applications on plain paper of A-4 size (210 X 297 mm) with attested copies of certificate and testimonials etc., addressed to the Registrar General, High Court, Appellate Side, Calcutta - 700 001, 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 on the date of application, (6) Address (present and permanent) with Telephone No., if any, (7) Educational Qualifications, (8) Other qualifications, if any, (9) Knowledge of Computer Application and Key Depression Speed (In case of Data Entry Operator only), (10) Whether belongs to S.C./S.T./O.B.C., (11) Nationality, and (12) I.P.O. No., Amount and date.

Each application must be accompanied by :- (1) Application fee of Rs.100/- (Rs.25/- 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, Calcutta, and payable at G.P.O., Calcutta, (2) Two recent and identical passport size photographs duly signed by the candidate on the frontal portion of both (one to be pasted on the top right hand corner of the application and the other to be stitched/stapled with the application), (3) Attested documents in support of date of birth, educational qualifications, other qualifications, knowledge of Computer Application and Key Depression Speed (In case of Data Entry Operator only) and caste (in case of the candidates belonging to S.C., S.T. & O.B.C. categories), (4) One self-addressed envelope of the size of 25cm X 11cm, with postal stamp of Rs. 5/- affixed thereon.

Full signature of the candidate with date must be given at the bottom of the application. Incomplete applications/unsigned applications/applications submitted without proper application fee will be summarily rejected. The application fee is not refundable in any case.

Mode of Selection for Category I :- Candidates whose applications will be considered to be in order in all respect, shall be required to undergo a competitive written test in i) Arithmetic, ii) English Essay & Precis and iii) General Knowledge. Candidates securing qualifying marks in each of the three subjects and selected in order of merit, shall be required to appear at a viva voce.

Mode of Selection for Category II :- Selection to the post will be made on the result of competitive test/tests to determine computer aptitude and data entry speed and may be written or viva voce or both.

Admit cards containing Venue, Date and Time of the Test will be sent to the candidates whose applications will be considered to be in order in all respect, by post. Candidates called for Tests shall be required to appear at their own expenses.

Candidates already in service under Govt./Public Sector Undertakings/High Court, and within the prescribed age-limit, must submit their applications through Proper Channel.

The Court reserves the right to make a panel of successful candidates. The panel thus formed shall remain effective till the process of giving appointment against the notified vacancies from the panel, is exhausted.

The Court also reserves the right to offer appointment to an empanelled candidate, to the post of Lower Division Assistant on the Appellate Side, the Original Side or at the proposed Circuit Bench at Jalpaiguri; not according to the preference/option given by an applicant. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules of the particular Side or the Circuit Bench where he/she will be appointed.

Candidates intending to apply for both the categories of posts, must submit separate applications for each category alongwith all the documents and the prescribed application fee.

The application must be submitted in a closed envelope, superscribing thereon the particular post applied for, to the undersigned within 4.00 p.m. on or before 23rd February, 2009.

See also our website – www.calcuttahighcourt.nic.in.

Sd/-

**Dated, Calcutta,
The 9th February, 2009.**

**Shyamal Kanti Chakrabarti.
Registrar General.**