

**High Court at Calcutta, Original Side
Advertisement Reference, HCOS/ARCR/2017**

NOTICE

Applications are invited from Indian citizens for filling up permanent vacancies in the posts of Assistant Registrar (Court Recording), High Court, Original Side in the prescribed format appended hereto.

Sl. No.	Category of vacancies	No. of existing vacancies
1	Unreserved	2
2	Unreserved (E.C.)	4*
3	Scheduled Caste	5*
4	Scheduled Caste (E.C.)	1*
5	Scheduled Tribe	1*
6	OBC Category-A	1*
7	OBC Category-B	1*
8	OBC Category -A (E.C.)	1*
9	OBC Category-B (E.C.)	1*
10	Unreserved (Person with disabilities having low vision)	1*
	TOTAL	18

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

The appointment of candidates will be made at the first instance purely on temporary basis in the existing pay band 4A of Rs.15,600 – 42,000 with grade pay of Rs. 5,400/- and special allowance of Rs. 200/- per month with other usual allowances admissible under the rules. Such appointment is terminable at any time on one month's notice from either side.

Candidates for the posts must have completed Graduation from the Calcutta University or an equivalent examination of a statutory Indian or other University and/or Institution and must possess knowledge of vernacular of the State of West Bengal as well as good knowledge of the English language. They should be able to take down depositions of witness, judgments, orders, etc. in 'shorthand' at a speed of at least 160 words per minute and transcribe those to 'printed form' in English at a speed of at least 40 words per minute with the aid of a computer accurately, as far as practicable. The selection shall be made on the basis of a competitive test.

Employees of the High Court at Calcutta and the persons already employed under the Government or any other statutory body may 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, etc. accompanied by all supporting documents, three recent passport-size photographs (one to be affixed at the top right corner of the application and other two to be stapled with the application); two self-addressed (with pin code) envelopes of the size of 25 cm. x 11 cm. with postal stamp of Rs.5/- (Rupees Five) only affixed therein; duly attested legible copies of proper documents/testimonials as proof of his/her bio-data; and Examination fees of Rs 75/- (Rupees Seventy Five only) for the

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candidates belonging to S.C. and S.T. and physically disabled candidates (low vision) and for others Rs 300/- (Rupees Three Hundred only) by **Bank Challan payable at UBI, in favour of Registrar, High Court, O.S. being A/C no. 0091010372343 (High Court Branch)**. However, employees of the High Court at Calcutta as well as candidates belonging to exempted categories, whose names will be sponsored by the appropriate authorities, are exempted from paying any examination fees.

The S.C./S.T./O.B.C. candidates of other States shall be treated as general candidates. The names of the eligible candidates belonging to exempted category will be called from the concerned authority/authorities. Persons with low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device and such person can apply for the post reserved for person with disability of low vision, but the benefit of such reservation will be given to the candidates with disabilities (low vision) of at least 40% (forty percent) and above and their upper age limit will be relaxable upto 45 years.

Admit Card, inscribing the date, time and venue scheduled for the competitive test will be issued only to the candidates whose applications will be found to be in order, as well as subject to receipt of the examination fee as indicated above.

The age of a candidate applying for recruitment to the above mentioned vacancies should not be less than 18 years but not more than 32 years as on the date of application, excepting the S.C. and S.T. candidates, who will get relaxation by 5 years over the upper age limit as mentioned hereinabove. However, the age of the employees of the High Court applying for the posts should not be more than 40 years.

The application must reach the office of the undersigned within 4.45 p.m. on or before 9th June, 2017. The candidates may download the application and Bank Challan format from the Calcutta High Court official website i.e. <http://www.calcuttahighcourt.nic.in>.

N.B.:-

(a) Candidates applying through proper channel will be entitled to have the benefit of exemption of excess age over the upper limit of 32 years provided that the candidate joined his/her present employment prior to his/her attaining the age of 32 years.

*(b) The category of vacancies appearing at Sl. No. 2 to 10 with asterix marks in the table of vacancies were notified earlier under Advertisement Reference, HCOS/ARCR/2016 dated 16th May, 2016 but could not be filled up due to non-availability of desired candidate.

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

Dated, Calcutta
the 8th May, 2017.

Sd/-
Registrar,
Original Side, High Court,
Calcutta.

APPLICATION FORM

HIGH COURT, ORIGINAL SIDE AT CALCUTTA

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

For Office Use Only:

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Affix one self attested passport size (3.5 cm X 4.5cm) photo.

**To
The Registrar
Original Side, High Court at Calcutta**

1. a. Name of the post applied for :

b. Advertisement No. :

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2. Amount & Mode of payment : Rs. /- (Rupees) only by
by bank challan.

3. Name of Candidate in full (Capital letters):

4. Father's/ Husband's Name :

5. Date of birth according to Madhyamik or equivalent examination
(Enclose attested photo copy of Admit Card/certificate, enclosed attested
photocopy):

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(DD/MM/YYYY)

6. Age as on _____ 2017 (YY/MM/DD) :

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7. Sex (Male/Female):

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8. Mention the category to which you belong :

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(Unreserved/Unreserved (Exempted Category)/

Schedule Caste/Schedule Tribe/O.B.C.-A/

OBC-B/OBC-A (Exempted Category)/

OBC-B (Exempted Category)/General (person

with disability of **low vision**)

(Enclose attested photocopy of relevant certificate for candidates other than unreserved)

9. Are you a Govt. Servant (Yes or No.) (If Yes, state details):
(Enclose original N.O.C)

10. Present Postal Address in full (Capital Letters) :

11. Permanent Address (Capital Letters):

12. Whether Citizen of India (Yes or No):

13. (a) Qualifications (Name of Last Examination Passed, Name of Board / University, Division or class, Year of passing, Percentage of marks obtained.) (enclose attested photocopies of certificates) :

Sl. No.	Name of Examinations Passed	Name of Boards/ Universities	Division or class	Years of passing	Percentage of marks obtained

14. Speed in Shorthand & Type Writing (enclose attested photocopy of certificate) :

15. Other qualifications (enclose attested photocopy of certificate) if any :

16. Experience if any :

17. List of documents enclosed:i)

ii)

iii)

iv)

v)

vi)

vii)

DECLARATION

I 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 of 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.**

(Signature of the candidate in full)

Date :

Place :

HIGH COURT AT CALCUTTA	
PAY-IN-SLIP	BANK COPY
(Last date to remit the money)	
Application for the post of :	
UNITED BANK OF INDIA Payable at all Branches of UBI in India Paid in the Credit of the Registrar, High Court at Calcutta, Original Side SB A/C No. 0091010372343	
Name and address of the Candidate	:
Date of Birth	:
Community	:
(a) Examination Fee	:
(b) Bank Charge Rs.	:
Total Rs.	:
(Rupees _____)	
Signature of the Depositor	:
Date of Deposit	:
Branch Name	:
Sol ID	:
Journal No.	:
Signature of Bank Authority with Bank Stamp and date	:

HIGH COURT AT CALCUTTA	
PAY-IN-SLIP	CANDIDATE'S COPY
(Last date to remit the money)	
Application for the post of :	
UNITED BANK OF INDIA Payable at all Branches of UBI in India Paid in the Credit of the Registrar, High Court at Calcutta, Original Side SB A/C No. 0091010372343	
Name and address of the Candidate	:
Date of Birth	:
Community	:
(a) Examination Fee	:
(b) Bank Charge Rs.	:
Total Rs.	:
(Rupees _____)	
Signature of the Depositor	:
Date of Deposit	:
Branch Name	:
Sol ID	:
Journal No.	:
Signature of Bank Authority with Bank Stamp and date	:

HIGH COURT AT CALCUTTA	
PAY-IN-SLIP	TO BE ENCLOSED WITH THE APPLICATION
(Last date to remit the money)	
Application for the post of :	
UNITED BANK OF INDIA Payable at all Branches of UBI in India Paid in the Credit of the Registrar, High Court at Calcutta, Original Side SB A/C No. 0091010372343	
Name and address of the Candidate	:
Date of Birth	:
Community	:
(a) Examination Fee	:
(b) Bank Charge Rs.	:
Total Rs.	:
(Rupees _____)	
Signature of the Depositor	:
Date of Deposit	:
Branch Name	:
Sol ID	:
Journal No.	:
Signature of Bank Authority with Bank Stamp and date	: