

HIGH COURT, APPELLATE SIDE, CALCUTTA

NOTIFICATION

No: 8324- R. G

Dated: The 28th August, 2023.

Applications are invited from Ld. Advocates who have been practising for 10 years or more in the High Court at Calcutta, its Circuit Benches, and/or subordinate courts, including Tribunals within its jurisdictional territory in accordance with the "Designation of Senior Advocates Rules, 2023" published in the Kolkata Gazette (Extraordinary) on 27th July, 2023. Applications are to be submitted in two compulsory phases. The online application would be followed by the offline submission of the prescribed offline form.

Application Procedure:

1. Submit applications online via [this link](#) provided for online form or QR code.
2. Upload (a) a digital passport photo (jpg), (b) the enrolment certificate and (c) the duly filled-up *online attachment form* [[download link](#)] in PDF format from a computer.
3. An acknowledgement email sent after submission; print two (2) copies, tag one with the offline form, other will be stamped and returned when the offline form is submitted directly.
4. For *previous applicants*, re-submission of online and offline forms is compulsory following Gazette guidelines at para-13, page 429.
5. No printed paperbook is required unless demanded by the Secretariat.

Submission of Offline Form, Documents and a Pen Drive (virus-free):

6. Fill in and sign the offline form under Appendix-A. [[offline form download link](#)]
7. Offline Applications (Appendix-A, hard copy) must be accompanied by a printout of the acknowledgement email and one additional passport-size photograph, same as uploaded to online form, to be kept in a separate envelope, with the applicant's name written on the back.
8. Submit the completed offline form at the Collegium Secretariat's temporary office in the Vigilance Department, Ground Floor, Main Building (near Gate-A).
9. Alternatively, the *offline form* and the *pen drive* can also be sent through speed-post/courier service to the Joint Registrar, Collegium Secretariat of the Hon'ble Chief Justice, High Court at Calcutta, 3, Esplanade Row West, Kolkata -700 001.
10. The **Digital Paperbook** must be submitted in a **Pen-Drive** along with the hard copy of the offline form. All digital document files in PDF format, related to Reported and Unreported Judgements, with index files, will be kept within the respective folders.

The folder configuration of the Pen Drive will be as follows:

1. Reported Judgments, 2. Unreported Judgments, 3. Other Documents.

The folder named **Other Documents** will include - 1. One Digital Passport Size Photo (in jpg format) 2. Enrolment Certificate, 3. Pro-bono Work Details, 4. Amicus Curiae Appearances, 5. Declaration, 6. Duly Filled up Online Attachment Form, 7. Statement, if any (page set up: language – English, paper size – A4, Font size – Arial - 12).

Important Dates: Application Submission Start Date : **01.09.2023**, Application Submission End Date : **15.09.2023**, Last Date of Offline Form Submission : **15.09.2023**, Last Date of Re-submission (previous applicants) : Same as above. Offline forms sent through post must arrive by **22.09.2023**.

Link for online form: <https://forms.gle/cn3tRLVYpsDq3D4dA>

For clarifications, email: collegiumjointregistrar@gmail.com

Online Form



Sd/-

[Chaitali Chatterjee (Das)]
Registrar General
High Court, Calcutta