

The High Court at Calcutta

Appellate Side

EMPLOYMENT NOTICE

No. 1855 – RG

Dated, the 30th April, 2013.

Applications are invited from the Indian citizens for preparation of separate panels for filling up the following vacancies in the post of Lower Division Assistant, Data Entry Operator and Telephone Operator, in the High Court at Calcutta, in the scale of Pay of Rs. 5400/- - 25200/- with higher initial start at Rs. 6570/- 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.

Category No. I : Lower Division Assistant (Total Existing and Expected Vacancies– 108).

Category	Number of Vacancy
Unreserved	20
Unreserved (EC)	14
Unreserved (Person with Disabilities)	02
Unreserved (Ex-serviceman)	03
Unreserved (Meritorius Sports person)	01
Scheduled Caste	21
Scheduled Caste (EC)	11
Scheduled Caste (Ex-serviceman)	02
Scheduled Tribe	13
Scheduled Tribe (EC)	07
O.B.C (A)	05
O.B.C (B)	05
O.B.C (A) (EC)	02
O.B.C (B) (EC)	02

Category No. II : Data Entry Operator (Total Existing Vacancies– 06).

Category	Number of Vacancy
Unreserved	02
Unreserved (EC)	01
Scheduled Caste	01
Scheduled Tribe	01
O.B.C (A)	01

Category No. III : Telephone Operator (Total Existing Vacancies– 03).

Category	Number of Vacancy
Unreserved	01
Unreserved (EC)	01
Scheduled Tribe	01

Essential Qualifications for Category – I posts :-

- 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 / Institution;
- Knowledge in the vernacular of the State.

Essential Qualification for Category – II posts :-

- A pass in the Secondary Examination from the West Bengal Board of Secondary Education or its equivalent examination from a recognized Board / Institution. He/she must be 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.
- Knowledge in the vernacular of the State and English.

NB: Those who have applied in response to the previous notification of the year 2009 dated 9th February, 2009, will also be considered as applicants this time.

Essential Qualification for Category – III 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) At least a certificate in Telephone Operating from a recognized Institution.

I Must have ability to answer queries regarding P.B.X and speak in English fluently.

Age for all the categories of posts – Not less than 18 years and not more than 40 years on the date of application (Upper age limit is relaxable by 5 years in case of S.C. and S.T. candidates of West Bengal and in case of physically handicapped candidate). Age as recorded in the Madhyamik or equivalent certificate will be accepted only.

The names of the eligible candidates belonging to Exempted category and Ex-Serviceman category will be called for from the respective authority /authorities.

Candidates of Exempted Category and Ex-serviceman Category need not be apply directly since their names are to be forwarded from the respective authority/authorities.

The following categories of sportsperson shall be considered Meritorious:

- (i) Sportspersons who have represented a State or the Country in a National or International, State competition in any of the games/sports.
- (ii) Sportspersons who have represented their Universities, in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of the games/sports.
- (iii) Sportspersons who have represented the State Schools Teams in the National Sports/games for schools conducted by the All India School Games Federation in any of the games/sports.

NB: The SC/ST/OBC candidates of other States shall be treated as General Candidates.

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 certificates and testimonials etc. addressed to the Registrar General, High Court, 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, along with Pin Code No.) with Telephone No., (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., EC, Ex-Serviceman, Meritorius Sports Person, Person with Disabilities (11) Nationality and (12) Details of depositing applications fees by giving Bank Branch Name, Journal No., Amount and date, (13) Signature of the candidate with date.

Fees: Candidates must enclose with their application copy of Bank Challan for depositing Rs. 200/- + Rs.12/- as Bank Charges/Processing Fees. (Rs. 50/- + Rs.12/- as Bank Charges/Processing Fees. For S.C./S.T. of West Bengal candidates only). Bank Challan may be downloaded from the Hon'ble Court's website and deposited on or before the last date of submission of application to any branch of United Bank of India;

Each application must be accompanied by :- (1) Two recent and identical passport size photographs duly signed by the candidate on the frontal portion of both the photographs (one to be pasted on the top right hand corner of the application and the other to be stitched/stapled with the application); (2) Attested documents in support of date of birth, educational qualifications, knowledge in Computer application and Key Depressions Speed (In Case of Data Entry Operator only), Caste and specific claim for other merit and disabilities etc. (in case of the candidates belonging to S.C., S.T. & O.B.C., EC, Ex-Serviceman, Meritorius Sports Person, Person with Disabilities categories); (3) One self-addressed envelope of the size of 25 cm x 11 cm with postal stamp of Rs. 5/- affixed thereon; (4) Office copy of Bank Challan to be enclosed with the application.

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 Preliminary Screening Test with the help of OMR sheets (Objective type multiple choice). Candidates securing qualifying marks, in Preliminary Screening Test 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 test.

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 other tests which may be written or viva voce or both.

Mode of Selection for Category – III :-

(2) To undergo interview (2) Candidates selected on the basis of the result of the interview shall be required to undergo a proficiency test in Telephone Operating.

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 Test shall be required to appear at their own expenses.

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.

In absence of any stage of examination his/her candidature will be cancelled.

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

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 offer appointment to an empanelled candidate, to the posts of Lower Division Assistant, Data Entry Operator and Telephone Operator on the Appellate Side, the Original Side or at the proposed Circuit Bench at Jalpaiguri; not according to the preference/option of the 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 all 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 closed envelope, superscribing thereon the particular post applied for along with the category, to the undersigned within 4:45 P.M. on or before 31st 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.

Sd/-

(R. K. Bag)

Dated, Calcutta the 30th April, 2013.

Registrar General

HIGH COURT AT CALCUTTA	
PAY-IN-SLIP	BANK COPY
(Last date to remit the money 31.05.2013)	
Application for the post of:	
UNITED BANK OF INDIA Payable at all Branches of UBI in India	
Paid in to the Credit of the Registrar (Administration), High Court at Calcutta, Appellate Side	
SB A/c No. 0091010402088	
Name and address of the Candidate	:
Date of Birth	:
Community	:
(a) Examination Fee	:
(b) Bank Charge Rs.	: 12.00
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 31.05.2013)	
Application for the post of:	
UNITED BANK OF INDIA Payable at all Branches of UBI in India	
Paid in to the Credit of the Registrar (Administration), High Court at Calcutta, Appellate Side	
SB A/c No. 0091010402088	
Name and address of the Candidate	:
Date of Birth	:
Community	:
(a) Examination Fee	:
(b) Bank Charge Rs.	: 12.00
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 31.05.2013)	
Application for the post of:	
UNITED BANK OF INDIA Payable at all Branches of UBI in India	
Paid in to the Credit of the Registrar (Administration), High Court at Calcutta, Appellate Side	
SB A/c No. 0091010402088	
Name and address of the Candidate	:
Date of Birth	:
Community	:
(a) Examination Fee	:
(b) Bank Charge Rs.	: 12.00
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	: