

THE HIGH COURT AT CALCUTTA

APPELLATE SIDE

EMPLOYMENT NOTICE

No. 1247 - R.G.

Applications are invited from Indian Citizens with knowledge in Bengali as well as ability to communicate in Hindi for appointment to the posts of (1) Cook and (2) Sweeper in the High Court Guest House at "Bijan Bhavan", HA-334, Salt Lake, Calcutta - 700 091, on purely ad-hoc and contractual basis on consolidated salary as mentioned below, for a period of one year for the present. The service is renewable at the discretion of the Appointing Authority on the basis of satisfactory performance of the candidate and terminable at any time without assigning any reason whatsoever.

Consolidated Salary :

- (1) For the post of Cook Rs. 6,600/- per month.
- (2) For the post of Sweeper Rs. 6,600/- per month.

No other allowances are admissible over and above the consolidated Salary.

Vacancy : Cook - 1 post, Sweeper - 1 post.

Educational Qualification :

For Cook - Class VIII passed with knowledge in Bengali and ability to communicate in Hindi.

For Sweeper - Class VIII passed with knowledge in Bengali and ability to communicate in Hindi.

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

Experience :

For Cook - Experience in cooking, both Veg. & Non-Veg. items would be preferred.
For Sweeper - Nil

The selected candidate for the post of Cook shall be required to reside in the Guest House Complex for which free single room accommodation will be provided at the premises of the Guest House.

Intending candidates may submit neatly hand-written or typed applications on plain paper of legal size (8.5" x 14"), addressed to the Registrar General, High Court, Calcutta, 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 as on the date of application, (6) Address (Present and Permanent) with Telephone No., if any, (7) Educational Qualifications, (8) Experience, if any (For Cook), (9) Whether belongs to S.C. / S.T. / O.B.C., (10) Nationality and (11) I.P.O. No. Amount and date.

N.B. Statements made under Item Nos, 4, 7, 8, & 9 must be supported by the attested copies of proper documents/certificates.

// 2 //

Intending candidates shall apply stating full particulars and submit the application to the undersigned alongwith two recent passport size photographs duly signed by the candidate on the frontal portion of both of it (one to be pasted on the top right hand corner of the application and the other to be stitched with the application), Application fee of Rs. 100/- (Rs. 25/- for SC/ST 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 GPO, Calcutta, must be produced along with the application. The counter part of I.P.O. may be retained by the applicant for future reference. One self addressed envelope with postal stamp of Rs. 5/- affixed on it.

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

Selection will be made through the process of Interview (Viva-voce) and followed by practical test for the recruitment to the post of Cook. In case of any controversy in the related matters, the decision of The Hon'ble The Chief Justice shall be final.

The application must be submitted in closed envelope superscribing thereon the name of the category of the post applied for, which shall have to reach the undersigned within 4.45 p.m. on or before 6th April, 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
Registrar General

Dated, the 22nd March, 2013.